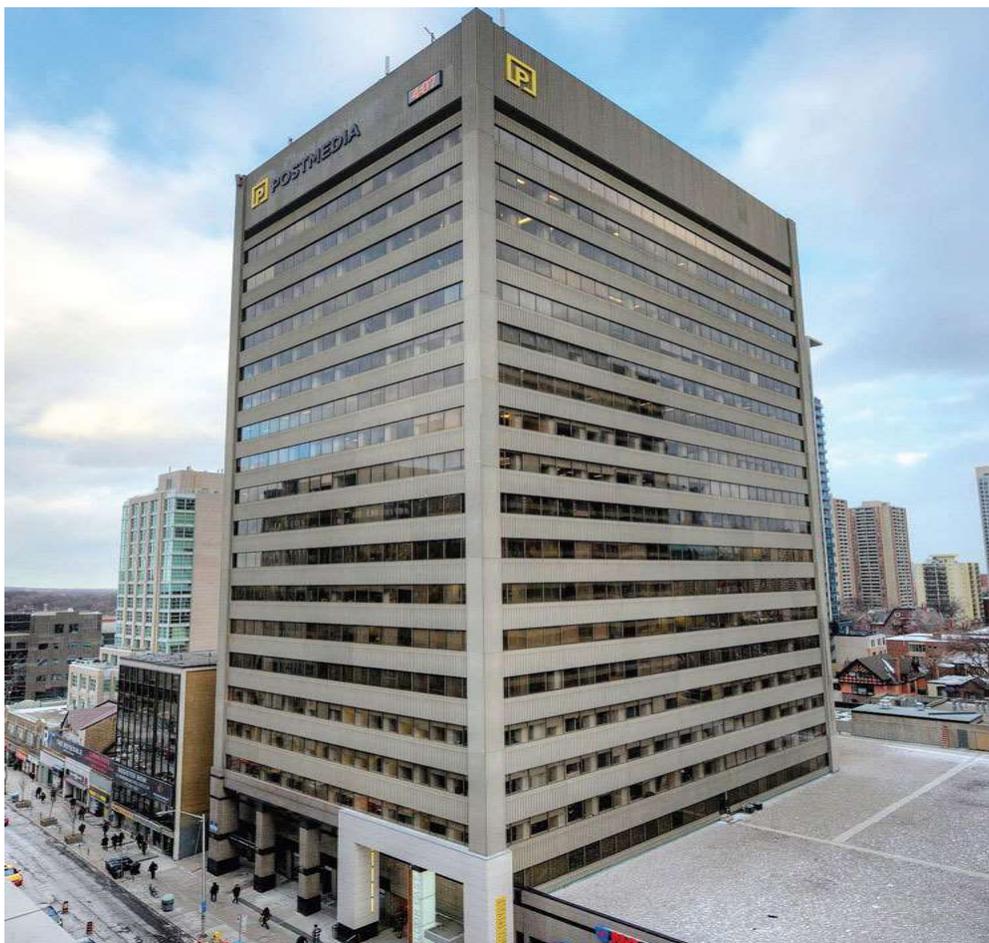


POSTMEDIA PLACE

365 BLOOR EAST

Tenant Design and Construction Manual



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345-365 BLOOR STREET EAST

Tenant Design and Construction Manual

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1.0 LANDLORD INFORMATION AND CONSULTANTS

INTRODUCTION

The Tenant Design and Construction Manual outlines information about policies, procedures, and requirements established by the Landlord for both incoming and existing tenants, their agents and all contracted personnel planning to demolish, construct, renovate, revise or remove leasehold improvements in 365 Bloor Street East. It also outlines the basic design specifications for the building. The information provided within applies as a general rule and should be made available to all parties involved, who are urged to acquaint themselves thoroughly with the material herein, as it will form the basis of the Landlord's approval for all Tenant submissions.

The Landlord's approval of all drawings is for the purpose of obtaining information about the intended design and use of the premises and the impact such a design and use may have on the base building systems, structurally, electrically and mechanically.

By granting such approval the Landlord is not reviewing or agreeing with any Consultants' design accuracy; rather, only approving or disapproving of the impact on the base building systems.

It is recommended that the Tenant and/or Designer visit the site to review and verify all site conditions prior to the preparation of design work.

The Landlord reserves the right to amend, add or delete the information in the manual at any time and the Tenant is obliged to abide by such changes upon notification thereof. All costs associated with the compliance shall be at the Tenant's expense.

This manual is intended to reflect only standard conditions or situations and does not amend the formal lease agreement, which is to govern in the event of any inconsistencies.

Permission to deviate from the Tenant Information and Design Criteria Manual must be obtained in writing. Notes on drawings in conflict with the design criteria have no validity.

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2.1 Project Management Purpose

The primary functions of the Construction Services Project Manager, as the Landlord's representative, are:

- To provide guidance and assistance to Tenants during both the design and construction phases of their leasehold improvements;
- To review and comment upon all Tenant submissions before work begins with the leased premises; and,
- To provide liaison between and among the Landlord, Landlord's Contractor and Consultants, the Tenant's Contractor and Designer.

The following individuals can provide answers to any questions, comments and submissions:

Alaric da Cunha
General Manager
365 Bloor Street East
Suite #1601
Toronto, Ontario
M4W 3L4
(T)416.613.8174 (F)416.924.8979

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2.2 Management Office Operations Contacts

Alaric da Cunha,
General Manager

365 Bloor Street East

Suite #1601

Toronto, Ontario

M4W 3L4

(T) 416.924.5031 (F) 416.924.8979

Email: adacunha@greenrockpm.ca

Naheed Rampurawala,
Office Administrator

365 Bloor Street East

Suite #1601

Toronto, Ontario

M4W 3L4

(T) 416.924.8388 Ext.21 (F) 416.924.8979

Email: nrampurawala@greenrockpm.ca

Tim Douglas,
Concierge

365 Bloor Street East

Suite #1601

Toronto, Ontario

M4W 3L4

(T) 416.710.0434 (F) 416.924.8979

Email: tdouglas@greenrockpm.ca

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2.3 Base Building Consultants & Contractors

Architectural

Paradigm Architecture and Design
2198 Gerrard Street East
Toronto, Ontario
M4P 1E4
(T) 416.686.3624 (F) 416.686.5504

Design

SDI Interior Design
170 University Ave, Suite 1100
Toronto, Ontario
M5H 3B3
(T) 416.449.6474 (F) 416.449.8441

Mechanical & Electrical Engineers

Crossey Engineering Ltd
2255 Sheppard Ave East, Suite E-331
Toronto, Ontario
M2J 4Y1
(T) 416.497.3111 (F) 416.497.7210

Structural Engineer

Synergy Partners
3200 Dufferin Street, Suite 406
Toronto, Ontario
M4P 1E4
(T) 647.479.9526 (F) 416.500.1109

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2.3 Base Building Consultants & Contractors Contd.

Electrical

Smith & Long.
91 Esna Park Drive, Unit #3
Markham, Ontario
L3R 2S2
(T) 416.391.0443

Electrical

Martec Construction Services Inc.
2408 Haines Road, Unit #5
Mississauga, Ontario
L4Y 1Y6
(T) 905. 270.1690

Mechanical

Dunlis Mechanical Service Ltd.
2 Carsons Court
Brampton, Ontario
L6T 4P8
(T) 905.793.6026 (F) 905.793.3537

Mechanical

Jesscor Mechanical Systems Ltd.
3575 14th Avenue, Unit 9
Markham, Ontario
L3R 0H6
(T)905-470-4049

Fire Safety

Trace Fire Protection
825 Denison Street, unit 11
Markham, Ontario
L3R 5E4
(T) 905.415.0300 (F) 905.415.0422

Plumbing

Firenza Plumbing & Heating Ltd.
1 Torbarrie Road
North York, Ontario
M3L 1G5
(T) 416.247.7100 (F) 416.247.4575

2.4 Security Services Contacts

Paragon Security

Toronto office
1210 Sheppard Ave. East
Suite 488 (Customer Service)
Suite 100 (Human Resources)
Toronto, Ontario, M2K 1E3
Tel: 416.498.4000
Fax: 416.498.9694

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2.5 Hazardous Materials/Asbestos related work

Before any work commences, it will be the responsibility of the tenant along with the landlord to prepare a list of designated substances (substances to which the Ontario Ministry of Labour has outlined special work practices for). The list of designated substances compiled with the assistance of the Property Manager's Environmental Consultant, is to be prepared prior to the commencement of construction, renovation or demolition project.

Any designated substances that will be disturbed by this work must be removed and disposed of in accordance with applicable regulations.

All work involving the disturbance of asbestos-containing materials must be performed in accordance with the Ontario Ministry of Labour Regulation 838/90 as amended by Regulation 510/92 – "Regulation respecting Asbestos on Construction Projects and in Buildings and Repair Operations".

It is the responsibility of the contractor to review the survey report files for non-destructive asbestos for the building prior to performing any demolition/construction work, reference must be made with asbestos reports to ensure that planned work does not disturb asbestos-containing building materials. Note that asbestos materials may still be present in shafts or on structural steel wind bracing while the rest of the floor is asbestos free.

If planned work may disturb asbestos-containing building materials, retention of an environmental consultant must be undertaken to design and oversee the asbestos removal portion of the project. For the protection of all building occupants, the consultant will provide inspection and air monitoring services of all asbestos related work. All costs associated with asbestos-related work will be the direct responsibility of Greenrock Property Management Limited.

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3.0 TENANT IMPROVEMENT DOCUMENTS

3.1 Regulatory Bodies and Tenant Responsibilities

The Tenant is required to design and construct its improvements in accordance with any and all applicable Building Codes, By-Laws, and directives of all governing authorities. The Tenant is also required to secure its own Building Permit and all other approvals required by law. Building Permits may be obtained at

Department of Building & Inspections

City Hall - Basement
100 Queen Street West
Toronto, Ontario
M5H 2N2
(T)416.392.7974

The Tenant is responsible for obtaining all necessary permits and approvals, from the Building Department, Health Department, Fire Marshall, the Ministry of Labour and any other governing authority having Jurisdiction. The Tenant shall submit copies of the building permit and any other required permits or approvals with the Landlord, prior to the commencement of the Tenant's construction.

3.2 Tenant Consultant's

The Tenant shall engage, at the Tenant's expense, the Landlord's contractors, for any mechanical, electrical, sprinkler, controls and balancing modifications or additions to the **Base Building Systems**. The Landlord must be notified prior to any modifications to the base building systems.

The Tenant shall engage all the Architects, Engineers and Certified Designers, collectively with the Tenant Consultants to prepare dimensioned construction drawings and specifications, which are necessary for the construction of the Tenant's leasehold improvements. The Landlord, during his review process, will use the base-building consultants. Landlord, from time to time, may require the Tenant to produce additional or more detailed drawings or information, which in the Landlord's opinion may be necessary to identify and describe the nature of the intended improvements. Any added cost for either or both of these requirements would be at the Tenant's expense.

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The Tenant shall make themselves familiar with the by-law and code requirements as well as this Tenant Information and Design Criteria Manual, before preparing the plans and specifications.

By giving approval to such plans, the Landlord and his consultants do not waive the Tenant's responsibility to ensure that any and all Tenant improvements meet the requirements of the Lease, this Tenant Information and Design Criteria Manual, or relevant and applicable Building Codes. Furthermore, any construction deficiencies, H.V.A.C., airflow problems, etc., are the responsibilities of the Tenant and their respective contractor(s). The Landlord's review of the drawings is only to ensure that the Tenant's design does not negatively impact the building's systems or aesthetics.

3.3 Drawing Submittal Requirements

To assist the Tenant in the production of working drawings, Greenrock Property Management Inc. (upon request) can provide the Tenant with any available drawings of the leased premises indicating the major elements of the base building structure and its systems or by surveying existing site conditions.

The Tenant must submit to the Property Management Office for review two (2) prints of preliminary drawings and one (1) digital set showing the proposed office layout for the preliminary approval of the Landlord, **which will be given within 10 business days of receipt of the submitted drawings**. If required, the Tenant shall revise the preliminary drawings and resubmit them showing the proposed resolution to the Landlord's concerns, for approval.

The Tenant must submit to the Project Manager for review three (3) sets of prints and one (1) half scale reduced prints of the plans/drawings outlined below and a sample board of proposed materials and finishes **at least 15 days before construction is due to begin**. Any revisions to the approved drawings must be submitted to the landlord for approval. Project specifications must be submitted with the final set of working drawings describing the quality and performance standards for all of the Tenant work.

Drawing Review Fees: (one time + HST)

Crossey Engineering Ltd:

Mechanical \$380

Electrical \$380

Synergy:

Structural \$500

Paradigm Architecture and Design

Architectural \$350

The Tenant shall provide total heating and cooling capacity calculations for verification to base building capacity. Electrical, mechanical and structural drawings must be signed and sealed by

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an Engineer (responsible for the design) licensed to practice Engineering in the Province of Ontario. These drawings should show all work that is an alteration/addition to the base-building system and all parts of the base-building system that remain unchanged. Tie-ins and extensions to base-building security, fire alarm and communications systems should also be shown.

Upon completing its review, the Landlord shall return the drawings stamped and endorsed with its approval along with all comments and required corrections of the Landlord and his/her Consultants. The Tenant shall revise his/her drawings to include all the comments and corrections and provided the Landlord with a revised set of prints prior to commencing the Tenant work. Unapproved drawings shall be revised to conform to the Landlord's requirements by the Tenant and resubmitted to the Landlord for approval before executing any work. The Landlord 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 Landlord and/or its Consultants.

Tenant drawings shall consist of the following:

3.4 Electrical, Mechanical, Building Automation and Life Safety System Drawings

Drawings must be scaled at 1:100 or 1/8" scale, showing all work that is an alteration/addition to the base building system and all parts of the base building system that remain unchanged. Tie-ins and extensions to base building security, fire alarm, and communication systems must also be clearly shown.

3.5 Structural Drawings

These drawings should be supplied where special conditions warrant their production (e.g. openings in slabs, centralized file storage). Upon submission of structural drawings, the base building structural consultants approving the design loads must submit an approval letter confirming that the floor load will accommodate the additional loading.

3.6 Interior Working Drawings

All Floor plans should have a drawing scale of 1:100 (metric) or 1/8" = 1'-0" (imperial) and should show:

- The locations of all major fixed elements within the leased premises dimensionally related to grid lines and demising partitions;
- Room names, numbers (if applicable), and uses;
- Room names, numbers (if applicable), and uses;
- The locations and layouts of rooms with unusual loading concentrations (for example, centralized filing areas, libraries), including a list of loading conditions;
- Materials and finishes throughout the premises;

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- The number of people to occupy the suite, including all heat load calculations for the determination of H.V.A.C. requirements (may need more info re ASHREA standards);
- Where the leased premises occupy less than a full floor, plans must be included of the entire floor showing the location of the leased premises and their relationship to the elevator lobby, exits, washrooms, etc.

Reflected Ceiling/Lighting Plans

- Lighting, layout, ceiling pattern, air transfer ducts, materials and suspension-system details;
- The locations of any sound baffles above the ceiling;
- The locations of any access panels required to service building systems; and,
- The locations of any air transfer ducts through full height partition. Cross talk silencers are required for all tenant and corridor demising walls.

Sections and Details

- Sections and details must be drawn to a suitable scale and shall indicate partition details, baffles, doors, etc.

Door and Hardware Schedule

- Two copies of the hardware schedule must be submitted to indicate all elements including keying, which must be to existing building standards.

3.7 Project Documents

3.7.1 Documents Prior to Commencement of Construction

- i. Landlord written acceptance of Tenant Drawings/Specifications
- ii. Copies of Agenda issued during tender period at the time of issuance
- iii. Copy of Building Permit
- iv. Contact information General and Subcontractor's names, contact and telephone numbers for after hour emergency use.
- v. Worker's Compensation Board Clearance Certificate from general contractor and sub-trades
- vi. Certificates of Insurance in accordance with Lease documents
- vii. Two (2) sets of construction drawings and specifications plus one (1) set of sepias
- viii. Project schedule, including construction meeting schedule, and
- ix. Letters of acknowledgement from Architects, Engineers (if different from Base Building Consultants), and the General Contractor stating they have read and will adhere to the Tenant Information and Design Criteria Manual and its requirements.

3.7.2 Documents during Construction

- i. Copies of all site-meeting minutes to the Construction Services, Project Manager and Manager of Technical Services

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- ii. Copies of all Contemplated Changes at time of issuance to Contractors
- iii. Copies of all Architect or Designer site visit reports, and
- iv. Copies of all site reports from authorities having jurisdiction
- v. X-Ray and Scanning Request

3.7.3 Documents following the Completion of Work*

- i. Complete set of Consultant approved "As-Built" Drawings of the installation in AutoCAD 2000 or 2002 format. Provide reproducible sepias as well as a CD-ROM with all relevant drawings;
- ii. Letter from Tenant's Designer/professional consultant that the installation has been completed in accordance with the contract drawings and specifications and authorities having jurisdiction;
- iii. Confirmation from Tenant that all surplus base building equipment/material that is to remain the property of the Landlord has been delivered to the Landlord in working order;
- iv. Written verification that air balancing deficiencies have been identified and corrected; and,
- v. Confirmation from the City of Toronto that the building permit is closed.
- vi. Copies of all final deficiency lists
- vii. Completed Construction completion report

***Note: Any Tenant Inducement Allowance shall not be paid prior to receipt of all aforementioned items**

3.8 Approved Drawings

A set of prints of the approved permit drawings must be kept on the premises for the duration of the construction period, so as to be available for reference purposes to the landlord's authorized representatives.

3.9 Construction Schedule

The Tenant must provide the Landlord (prior to commencing construction activities) with a construction schedule outlining the start-up date, and completion date. The Landlord will also require a complete list of the Tenant's Contractors and Sub-trades, which will be listed on a Contractor Access Form and registered with site security.

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3.10 Existing Finishes

The Tenant's Contractors must adequately protect all building finishes and carpets to prevent any damage. Damage to building finishes caused by Tenant contractors will be repaired by the Landlord at the Tenant's expense.

3.11 Exposed Construction Premises

All work not contained within the demising walls and exposed to the public must be enclosed by full height, one side plywood boarding painted to match the Landlord's standard colour.

4.0 CONTRACTOR INSURANCE

The contractor is responsible for ensuring that all the following requirements have been complied with before construction begins;

4.1 Insurance Certificate

The Tenant and their Contractors shall, prior to commencement of construction furnish evidence that they are adequately and properly covered by insurance. All Contractors and Subcontractors connected to any work within the Property are required to list the following on all Certificates of Insurance (insurance policies):

Greenrock Property Management Limited
365 Bloor Street East
Suite #1601
Toronto, Ontario
M4W 3L4

Additional Insured
Greenrock Property Management
Limited
as well as
505896 Ontario Limited

A valid Comprehensive General Liability policy with a limit to any one occurrence of \$5.0 Million must be provided. The policy shall contain a cross liability clause and shall be extended to include non-owned automobiles and blanket contractual liability, in accordance with the Lease.

An "all risk" of physical loss or damage policy be provided covering the total contract price for the Tenant's work, in accordance with the Lease;

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An automobile policy be in force covering all owned vehicles, with a \$2.0 Million combined single limit liability for bodily injury and property damage;

All Policies of insurance relating to Tenant work must be in amounts and in form and with insurers acceptable to the Landlord, including an undertaking by the Insurers to give at least thirty (30) days written notice of cancellation or material changes to the policy holder and the Landlord;

Evidence of the existence of insurance covered referred to in this section must be submitted to the Landlord by means of a Certificate of Insurance from the Tenant's or the Contractor's Insurers or by a certified copy of the actual policy documents before commencement of Tenant's construction; and,

The Tenant and their contractor shall indemnify, defend and hold the Landlord harmless from all claims and hereby assumes all risk of damage to property or injury to persons in, upon or about the premises from any cause arising from the Tenant's construction.

5.0 TENANT CONTRACTOR(S) REQUIREMENTS

While carrying out any work on the premises, the tenant and all of its contractors, agents and employees are required to abide by the regulations listed below:

5.1 Appointment of the Contractor

The tenant is required to engage its own contractors for the purpose of carrying out its Tenant Leasehold improvements: All Contractors are subject to the following conditions:

- a. Are subject to approval by the Landlord;
- b. Must be in good standing with the Workplace Safety and Insurance Board (WSIB); and,
- c. Must utilize the base building automation, fire alarm/sprinkler and controls subcontractors for any leasehold improvements involving work from these trades.
- d. The Landlord reserves the right to approve all construction work carried out by the Tenant's Contractors to ensure its compliance with approved drawings and building standards;
- e. The Contractor is to complete a Tenant Work Permit Request Form, which can be obtained from the Tenant Services Coordinator at the Property Management Office. A sample of the Form can be found at the end of this Manual.
- f. Must sign-in with Security at the beginning of every work day and receive approved Contractor Access Passes.

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- g. Appropriate work attire must be worn at all times (i.e. company shirt, no ripped/torn clothing, presentable appearance, etc.).
- h. Protection - the Tenant shall undertake to protect the Landlord and its interests against the placing of liens under the Construction Lien Act by the Tenant's contractors and suppliers, and to discharge forthwith at its own expense any liens registered against the building and lands which arise as a result of the Tenant's work.
- i. Contractors will be required to deposit \$5K Canadian dollars which will be held until project completion and all permits are closed.

5.2 Health and Safety Requirements

It is the responsibility of the contractor to ensure that the minimum requirements of the Landlord's Occupational Health and Safety policies and programs are adhered to. If the contractor has a set policy or program it must either meet or exceed that of the Landlord's. Contractors must have proper WSIB coverage and show proof of good standing according to applicable Provincial WSIB Regulations.

The Tenant must ensure that its Contractor and Subcontractors:

- a. Comply with, but not limited to all ordinances, the requirements of all Acts and Regulations with respect to health and safety including Occupational Health and Safety Act, RSO 1980 Chapter 321 (as amended) and Regulations for Construction Projects (as amended) made there under; and Workplace Hazardous Material Information System (WHMIS) Regulation, Ontario Regulation 644/88;
- b. Before commencement of work and throughout Contract, maintain on site and readily accessible to all those who may be exposed to hazardous materials, a list of all hazardous materials proposed for use on Site or Workplace together with current Material Safety Data Sheets MSDS);
- c. Ensure hazardous materials used and/or supplies on site are labelled in accordance with WHMIS requirements;
- d. Provide detailed written procedures of safe handling, storage and use of such hazardous materials including special precautions, safe clean up and disposal procedures which conform to the Environmental Protection Act for disposal requirements;
- e. Ensure that those who handle and/or exposed to or are likely to handle or be exposed to, hazardous materials are fully instructed and trained in accordance with WHMIS requirements; and,
- f. Ensure that all chemicals and hazardous materials are disposed of according to the relevant standards, policies, and procedures.

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5.3 Permits

Tenant's design and construction work must comply with all applicable By-Laws. The Tenant must obtain all necessary permits and approvals from the appropriate government authorities before construction begins within the leased premises.

A copy of all permits must be delivered to the Landlord through the Tenant or by the Tenant's representative. The Tenant must correct immediately any work that does not meet with the approval of the building inspector, even though the Tenant's drawings may have been approved previously by the appropriate government authorities and the Landlord. Any revisions to the approved drawings requested by such authorities must be brought to the attention of the Landlord immediately. Should the Tenant unduly delay the required corrections, the Landlord may make the corrections at the Tenant's expense. All permits **must be closed** with governing authorities upon completion of the work. A copy of the closed permit(s) must be submitted to the Landlord.

A copy of the permit drawings must be made available at the Landlord's request.

5.4 Commencement of Tenant's Improvements

Prior to the commencement of Tenant Improvements, the following terms must be completed:

- a. The Tenant shall have obtained all necessary approvals and permits from all regulatory bodies having jurisdiction over Tenant's work and evidence of all such approvals and permits shall have been provided to the Landlord.
- b. The Landlord in writing shall have approved the Tenant's contractors and sub-contractors.
- c. The Tenant shall have furnished proof of insurance.
- d. Inspection of Tenant Premises
- e. Prior to commencement of any Tenant work. The Tenant, his agents, and the Landlord's representative shall perform an inspection of the Tenant's premises.
- f. A signed letter shall be issued confirming acceptance of Tenant area and any damages or deficiencies shall be indicated at that time. If any claims of deficiencies are made subsequent to the aforementioned inspection, and have not been documented prior to the commencement of work, the Tenant will be held responsible and shall correct said deficiencies to the Landlord's satisfaction solely at the Tenant's cost.
- g. The Landlord shall issue written notice to the Tenant advising that all the conditions prerequisite to the commencement of Tenant work have been complied with to the satisfaction of the Landlord. This notice shall be presented to the Tenant contractor before he will be permitted access to the premises to begin the Tenant work.

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Inspection of Tenant's Work in Progress

The Landlord and its Agents, Architects, Engineers, and Consultants shall have unlimited access to the Tenant's premises for the purpose of inspecting the Tenant Work in Progress. The Landlord or its Architects, Engineers or Consultants may note deficiencies in the Tenant work which shall be corrected by the Tenant immediately solely at the Tenant's cost.

The Tenant's Contractor may be issued revisions to the documents outlining regulations and procedures for Tenant Contractors and Subcontractors on the job site, from time to time as site conditions warrant.

After completion of Tenant work another inspection shall be of the premises between the Landlord's representative and the Tenant, to be scheduled by the Tenant.

6.0 SECURITY AND SITE CONDITIONS

6.1 Occupied Areas

The Contractor is fully responsible for the physical security of the occupied premises and the contents thereof throughout the construction period. All access to other occupied spaces requires Security Escorts. Security Escorts are to be arranged through the Tenant or Contractor, unless it is base building work. All costs associated with this are to be paid by the contractor.

The Tenant is fully responsible for the physical security of the leased premises and the contents thereof throughout the construction period and occupancy. The Tenant's Contractor(s) shall be restricted to the enclosed leased area for all work and storage of all construction materials, tools and equipment.

6.2 Keys (or Access Cards)

Access into the Tenant's leased premises should be agreed upon by and arranged between the contractor and its client. Only designated contractor personnel will be issued common area keys. These keys will be held at the Security Desk and must be signed out and in on a daily basis. Re-keying costs for keys that are lost will be the responsibility of the Tenant. These costs will vary depending on the particular key lost.

Security Card Access Systems

The Property Management Office must be notified before the installation of any card-access system. Any Tenant door equipped with a card reader must have a building master key override.

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The base building security card access system (ADT ISL 8000) may be utilized by the Tenant for any or all entrance and interior doors. The Tenant will be responsible to obtain any required permits and licenses from government authorities having Jurisdiction and for the installation of any required additional life safety devices (i.e. pull stations).

In the event that magnetic locking devices are to be installed, each must be tied into the master key override switch located in the Fire Control Room and to ensure all locks have been verified.

All costs associated with the installation will be at the Tenant's expense and at the sole discretion of Property Management Office; a nominal administration fee for card programming and reports requested may be applicable. Please contact the Property Management Office for further information.

6.3 Site Meetings

The General Contractor is to arrange at regular intervals during construction, site meetings to include representatives of the Tenant, General Contractor, Sub-trades and Property Management, in order to deal with any problems, alter or arrange schedules and update work progress, etc. It is also the General Contractor's responsibility to record the Minutes of the Meeting and make them available to all parties.

6.4 Working Hours

Generally accepted business hours of operation are from 8:00am to 6:00pm Monday to Friday and 9:00am to 2:00pm on Sat. & Sun. No work is to proceed in areas exposed to the public during normal business hours.

Construction materials for the premises shall be delivered prior to 8am or after 6:00pm using only the service elevator, Monday to Friday. Work within reasonable noise limits may be carried out during normal working hours; however, tenant complaints will not be tolerated. If construction activity during business hours generates tenant complaints, the Landlord reserves the right to cease work immediately. It is then the responsibility of the Tenant and/or Tenant's Contractor to reschedule work outside of generally accepted business hours solely at the Tenant's expense. Any work which to be done at other times must be specifically agreed upon and arranged with the Landlord providing a minimum of 48-hours' notice; weekends subject to availability.

6.5 Noise Disturbances/Sensitive Work

Sensitive work is defined as work which causes odours, vapours, steam, water, vibrations, noises or other undesirable effects that emanate from the premises or any equipment or installation

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therein which are objectionable or cause any interference with safety, comfort or convenience of the building to the Landlord or its occupants.

Work such as coring and drilling **must** be carried out during non-business hours with the Landlord's written approval in advance. The Landlord reserves the right to cease any work that disrupts the surrounding Tenant's right to quiet enjoyment. Ceased work may be rescheduled at the Tenant's (carrying out the work) sole expense. Under no circumstances will the Landlord be held accountable for any cost increases incurred by the Tenant/Contractor for alternate scheduling of the associated work.

6.6 Temporary Services

a. Restrooms and Common Areas:

Common areas and washrooms may be used by the Tenant's Contractor. The Tenant's Contractor is to coordinate additional cleaning requirements with the Landlord's representative during the construction period. Should the common areas be soiled by any trades using the facilities, the Tenant will be held completely responsible and billed for any cleaning services required plus the Landlord's mark-up for administration and coordination.

b. Power:

- The Tenant's contractor is responsible for the distribution of temporary power and telephone services within the leased premises during the construction period.
- The Tenant will be responsible for all cleaning and repairing any and all damages.
- Temporary power shall be made available by the Landlord in base building electrical/telephone rooms and shall be charged to the Tenant's account on a pro-rata/square foot basis.

c. Telephone

The main telephone service to the building is through Bell Canada. The Landlord must approve any other communication requirements in writing. The Tenant and its Contractors requiring the use of a telephone must make arrangements to have telephone service installed within the premises. The Tenant and its Contractors will not have access to the Landlord's telephone.

d. Heat

The Tenant's Contractors are to supply any necessary temporary heating units. Hook up and disconnect to the building supply line will be done by the base building mechanical trade; the costs of which will be billed to the Tenant's account. A consumption rate for recorded use will also be applicable to the Tenant's account.

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6.7 Shipping and Receiving (Loading Docks and Elevators)

Loading Dock and Deliveries

- The loading dock for 365 Bloor St. East is located off of Selby Street. The facility is open for regular service from 7:30am to 6:00pm, Monday to Friday (Statutory and designated holidays excluded). Dock regulations are clearly posted and shall be adhered to at all times. Failure to do so may result in a revocation of privileges. The Landlord and Property Management assume no responsibility for breakage, damage, theft or personal injury however so caused.
- All deliveries of materials to the leased premises and construction site must be booked through the Landlord's representative providing a minimum of 48 hours notice. Large deliveries must be made before 7:30am or after 6:00pm, Monday to Friday or from 8:00am to 6:00pm on weekends and/or Statutory Holidays, subject to availability.

Service Elevator

- The elevator cannot be taken out of normal service between 7:30am and 6:00pm, Monday to Friday. Elevator booking is on a first come, first serve basis and arrangements must be made providing 48 hours written notice to the Property Management Office.
- Please note that under Section 3.9.2.2.1 of the CSA B44 94 Elevator Code, the weight of any single piece of freight or of any single hand truck and its load cannot be more than 25% of the rated load of the service elevator. The rated load for the service elevator at 365 Bloor Street East is 3,500 pounds; therefore, in order to comply with the respective code, no single load can exceed 875 pounds. For single piece loads exceeding 25% rated capacity, special arrangements may be made with the Elevator Contractor to be arranged by the Property Management Office. Any costs incurred as a result will be solely at the Tenant's expense.

6.8 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 clear of construction materials at all times. Construction activities must respect any and all applicable Fire Safety Regulations.

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6.9 Cleaning

Contractors must ensure that the worksite and corridors leading to and from the worksite are left free of debris. Walk off mats should be placed at all entrances, inside and outside, to a job site to ensure migration of dirt and debris is minimized upon exit. Daily removal of dirt and marks from corridor walls, floors, doors, etc. are required. Arrangements with the base-building cleaners should be made where special cleaning is required to maintain neat appearance; such cleaning will be done at the contractor's expense. Safety precautions must be undertaken when extension cords are required. Where possible, the extension cord must be run through the ceiling to the desired location.

All construction or demolition work near the elevator lobbies requires that adequate protection be taken to ensure that infiltration of the dirt and debris does not occur in the elevator shaft. The contractor is to protect the elevator openings with a plastic sheet, taped to ensure that there is a tight seal between the elevator doors and frames. Building Management reserves the right to correct deficiencies in common areas. Clean up charges will be charged to those responsible.

6.10 Garbage and Waste Removal

Removal of garbage and construction debris generated by work will be the full responsibility of the contractor working in any given area. Corridors, freight and passenger elevator lobbies, and other common areas are to be kept clear of any residual debris.

For clarity, removal of Tenant's construction debris will be scheduled between the hours of 6:00 pm to 6:00am. Bins will only be accepted on site during these hours. Booking of the service elevator for transporting debris must be coordinated through the Property Management Office with a minimum of 48 hours' notice. The Tenant's Contractor is responsible for the most efficient use of the service elevator at the Landlord's discretion. A building representative may be required, at the discretion of Property Management, after hours and the cost which will be charged to the Tenant.

7.0 LIFE SAFETY SYSTEMS

7.1 Upgrades and Revisions to Life Safety Systems

The authorities having jurisdiction must approve all revisions to the base building life safety systems. No upgrades or revisions can be made to the Fire Alarm System without the approval of the Property Management Office, and any revisions made to the system must equal or exceed the standard level of protection and detection throughout the centre.

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7.2 Voice Communications Speakers

At no time may a floor be occupied during normal office hours if the speaker system is out of operation. All revisions must be performed during the night shift and coordinated to ensure that the system is fully operational and checked out by the start of business the following day.

7.3 Sprinkler Systems

All revisions to the base building sprinkler system must be approved by the Landlord or authorized personnel in writing. The sprinkler control valve will be closed and the sprinkler line drained down each day until all Tenant revisions on each floor are completed. All sprinkler systems components must be able to be made operable at the end of each day. The Landlord must be contacted 48 hours in advance of any proposed sprinkler work, and before commencing work on the site. **All precautions must be taken to ensure false fire alarms do not take place.** Charges will be levied against the Tenant's account (cost plus 15% administration fee), etc. Sprinkler work requiring isolation of occupied areas must be completed during normal business hours (9:00am to 5:00pm, Monday to Friday).

Sprinkler fee: Advance payment of \$150+HST is required upon request of shutdown (minimum 24-hour notice); any subsequent drain downs are \$75+HST

After completion of all Tenant work the system must be water pressure tested at 150 psi for two hours. The Landlord's base building engineering consultant must witness the test and send the test certificate to the Property Management Office. The sprinkler system will be reactivated once all tests have been approved. The Tenant is responsible to ensure that the relocation or addition of heads conforms to all applicable N.F.P.A. standards, I.A.O. requirements, and to all authority requirements:

- a. A temporary smoke detection system must be installed in the event that the sprinkler system and building smoke detection system becomes inoperable at the end of each day; and,
- b. A full set of approved hydraulic calculations and drawings must be forwarded to the Property Management Office from the sprinkler contractor prior to any work commencement.

7.4 Sprinkler Drain Down and Fill Up Procedures

All drain down and fill-ups must be done after hours; between 5:00pm and 6:00am during the week or after 6:00pm on Friday and before 8:00am on Monday.

Drain Down:

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1. Engineers must inform S.O.C. of drain down so that S.O.C. can by-pass flow switch for the floor.
2. Engineers to shut the main sprinkler valve for the floor being drained and open the drain slowly until the floor is drained completely.
3. Notify the contractor that the drain down is complete and the work can start

Fill-Up:

1. The contractor must back fill the sprinkler system to the desired pressure for the floor.
2. After the back fill is complete the Engineers must notify SOC to make sure the flow switch for the floor is by-passed along with possible other troublesome flow switches.
3. Engineers must lock off main fire pumps for the Towers (Jockey should stay on)
4. S.O.C. must make announcements for work on the fire system and sound by-pass tones in the Tower. Approx. 10 minutes.
5. Engineers must open the valve slowly until pressure equalizes, open main sprinkler valve fully.
6. Wait 5 minutes, and then call S.O.C. to restore the tones for the Tower
7. Engineers must restore main fire pumps to normal after the jockey has stopped.
8. S.O.C. must make announcements that work on the system is complete.
9. After 1 hour, S.O.C. must restore by-passed flow switches for the Tower

7.5 Electromagnetic Locking Devices

Electromagnetic locking devices and related signage shall be installed in conformance with Section 3.4.6 15 of the Ontario Building Code. The Landlord has no authority to respond to requests for deviations.

Prior to activation of the electromagnetic locking device(s) the installers/owners certificate required by the City of Toronto Fire Department must be completed by the installing contractor and verified by the Landlord's fire alarm service contractor. The General Contractor or their designate will arrange verification by the Landlord's fire alarm service contractor 7 business days in advance of such work. **The Landlord will not be responsible to arrange verification by the fire alarm service contractor.** All completed verification paperwork must be submitted to the Property Management Office within 24 hours of completion.

7.6 Fireproofing Material

All fireproofing material that is removed through either construction or deconstruction or is found to be non-existent on steel decks and beams or floor penetrations must be replaced or provided with a suitable and approved fireproofing material. This replacement material must be installed in accordance with pertinent building and fire codes. In no case may the original level of protection be reduced.

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For large areas where fireproofing will be required the Landlord's approved Fire protection consultant will provide project inspections and testing. Surveys and approvals must be submitted to the Landlord immediately upon completion and before the closing of the job.

Landlord approved fire resistive material is CAFCO 300SB, this material is specially designed for the retrofit construction market.

7.7 Peripheral Devices

Fire Alarm peripheral devices are not to be interfered with, without prior approvals from the Life Safety Department. This includes but is not limited to:

- a. Pull Stations
- b. Smoke/Thermal heat detectors, etc.
- c. Speaker systems
- d. Pre-action Systems

7.8 Fire Watch

The Contractor must provide a fire watch person for occupied areas in accordance with the building fire plan at the Tenant's sole expense. Work outside of these hours must be scheduled with the Property Management Office. Any work concerning the Standpipe must also be scheduled 48 hours in advance; to be done after 6:30pm and be completed before 7:30am.

7.9 Fire System Work

Any person working on the Fire Alarm System must be in possession of (or directly supervised by a person in possession of) a valid Canadian Fire Alarm Association (CFAA) certificate, and surrender it for review to Greenrock Property Management Limited staff upon request.

At no time is the Fire Alarm System to remain in trouble, after work is completed. All troubles caused by work being done on the system are the responsibility of the contractor to clear from the system. And at no time is any work on the system to impair detection or communication with adjacent or satellite areas of the centre. These troubles are to be cleared immediately and are also the responsibility of the contractor.

Operable fire extinguishers must be kept on the leased premises throughout the construction period and these extinguishers must be sufficient in number and of suitable type to combat a

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potential fire in the work area. Any contractors working with an open flame must provide their own fire extinguishers in an operable condition. Base building extinguishers are not to be removed from cabinets. Approval from the Property Management Office must be obtained before any work of this nature is undertaken.

8.0 CONSTRUCTION SITE RULES

8.1 Drilling or Cutting Work

All hammer drilling must be done before 7:30am or after 6:00pm.

The Tenant's Contractors may not drill or cut openings of any type in any part of the base building structure. Where such work is deemed to be necessary, it must be approved in writing by the Landlord and the building's Structural Engineer, carried out solely at the Tenant's expense. X-raying of the structure is mandatory; two (2) business days' notice is required. All core locations shall be submitted in drawings, accompanied by the X-rays for review and approval by the Landlord's representative a minimum of two (2) business days prior to proposed drilling.

8.2 Welding and Any Open Flame Work

Open flames for welding, cutting or other purposes are not permitted without the prior consent of the Landlord. Proposed work of this nature must be approved by Base Building Operations in writing with at least 48 hours' notice before the work is to be done. An operational fire extinguisher must be available in the immediate vicinity of the work, in addition to those already present. The Tenant Contractor shall co-ordinate shut off or covering of the smoke detectors with the Property Management Office. Should the Tenant Contractor neglect to notify the Property Management Office regarding the above-noted work and a fire alarm is activated, resulting in a false alarm, the Tenant contractor will be charged with all associated costs plus a fine of \$500.00 + HST per occurrence plus an administration fee of 15% + HST.

8.3 Electrical Power Shutdowns

All requests for electrical-power shutdowns must be made in writing and submitted to the Operations Manager for approval two (2) weeks prior to the required shutdown. Where electrical shutdown will affect other tenants, a minimum of three (3) weeks' notice will be required. When the power shutdown will affect common areas such as stairwells and freight lobbies an alternate power source will be run to these areas at the tenants' cost.

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8.4 Air Systems Shutdowns

All requests for air system shutdowns must be submitted for approval at least 48 hours before the shutdown date. All requests for air system shutdowns must be directed to (S.O.C.) for approval. A tenant's request for extra air conditioning will take precedence over a contractor's request for a shutdown.

8.5 Water System Shutdowns

All requests for water system shutdowns (fire line, chilled, domestic water, etc.) must be submitted for approval at least 72 hours before the shutdown date. All requests for sprinkler shut downs must be submitted 72 hours in advance and standpipe shutdowns must be submitted 96 hours in advance. Cancellations of Sprinkler or Standpipe drain downs must be given to the Life Safety Team at least 24 hours prior to the schedule drain down is to commence, without this notice the contractor will be responsible to pay the cost of the drain down.

8.6 Plumbing

Where plumbing is removed from Tenant premises, all water supply, drain lines and vent connections must be removed from the ceiling spaces back to the core riser and properly capped. Installation of water meter(s) will be required on all incoming lines to the Tenant's premises servicing any kitchens, private washrooms and HVAC equipment.

8.7 Carpet Laying

Carpets may not be glued to the floor, except when a "quick-release" type of glue is used and the Landlord's approval has been obtained. Installation of all carpet within the Tenant's premises must be completed **after normal business hours**.

8.8 Access Panels

Access panels in walls, ceilings and floor construction must be provided by the Tenant at their own expense and as directed by the Landlord to permit necessary access to equipment or services. The Contractor is to co-ordinate on site the location, number of panels etc. with the Property Management Office.

8.9 Power Activated Devices

Power-activated fasteners may not be used for fastening to the steel deck.

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8.10 Electrical Panel and Tenant Sub-metering System

As part of the work to build-out a Tenant's new premises, the Tenant is required to install, at their sole expense, separate electrical panel(s) for any electrical services supplied to said premises (unless stipulated otherwise). All newly installed electrical systems must be tied into the new electrical panel(s).

Additionally, all existing electrical systems within said premises are to be relocated to the newly installed panel.

Tenants are required to install; at their sole expense, a Measurement Canada Approved Electronic Sub meter.

Electronic Sub meters for electricity measurement are required for all tenant electrical services, including receptacle power, mechanical units, lighting and supplementary air conditioning units, etc., unless otherwise stipulated by Property Management.

8.11 Tie-Ins

The Tenant must obtain the Landlord's permission in writing before installing any tie-ins such as mechanical or fire protection or life/safety systems, and before testing any such tie-ins. Where any tie-ins are made to existing services i.e., domestic water, sanitary, etc. provisions for future accessibility and isolation must be made, the costs of which are the sole responsibility of the Tenant or their Contractor.

At the sole expense of the Tenant, the Landlord's fire Safety Consultant shall be retained to verify any and all fire system alterations. An addendum certificate must be provided to the Property Management Office.

8.12 Fastenings

Tenant Contractors are not permitted to mechanically fasten to window frames, fire-rated walls or exterior walls containing structural air/vapour barriers. Clips must be used to fasten interior partitions to the ceiling grid, screws are not permitted.

8.13 Lighting Control System

365 Bloor St. E. employ's a sophisticated lighting control system throughout the building by the manufacturer TA Canada. This system controls most all light fixtures, but does not include pot lights, various common area lighting elements, or emergency light fixtures.

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Whenever a Tenant chooses to carry out alterations to the existing lighting system, be it in layout or in quantity of light fixtures, a Base Building electrical contractor who is familiar with the system and its various requirements is to be utilized.

Should you require any clarification regarding the system, or more detailed information, we recommend the Tenant's contractors contact TA Canada directly.

Upon commencement of any construction related activities, it is the Tenant's responsibility to ensure that the integrity of the system is maintained at all times (i.e. not damaged by construction activities). Should the system cease to function correctly and require servicing as a result of any construction related activities; the Tenant will be invoiced for all work orders including an administration and coordination fee.

It is also the Tenant's responsibility to commission any and all changes made to the lighting system, to ensure that the integrity of the system is maintained. Any and all costs pertaining to the commissioning of the lighting system are solely the Tenant's responsibility. The commissioning process is to be handled by TA Canada.

9.0 BASE BUILDING STANDARDS AND PROTECTION

9.1 Radiant Units

All office furniture should be placed to allow a minimum of six inches (6") clearance in order for the units to function correctly, tenant will be required to move furniture min. 36" from induction unit to enables access for maintenance, using tenants' own resources. Fastening to the radiation units is not permitted (including installation of power and telephone outlines). Radiator enclosures shall not be used as a step or for storage of materials, etc. Repairs for damages shall be the responsibility of solely the Tenant.

9.2 Ceilings

Finished ceiling are lay-in acoustic panels, in a t-bar suspension system, using a combination 1x4 and 2x4 grid. The base building tile specification is Dune 1773 with Prelude XL 15/16 Exposed Tee and 7875 shadow moulding. All vacant space is fully equipped with installed tiles. The contractor is responsible for supplying and replacing all tiles soiled or broken during construction.

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9.3 Base Building Doors and Frames

Entrances to electrical rooms, janitor rooms, washrooms, stairways, etc. will be hollow metal doors in pressed steel frames, painted to base building standard.

9.4 Tenant Doors, Frames and Hardware

Tenant entrances on multi-Tenant floors will be full height solid core wood doors with wood frames and will be finished on both sides with varnish. All door locks installed by the tenant on both entrance and interior doors, must be keyed to the building master keying system. The system allows complete freedom to the tenant with respect to locking arrangements for its offices, while providing access to each office at all times for both normal cleaning and emergency situations. The Property Management Office maintains the master keying system and the records on key coding and distribution. The Base Building contracted Locksmith are the only company permitted to change the keying of any locks. Exiting is to be in accordance with the Ontario Building Code.

Door Hardware

All door locks installed by the Tenant, on both entrance and interior doors, must be keyed to the building master and sub-master keying system using building standard door hardware. The system allows complete freedom to the Tenant with respect to locking arrangements for its offices, while providing access to each office at all times for both normal cleaning and emergency situations.

The Landlord's locksmith, Pro Locksmith Ltd. can be reached at 416.488.2111 which maintains the master keying system and the records on key coding and distribution. Outside locksmiths or lock manufacturers are not permitted to change the keying of any locks. The Landlord's locksmith at the Tenant's expense must be engaged for the final keying.

It is advisable that the Tenant contact the Property Management Office before purchasing a hardware system to ensure that it is compatible with the base building system, Medeco.

9.5 Demising Walls

All interior demising walls shall be constructed with metal studs, acoustic insulation and gypsum wallboard running from floor to the underside of the suspended ceiling. The partitions, which separate on Tenancy from another, will be acoustically attenuated from the suspended ceiling to the underside of the structural slab. All services penetrating the demising wall should be fire stopped.

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9.6 Venetian Blinds

All windows are provided with horizontal Venetian blinds, essential to the HVAC system of the building which may not be removed. With the Landlord's approval, tenants may add sunshades, provided these are of a type and material that will not interfere with the operation of the perimeter induction/radiation units.

9.7 Signage

Tenant identification signs in plaza directories, elevator lobbies and adjacent to tenant entrance doors must be in accordance with Greenrock Property Management Limited design criteria for such items as style, location, and size. The cost of signs is charged to the tenant's account. All requests for signs must be submitted in writing indicating exact wording and spelling required. Requests should be submitted approximately one month prior to the actual required date.

9.8 Structural Systems

Fastening directly to the curtain wall is not permitted. (including mullions). Base building floor is finished concrete floor slabs. Base building partitions are drywall prime painted base building standard white or as directed by Landlord.

The Tenant is responsible for cleaning and making good any and all damages to stairs and other common areas used for access during Tenant work, and caused by the Contractors. Tenant Contractors shall not wedge fire doors in stairwells open. The Landlord at the Tenant's expense shall repair any damages to any elevator cabs, doors or frames. The Tenant shall be responsible for cleaning and making good any damages to the Mechanical and Electrical rooms. In particular, floor drains shall not be used for dumping of liquid waste, etc.

The 365 Bloor St. E. has been designed to handle 75 pounds per square foot live load, including partitions. Unusually heavy loading situations, such as central filing areas, storage areas, vaults, safes, etc., must be specifically indicated and details of projected floor loading supplied as part of the base building working drawings the tenant submits to the Landlord. Plans for such unusual situations are subject to the approval of the Landlord's structural engineer. Live loads may not exceed the load limit for the floor slabs without the Landlord's approval. In order to maintain the integrity of the building vapour barrier, penetration of the interior surface of the exterior wall or of window frames and mullions is prohibited. Partitions abutting a mullion shall be sealed with double sided closed cell PVC tape.

9.9 Control Systems

All Control modifications are to be submitted to the Landlord prior to construction to verify compatibility with the base-building standards. Current systems are as follows:

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- Perimeter Induction Units
- Pneumatic Dampers
- Pneumatic Induction Unit Valves
- Integrated Lighting Controls

Control lines are to be capped off to prevent loss of control air from affecting other building operations. Static sensing lines on the floors for both the water and air systems must remain intact to ensure proper building operations. Ductwork on construction floors must not be left open unless arrangements are made with the Landlord.

New and existing controls in renovated areas are to be verified and/or commissioned for proper operations. Base-building controls are to be supplied by TA Canada.

The communication trunk layout for both the Building Automation System can be obtained from the Landlord. Any additions to these systems must be documented and drawings revised and returned to the Landlord before tenant occupation. All communication wiring should be colour coded to be easily identified.

Prior to whole floor demolition, smoke damper lines are to be capped off in the riser room at the solenoid. After demolition the smoke lines are to be made safe and tested for air leaks. This is to be coordinated between the control contractor and the mechanical contractor followed by a statement in writing to the Landlord that the smoke system was made safe.

9.10 Base-Building Finishes

All building finishes, including window film where applicable, and carpets must be adequately protected to prevent any damages during construction. Damages to building finishes caused by contractors will be repaired by the Landlord at the contractor's expense.

All construction materials, equipment and workbenches must be kept within the work area throughout the construction period. All public lobbies, corridors, washrooms, riser rooms and stairs shall be kept clear of construction materials at all times.

All carpeting must be protected with plywood and plastic sheets supplied by the tenant contractor. Mats must be placed at the entry and exit of all construction sites as a duct control preventative measure to avoid dust tracking onto the lobbies, corridors and concourse levels.

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10.0 MECHANICAL SYSTEMS

10.1 Heating, Ventilation and Air Conditioning Systems (HVAC)

General

The office floors of the building (2nd to 20th floor) is air conditioned by cabinet units along the perimeters for the exterior zones and central air system for the interior zones.

There are 4-pipe cabinet fan coil units installed along the perimeters on the 2nd floor and cabinet induction units along the perimeters from the 3rd floor up.

There is a dedicated air-handling unit serving the interior zone of the 2nd floor. The unit is located in a mechanical room on the 2nd floor complete with heating and cooling coils.

Typical floors from 3rd to 20th floor are served by three central air handling units located in the penthouse mechanical room; one unit serves the perimeter induction units and the other two units serve the interior spaces of all floors. The interior zone units are cooling only units while the perimeter unit is a heat/cool unit complete with heating and cooling coils.

Outside air is drawn in by all air-handling units through louvers on the outside wall and introduced to the space for ventilation through the distribution ductwork.

All air-handling units are controlled by the Building Automation System (TA Canada).

Interior Zones

Supply air for the interior zones on all floors is of constant air volume design and air is distributed to the space through 12" x 12" square ceiling diffusers.

Cooling air is supplied to the interior space in general all year round; supply air temperature is set by the Building Automation System and reset with the return air temperatures:

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Interior Zone Supply Air Temperature Set Point Schedule		
Return Air Temperature	20°C (68°F)	24°C (75°F)
Supply Air Temperature	18.5°C (65°F)	16.5°C (62°F)

On 3rd to 20th floors, there are hot water reheat coils on the interior zone supply air mains; they are controlled by local thermostats to maintain the space at the desired temperatures.

For the 2nd floor, heating can be provided to the interior space through the dedicated air-handling unit if required.

There are temperature sensors installed in the space for remote temperature monitoring from the Building Automation System. However, there are no individual temperature controls available for the tenants on the floors for the interior zones.

Tenants may install bypass boxes with thermostats in their areas should they require individual zone controls but all boxes must be of constant air volume design to match the base building system.

Any addition or relocation of ceiling diffusers, additional bypass boxes and thermostats etc. deemed necessary to accommodate the Tenant floor plans and requirements shall be the responsibility of the Tenant.

Electrical reheat on distribution ducts for zone controls will not be permitted.

Perimeter 4-Pipe Fan Coil Units (2nd Floor Only)

There are around 48 4-pipe fan coil units installed along the perimeters on the 2nd floor.

There are cooling coil and heating coil in each unit complete with control valves. Chilled water is supplied to the units in the summer for cooling and heating water to the units in the winter for heating.

A thermostat complete with 2-speed fan switch are provided for each unit for individual controls.

Any addition or relocation of the perimeter fan coil units and the associated controls etc. deemed necessary to accommodate the Tenant floor plans and requirements shall be the responsibility of the Tenant.

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Perimeter Induction Units (3rd to 20th Floor)

Primary air is supplied from the penthouse air-handling unit to all the perimeter induction units with temperatures set by the Building Automation System as follows:

Induction Unit Primary Supply Air Temperature Set Point Schedule		
Return Air Temperature	20°C (68°F)	24°C (75°F)
Supply Air Temperature	21°C (66°F)	15.5°C (60°F)

The primary air provides basic cooling and ventilation for the perimeter zones all year round.

Cooling water is supplied to the induction units in the summer to supplement any extra cooling that are required, and heating water is supplied to the units in the winter to heat the space whenever required.

There are approximately 48 induction units on each floor and they are group controlled by pneumatic actuated zone thermostats with zone control valves.

There are around 15 to 20 zone control valves per floor for the perimeter induction units. They are of local controls and are not interfaced with the Building Automation System.

Any addition or relocation of the perimeter induction units and the associated controls etc. deemed necessary to accommodate the Tenant floor plans and requirements shall be the responsibility of the Tenant. All additional zone control valves and thermostats shall be pneumatic type to match existing.

Return Air

Air for the 2nd floor is re-circulated by its dedicated air-handling unit on the same floor.

For 3rd to 20th floor, air is returned from all floors to the central air-handling units on the penthouse through a common return air system with a return air fan located in the penthouse mechanical room. The common return air shaft is located in the core area.

All return air must move laterally through the ceiling plenum above the office areas back to the return air duct/air shaft. If partitions extend to the underside of the structure, openings must be provided for the free movement of air. Internally lined transfer air ducts shall be provided through the demising walls between different tenant spaces.

If ducts are required to penetrate any walls or slabs that are deemed to be fire-rated, fire dampers must be installed at the penetrations to maintain the integrity of fire separation.

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Exhaust System

There is a central sanitary exhaust fan located in the penthouse mechanical room that exhausts all the core area washrooms through a common exhaust air riser.

There is a capped 8" x 6" sanitary exhaust duct provided on the east side and west side of the core area on each floor for tenant connections.

Additional washrooms in the tenant space maybe able to connect to this central sanitary exhaust system subject to Landlord's approval. Maximum exhaust air that can be connected to each duct is 200 CFM. Individual exhaust fans shall be installed in the tenant washrooms and connected to the provision ducts complete with back draft dampers.

However, Tenant shall not directly utilize this base building exhaust system to accommodate any special room use such as smoking rooms, laboratories, pantries, kitchens, or any rooms other than washrooms.

If ducts are required to penetrate any walls or slabs that are deemed to be fire-rated, fire dampers must be installed at the penetrations to maintain the integrity of fire separation.

All tenant washroom exhaust fans must be interfaced with the existing Building Automation System for exhaust interlocks such that no tenant washroom exhaust fans can be operated unless the base building central sanitary exhaust system is operating which is on a preset schedule.

All Building Automation System interface work must be performed by the base building control contractor TA Canada.

Base Building HVAC Design Criteria

The base building HVAC design criteria for the office space are as follows:

- a. Indoor air condition in winter: 22°C (72°F) with 20% to 25% relative humidity at outside conditions of -20.5°C (-5°F).
- b. Indoor air condition in summer: 24°C (75°F) with 50% to 60% relative humidity at outside conditions of 32°C (90°F) dry bulb and 24.5°C (76°F) wet bulb temperature.
- c. The exterior zones cover approximately 12 feet from the exterior walls and served by either the 4-pipe fan coil units (2nd floor only) or perimeter induction units (3rd to 20th floors) for heating or cooling. The supply air from the 4-pipe fan coil units is approximately 290 to 390 CFM per unit; while the primary air supply to each induction unit is approximately 65 to 85 CFM per unit.
- d. The interior space is served by constant air volume system at approximate 0.7 CFM per ft² excluding the core area.

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- e. Ventilation rate (outside air capacity) for the space is approximately 0.1 CFM per ft² of occupied area based on 17 CFM per person and 1 person per 150 ft²; meeting ASHRAE Standard 62.1-2007 Ventilation for Acceptable Indoor Air Quality.

The Tenant's engineer shall use the above criteria as the basis for the tenant HVAC design. Design must be submitted to the Property Management for review and comments.

Air Balancing:

All air systems that are connected to the base building systems must be balanced to the air flow rates that are indicated on the tenant drawings as approved by the Landlord.

All air balancing work must be performed by independent balancing specialists that are approved by the Landlord at the tenant's expense. Coordinate with Landlord for approved balancing contractor list. Air balancing reports must be submitted to the Property Management for reviews and records.

10.2 New HVAC Equipment Installation

The base building HVAC systems will be off in the afterhours and during the weekends.

Should a Tenant require supplement cooling as their needs exceed the base building provisions or require cooling continuously in the afterhours for areas such as computer rooms, meeting rooms, or classrooms etc. an independent system should be installed at the Tenant's sole expense subject to the written approval of the Landlord.

Additional air-conditioning units shall be air-cooled type in general. All remote air-cooled condensers shall be installed outdoor or on the roof. **Installing the condensers in the ceiling return air plenums will not be permitted.**

Existing window panels on the outside walls can be utilized for condenser air intake/exhaust or ventilation air intake. Window panels can be removed and replaced with ventilation louvers if required subject to Landlord's approval. Tenant must replace louvers back to windows to match existing prior to moving out.

City water-cooled units are not permitted unless obtain special approval from the Landlord. A water meter must be installed for the unit should it be approved.

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Units that are to utilize the cooling or heating water from the base building systems must obtain Landlord's approval. BTU meters may need to be provided for the new units should they be approved.

Refrigerant used by all additional air-conditional units must be environmentally friendly and LEED recognized. Refrigerants containing CFC or HCFC will not be accepted.

All additional air-conditioning units must be powered from the tenant electrical panels that are to be metered separately.

10.3 Base Building Piping Connections & Pre-Operational Cleaning Procedures

Should the tenant HVAC fit-out work require any piping connection to the base building heating or cooling pipe loops, the tenant engineer must provide detailed flow requirements of the new equipment to the Landlord for review and approval. No work shall be carried out unless written approval from the Landlord is obtained.

All new piping that is required for the work must be pressure tested, cleaned and flushed to the Property Management's satisfaction prior to connecting to the base building piping systems.

All Mechanical Contractors shall clean, flush and charge any and all new piping for "Closed Systems" as per the following procedures using chemicals Ferroquest FQ7103 and Corshield MD4102 or as recommended by the base building chemical treatment contractor.

Once the cleaning and flushing has been completed, a sample of the "final flush water" shall be taken for the Property Management to confirm cleanliness of the system. Once cleaning has been accepted by the Property Management the new piping shall be charged with Corshield MD4102 to achieve a Molybdenum level of 100ppm or better. Only after agreement of the Property Management shall the new piping be coupled together with any existing system on the premises.

Contamination of any "existing systems" by means of an improperly cleaned and/or charged retrofit system(s) will be the responsibility of the Tenant; they shall bear the cost of rectification as determined by the Property Management.

Cleaning & Flushing Procedures:

- a. **Application** – effective removal of iron oxide corrosion products, oil, grease and dirt from new equipment and piping can be successfully accomplished by the use of Ferroquest 7103 (GE Technologies – Neutral pH Iron Cleaner) or equal.

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- b. **Typical Dosage** – a typical dosage requirement of Ferroquest 7103 as a pre-operational cleaner is at least a 1% solution or 10kg/1000L or 100lbs./1000IG.

A Ferroquest concentration should always be at least 1%. Below this cleaner level it may still successfully remove corrosion products oil, grease, and dirt off the metal surface. However, it may not prevent the objectionable “flash rusting” reaction occurring during the draining and flushing operation of the cleaned system.

Factors affecting the dissolving rate of the deposit on the metal surface are the following;

- i. Concentration of Ferroquest 7103
- ii. PH of the cleaning solution
- iii. Temperature of cleaning solution
- iv. Type of iron oxide deposits
- v. Percent of non-iron oxide constituents in the deposit
- vi. Thickness of the deposit
- vii. Surface condition (hard or soft) of the deposit.

The use of either softened or un-softened makeup water would have no effect on the dissolving rate of the corrosion products in the system. A minimum of two days (48 hours) and preferably three days (72 hours) would normally be required to completely remove the rust deposits and dissolve the oily film on the surface of the metal in a system at an ambient temperature of 16° to 24°C, or 60° to 75°F

To obtain optimum cleaning of a system, Ferroquest 7103 should be continuously circulated during the entire cleaning operation.

Field experience has shown that using a system’s recirculation pump throughout the entire cleaning operation has been quite satisfactory, with no operating problems being encountered.

After the cleaning of the system has been accomplished, it should be drained and flushed. Once all the pre-operation cleaning solution has been effectively removed, the piping system should immediately be refilled with makeup water and the required amount of corrosion inhibitor to protect it from corrosion attack.

- c. **Contractor** – The Mechanical Contractor shall engage the base building chemical treatment contractor or other specialists that are approved by the Landlord to perform all chemical flushing and cleaning at their expenses. Chemical treatment and testing reports must be submitted to the Property Management for reviews and records.

Water Balancing:

All water systems that are connected to the base building systems must be balanced to the flow rates that are approved by the Landlord. The water balancing work must be performed by independent balancing contractor that are approved by the Landlord at the tenant’s expenses.

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Coordinate with Landlord for approved balancing contractor list. Water balancing reports must be submitted to the Property Management for reviews and records.

10.4 Plumbing and Drainage

There are men's and women's washrooms on the core of each floor.

There are ¾" domestic cold water pipe provisions on the core area for tenant connections.

There are also two 4" sanitary stacks provided on the south columns of each floor which can allow for connections of a limited number of facilities in the tenant space, subject to the Landlord's approval.

Tenants requiring hot water must provide their own electric hot water tanks.

Use Type L or Type K Copper pipes for all domestic cold or hot water pipes in the tenant space. **Type M Copper and IPEX pipes are not allowed in the building.**

Use copper DWV pipes or cast-iron pipes for all new drainage pipes and vent pipes. **PVC pipes are not allowed in the building.**

Insulate all water and drainage pipes to meet base building standards.

Water meters may need to be installed for consumption charges if there is large usage of domestic water by the tenant, subject to Landlord's decision.

Core drain floor slabs for penetration of drainage pipes. Floor slab must be x-rayed and obtain Landlord's approval prior to coring. All X-raying must be conducted in after hours; coordinate with Landlord for requirements.

10.5 Fire Protection

On each floor a sprinkler system is provided. In addition, fire hose cabinets, portable fire extinguishers, smoke detectors and annunciation speakers are base building standards.

Any addition or relocation of sprinkler heads and/or fire hose cabinets etc. deemed necessary to accommodate the Tenants floor plan and requirements shall be the responsibility of the Tenant.

If the existing fire hose cabinets are located in the tenant space and there are new walls in the tenant space that will affect the coverage of the fire hose cabinets to the remaining floor space,

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the Landlord may request the tenant to install additional fire hose cabinets at the tenant's expense to provide the required coverage.

Additional fire hose cabinets, if required, must be of 75' hose and match with base building standards.

Tenant must submit all plans to the City or local authorities having jurisdiction for approval and permits for all fire protection retrofit works. Engage building approved sprinkler contractors for the required sprinkler and/or standpipe work. Coordinate with Landlord for sprinkler contractor list. Fire certificate must be provided to the Landlord after completion of work.

Fire alarm system and/or devices that are modified must be verified by the base building Fire Alarm Contractor. Coordinate with Landlord for fire alarm contractor list. Submit verification certificate to the Landlord for record.

In the event of a fire all elevators automatically return to the ground level. The service elevator will be used for emergency use. A voice paging system covers all areas of the building. Emergency telephones are located in all stairwells.

10.6 Victaulic Couplings

The use of Victaulic couplings will not be permitted on any chilled water pipes, heating water pipes, sprinkler lines or fire standpipes in the building.

All pipes must either be welded or screw jointed and pressure tested to Landlord's satisfaction.

10.7 Induction Units

The existing perimeter induction units are Trane HPV series units complete with 1-row heating coil and 3 or 4-row cooling coil; and 4" primary air connection. Any new induction units, if required, shall meet base-building standard and approved by the Landlord. Controls shall be pneumatic to match existing.

All units shall be concealed in continuous cabinets, beige in colour to match existing.

If there are any induction units required to be removed from the space, they must be cleaned and returned to the Landlord in good shape. Inform Landlord for any induction unit removal in writing.

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All induction units in the tenant space must be properly cleaned including the drain pans and filters after the construction. Report to Landlord for any deficiencies or concerns.

10.8 4-Pipe Fan Coil Units

The existing 4-pipe fan coil units on the second floor are International low-boy cabinet fan coil units complete with heating coil, cooling coil, integral control valves, thermostat and 2-speed fan switch. Any new fan coil units, if required, shall meet base-building standard, and approved by the Landlord.

All units shall be concealed in steel cabinets, black in colour to match existing.

If any fan coil units are required to be removed from the space, they must be cleaned and returned to the Landlord in good shape. Inform Landlord for any fan coil unit removal in writing.

All fan coil units in the tenant space must be properly cleaned including the drain pans and filters after the construction. Report to Landlord for any deficiencies or concerns.

11.0 MECHANICAL BASE BUILDING STANDARD & SPECIFICATIONS

11.1 Labour, Materials & Fees

- a. Provide all labour and new materials for the complete installation of the systems. Ensure that the complete installation meets with the approval of all authorities having jurisdiction and is in accordance with all codes, etc.
- b. Apply permits; arrange and pay for all permits and fees required for this installation.
- c. Use materials that are C.S.A., U.L.C., code approved, and C.G.A. or Ontario Hydro certified for the intended application.
- d. Comply with the intent of the base building specifications.
- e. Comply with the requirements as outlined in the Landlord's "Design Criteria Manual".

11.2 Examine the Site

- a. Examine the site and be familiar with all the conditions covered by these specifications. Extras will not be allowed for failure to properly evaluate conditions.
- b. Take field dimensions prior to any installation.

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11.3 Compliance With Codes

Comply with all latest relevant codes and local regulations having jurisdiction including O.B.C., N.B.C., N.F.P.A. 13, C.G.A. 149.1, C.S.A., O.W.R.A. 675/85, Canadian Plumbing Code, and Ontario Hydro Codes.

11.4 Debris & Clean Up

Keep premises clean as work progresses, avoid accumulation of debris, ensure that during construction all open vents are sealed and any controls (thermostats etc.) are covered and protected. On completion of the work, clean up and remove from site all scrap materials resulting from the work. Clean all equipment prior to final inspection.

11.5 Co-ordination & Co-operation

Co-ordinate the work with all trades to ensure work may progress without delay. Arrange the schedule of all work in co-operation with the General Contractor.

Co-ordinate the work with all trades and co-operate to ensure services do not conflict with the other services and / or structure.

Make allowances for such items as offsets to accommodate actual field conditions. Refer to structural and architectural drawings (or site visit) for further building information.

Mechanical contractor shall indicate in red ink on an extra set of white prints all changes and deviations from locations on plans as job progresses. On completion of the work provide the landlord with two sets of completed drawings showing location of all equipment, piping, ducting etc.

11.6 Warranty

Guarantee all work, equipment and materials for one year from substantial completion of the contract (A/C unit compressors - 5 years).

Ensure that all equipment is properly guaranteed by the manufacturer.

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11.7 Shop Drawings

Submit shop drawings of all fixtures and equipment (including wiring diagrams) to the Landlord for approval. Approval of shop drawings is gratuitous and does not relieve the contractor of his responsibilities.

11.8 Cutting and Patching

Provide cutting and patching for work. Arrange to provide for the making good to finishes and include for the cost of this work.

All penetrations through fire-rated separations must be sealed with ULC listed fire rated materials.

11.9 Wiring

All power wiring: Electrical Specifications
24 volt wiring only: Electrical Specifications

Include for all necessary starters, disconnects, transformers and relays etc.
Ensure co-ordination between trades to avoid gaps and overlaps and to ensure all equipment is operational.

11.10 Demonstration

Allow for demonstration of all equipment to the Landlord and the Landlord's operating staff.

11.11 Miscellaneous

Provide structural steel support members as necessary to hang equipment, fans, ductwork, and piping from the building structure.

Paint all miscellaneous bare metal with one coat of grey oxide primer.

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11.12 Alternatives

Assume full responsibility that the equipment offered as an alternative is suitable for the space allocated, and for any additional costs to any part of the work resulting from the use of an alternate.

No deviation from plans and specifications will be allowed unless written approval and consent is first obtained from the Landlord.

11.13 Maintenance & Operating Instructions

Provide two copies of manufacturers' maintenance and operating instructions for all equipment.

Present the instruction in indexed three ring hard cover binders, with spine label project indicator, and index sheet. Including all shop drawings, permits, warranty details, certificates, contractor names, and telephone number lists for all project trades in this manual.

11.14 Interruption of Services

Any interruptions of the base building systems shall be coordinated with the Landlord for the time and duration and shall strictly adhere to the Landlord's instructions in this regard. Include cost of premium time in tender price for the work outside normal working hours to maintain all mechanical services in operation without disruption to existing tenants.

11.15 Workmanship

Employ a responsible foreman to supervise the work and retain for duration of construction period.

Employ only skilled plumbers, steam fitters, sheet metal workers for the execution of the work. Workmanship shall be first class as regards to durability, efficiency, safety, and neatness of detail.

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11.6 Piping Materials

- a. Condensate drains piping: DWV copper

- b. Chilled Water & Heating Water Piping:

Steel pipe 50mm and smaller - schedule 40 electric weld or seamless ASTM specification A-53.

65mm and larger - schedule 40 as above ASTM specification A-53 with butt welding ends.

With steel pipe fittings up to and including 50 mm shall be threaded joints malleable iron, 65mm and larger shall be forged steel butt weld.

- c. Copper pipe 50mm and smaller: Type 'L' hard drawn copper with wrought copper solder type fittings.

- d. All elbows shall be long radius type.

- e. Gate valves up to 50mm:

Crane 428
Jenking 810
RW/Toyo 293
Newman
Hattersley T605.

- f. Globe Valves up to 50mm:

Crane 7
Jenking 1068
RW/Toyo 221
Newman
Hattersley 13.

- g. Ball valves up to 50mm:

Crane 915
Jenking 33

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RW/Toyo 5044A
Watts
Newman
Hattersley 1969AT.

- h. Flow balancing valves:

Armstrong CBV.

- i. Domestic water piping:

Type 'L' or 'K' copper. Exposed piping in finished areas shall be chrome plated.

- j. Drain and vent lines:

Cast iron with mech. joints, copper DWV or aluminum DWV pipe with cast iron fittings.

- k. Domestic water valves:

Crane 438 and 1320
Jenking 310 and 313
RW/TOYO 280A and 281A.

- l. Shock absorbers:

Ancon shok-gard
Enpoco - HT series
Zurn - Shok Trol.

- m. When using solder on portable water piping, use lead free solder.

11.17 Piping Supports

- a. Support all piping using Clevis type hangers and riser clamps. Use hangers of the same material as pipe, or insulating inserts between hanger and pipe. Grinnell, Myatt, Economec or equivalent.

- b. Provide pipe covering protection saddle at each hanger where pipes are insulated.

11.18 Escutcheon Plates

Provide escutcheon plates at all walls where pipes are exposed to view.

11.19 Unions

Provide unions to connect all piping to equipment to facilitate ease of maintenance.

11.20 Pipe Insulation:

- a. Insulate all domestic cold water piping and horizontal condensate drain lines with 1" thick fiberglass heavy density pipe insulation with all service jacket (ASJ). Adhere a factory applied vapour barrier jacket lap smoothly and securely at the longitudinal seams with vapour barrier adhesive. Adhere 3" butt joint strips over all end joints to ensure a continuous vapour barrier.
- b. Insulate domestic hot water piping with 1" thick fiberglass heavy density pipe insulation with full service jacket.
- c. Finish all exposed insulation with 6 oz fire retarding canvas.
- d. Clearly label pipe contents on pipe surface (i.e. D.H.W. or D.C.W.) and identify flow direction.
- e. Piping shall be concealed in finished areas and grouped so that valves etc. are accessible through as few access panels as possible.
- f. Run piping parallel to building lines with crossing over kept to a minimum.
- g. Identify all visible piping fully exposed or in accessible spaces (i.e. lay-in ceilings) with legend lettering (see below), direction of flow and field colour band.

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Medium	Legend	Legend & Flow Arrow Colour	Field Colour Band
Chilled Water Supply	CH.W.S.	Black	Light Green
Chilled Water Return	H.P.W.R.	Black	Light Green
Condensate	Cond.	Black	Black
Cold Water	C.W.	Black	Light Blue
Domestic Hot Water	D.H.W.	Black	Orange
Sanitary Sewer	San.	White	Black
Plumbing Vent Line	Vent	Black	Black
Heating Water Supply	HWS	White	Yellow
Heating Water Return	HWR	White	Yellow
Condenser Water Supply	CWS	White	Dark Green
Condenser Water Return	CWR	White	Dark Green

11.21 Valve Tagging

- a. All valves shall have securely affixed to them a brass plate tag with embossed black numbers.
- b. Prepare for the Landlord a list of valve numbers indicating location and function.

11.22 Access Doors

Provide approved access doors to all valves, and etc.

11.23 Liquid Heat Transfer

- a. Provide heat pumps as noted on drawings.
- b. Refer to original base building specification for maintenance, flushing, installation, etc., on heat pumps.

11.24 Drains

- a. Provide Enpoco E-1000-R5-CI-PB-TSP floor drains where shown.

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- b. All interior floor drains shall be installed with trap seal primers TSP-2.

11.25 Cleanouts

Install all floor cleanouts with standard TY branch or Y branch and blend using Enpoco 3000-CI cleanouts with cover to suit floor finish.

11.26 Plumbing Alternatives

Enpoco numbers used in drains and cleanouts. Equivalent alternates by Zurn, Ancon or Rototech Smith are acceptable.

11.27 Plumbing Vents

Plumbing vents are not necessarily shown on drawings. However, install vent system in accordance with O.W.R.A. 675/85.

11.28 Ductwork

- a. Provide ductwork as indicated on drawings.
- b. Provide all ductwork to "SMACNA" standards. Fabricate all ductwork from galvanized steel to the clear inside dimensions as noted on the drawings, with all flat surfaces cross broken.
- c. Install all ducts free from leaks and seal all joints and holes with sealants and 3M #474 tape.
- d. Duct thickness as follows:

Maximum Size	Gauge
Up to 12"	26
13" to 30"	24
31" and Over	22
- e. Where any construction impediment or requirement renders the dimensions impossible, alter ductwork so as to give an effective cross-sectional area equal to that

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of the originally shown without exceeding an aspect ratio of 4:1. Make changes at no additional cost to the owners.

- f. Use bends where possible. Use square elbows c/w turning vanes wherever bends are impractical. Duro Dyne "Durovane Rail" or Hart & Cooley "Ducturn" or equal.
- g. Brace ducts so they do not vibrate or sag. Support horizontal ducts up to 20" wide with 1" x14 ga. galvanized straps passing under ducts, on 8'0" centres. Use angle iron support for ducts over 20" wide or deep.
- h. Provide approved access doors to all balancing and fire dampers, and etc.
- i. Supply and install splitter dampers at all supply air branch take-offs. Dur-Dyne SRP or equal hardware.
- j. Paint inside ductwork black where visible through grilles, etc.
- k. Flexible ducting to be class 1 air duct connectors as listed and labelled by Underwriters Laboratories of Canada, with flame spread of not more than 25 and smoke development classification of not more than 50.
- l. All round duct through 24" diameter shall be United Sheet Metal spiral lock-seam Uni-seal duct manufactured from galvanized steel meeting ASTM A-527-71 in the following gauges:

Diameter	Metal Thickness
3" - 8"	28 Ga.
9" - 14"	28 Ga.
15" - 24"	26 Ga.

- h. All fittings shall be United Sheet Metal standard, or equal, uniform fittings manufactured from galvanized steel meeting ASTM A-527-71 with continuous

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- i. Weld or standing seam construction in the following gauges:

Diameter	Metal Thickness
3" - 8"	24 Ga.
9" - 14"	24 Ga.
15" - 24"	22 Ga.

11.29 Duct Insulation

- a. Insulate ductwork with 1" thick internal neoprene coated fibreglass duct liner where indicated. Adhere with min 50 % covering of fire retarding adhesive and supplement with welding pins.
- b. Make provisions for duct liner so that sizes shown on drawings are clear inside dimensions inside the insulation.

11.30 Fire Dampers

- a. Provide Ruskin or controlled air ULC rated Type B fire dampers. (Type A dampers will not be accepted.)
- b. Install in accordance with N.F.P.A. 90A rated to suit fire rating of membrane to be protected.
- c. Provide access doors for all fire dampers as required.

11.31 Fans

- a. Provide fans as scheduled on the drawings.
- b. Adjust fans and motors to operate quietly, and make dampers tight to prevent vibration.
- c. Provide fans with spring isolation or neoprene mounts to give a minimum 95% efficiency.
- d. Provide flexible connections at each fan 24 oz. per yard tensile strength of not less than 500 lbs. with metal to 3" fabric to metal "Grip-Loc" duct connections.

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11.32 Balancing

- a. Engage the service of the Landlord's balancing contractor to balance and test all air handling systems under this section.

This contractor shall:

- i. Review drawings, specifications, and installed work to ensure that systems may be properly balanced in accordance with drawings. Advise installing contractor of any additional requirements for effective balancing.
- ii. Ensure that air handling systems are free from obstructions, that dampers are positioned correctly, that moving equipment is lubricated in accordance with manufacturer's recommendations, and that filters are clean.
- iii. Demonstrate that the air handling system's performance is as specified and adjust variable speed pulley's and volume control dampers where necessary. Each diffuser and grille shall supply or exhaust specified quantity with +/-5%.
- iv. Tabulate and certify test results on suitable forms and submit to the Landlord for approval record.
- v. Perform this work in accordance with procedures and standards described in SMACNA "Balancing and Adjusting Manual".

11.33 Control Dampers

- a. Dampers shall be opposed or parallel blade low leakage type.
- b. Frames to be reinforced extruded aluminum with vinyl jamb and blade seals. Blades to be 6" maximum on centres. Damper actuators shall be oil submerged, spring return, two position 120/1/60 electric type. Bearings to be non-corrosive nylon.
- c. Damper seal shall be designed for minimum air leakage by means of overlapping seals.
- d. Dampers to be Nailor Hart, Ruskin or approved equal.

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11.34 Controls

- a. Provide for new and relocation of existing control components as indicated on drawings.
- b. Controls are to be supplied by "TA Canada" or match existing and installed by the base building control contractor.
- c. Control Air Tubing Minimum Requirements:
 - i. Copper Tubing: Hard drawn seamless type.
 - ii. Polyethylene tubing and polyethylene jacketed tubing bundles:
 - Maximum operating pressure: 80 p.s.i. at 140°F.
 - Ambient Operating Temperature Range is 100°F to 175°F
 - Number coded tubing in polyethylene jacketed tubing bundles.
 - "FR" stamped along entire length of tubing.
 - iii. Conceal tubing whenever in public areas, run parallel to building lines wherever exposed in mechanical rooms.
 - iv. Install tubing using standard connectors and adapter fittings.
 - v. Install tubing with the building insulation between it and the outer building surface so that the tubing is isolated from the outdoor air temperature.
 - vi. Support tubing at regular intervals.

12.0 ELECTRICAL SYSTEMS

12.1 Electrical Distribution & Metering

Tenants shall be responsible to provide dedicated electrical panel in their own tenant space for the distribution of their own power excluding lighting.

There is an electrical room on each floor. A dedicated 208/3/60 power source will be provided by the Landlord in the electrical room for tenant power connections.

An electrical sub-meter must be installed to meter the power consumption in the Tenant's leased premises and the meter shall be installed in the electrical room.

All electrical connections to the base building power source and the supply and installation of the sub-meter shall be performed by the tenant's Electrical Contractor at the tenant's expense.

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12.2 Electrical Specifications for Metering

All electrical sub-meters shall be OSC Intelimeter model number 9524572057.

Any deviation from the base building standard meter will require the Landlord's approval

12.3 Lighting

The base building lighting system is provided by means of modular fluorescent coffered fixtures based on the design criteria of 2 watts per square foot of rentable space. Standard office lighting levels are in an average of 500 lux.

All base building lighting fixtures are 240 volts and powered from the base building lighting circuits.

All new lights in the tenant space shall be energy efficient fixtures to match base building standards.

The using of incandescent lighting (pot lights, spotlights, etc.) are not permitted.

All electrical fixtures must be secured by a safety chain.

12.4 Computerized Lighting Control

All base building fluorescent fixtures in the tenant spaces are presently controlled by a computerized lighting control system provided by Fifth Light Technology.

Master low-voltage light switches are required to be installed to control all lighting within the tenant spaces. An inventory of light fixtures is available from the Landlord. The cost of additional fixtures is the Tenant's expense.

12.5 Data and Communications

There is a telephone room on each floor and it is intended only for base communications services and is not accessible to the Tenant. Tenant's own telecommunication equipment must be installed in their space. Arrangements for telephone and communications services shall be carried out by the Tenant directly with the system supplier.

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Under no condition shall the base building electrical rooms be used for storage of materials. Fire proofing through floor slab openings is required and shall conform to building standard detail.

All telephone and data communication wirings in the ceiling space must be installed in conduits or it must be fire rated plenum cable.

12.6 Power

Power for duplex outlets at 120/208 volts is available on each floor at a design capacity of 2 watts per square foot of rentable space. Supply and installation and connection of outlets are the responsibility of the Tenant.

Requests for additional power requirements per floor will be reviewed by the Landlord. Tenants are required to provide their electrical panel in the leased space for the power distribution.

The electrical room on each floor is intended only for base building electrical services and are not accessible to the Tenant. Tenant's own electrical equipment must be installed in their space.

Under no condition shall the base building electrical rooms be used for storage of materials. Fire proofing through floor slab openings is required and shall conform to building standard detail.

All power wirings must be in the tenant space must be installed in conduits. BX cables are acceptable for only connections from power junction boxes to ceiling light fixtures or wall outlets/receptacles.

12.7 Life Safety Systems

Building essential services are connected to an emergency power generator system. Each floor has a minimum coverage of emergency lighting.

The Tenant may connect to this system and may install additional emergency lighting, with prior approval from the Landlord.

12.8 Elevators

All work that involves modifying the elevator call buttons, cab indicator strips, or other internal workings of the elevator, if required, must be approved by the landlord and all work must be performed by the base building elevator contractors, and paid for by the tenant.

13.0 ELECTRICAL BASE BUILDING STANDARD & SPECIFICATIONS

13.1 General

- a. All work shall be in accordance with the latest edition of the Ontario Electrical Safety Code, Canadian Electrical Code, Ontario Building Code, Bulletins issued by Electrical Safety Authority and any other ordinance.
- b. Examine the site and all drawings and specifications of all trades and be familiar with the work of this trade. No allowances will be made for the failure to do so.
- c. All electrical work shall comply with C.S.A. electrical bulletins applicable to tender close. Where specific bulletins are not named they are still considered an integral part of this specification.
- d. Grounding shall be in accordance with the requirements of the Ontario Electrical Code. Provide all grounding required regardless if not shown on the drawings.
- e. Provide all new electrical materials having C.S.A. approval. All workmanship shall be first class in regard to standard practices, safety, accessibility, durability and neatness of detail for acceptance by the Landlord's representative.
- f. Arrange and pay for all permits and inspection fees required for the work of this trade. It is the responsibility of this contractor to submit to the Electrical Safety Authority and/or supply authority any and all drawings and specifications required for permits, fees, approvals, examinations and services.
- g. Provide all cutting and patching required for the work of this trade. All shop painted equipment damaged in transit shall be touched-up to match existing finish.
- h. Avoid accumulation of debris as the work progresses. On completion of the work, clean up and remove from the site all scrap materials resulting from the work of this trade.
- i. Co-ordinate the work of this trade with all other trades on the job so that the work may progress without delay.
- j. Prior to final inspection, clean all electrical equipment. Clean all construction dust and dirt from installed equipment at the conclusion of the job.

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- k. Upon completion of the work, provide the final Hydro Certificate issued by Electrical Safety Authority to the Landlord for record.
- l. Provide a one year guarantee on all materials, and labour from the date of acceptance by the owner.
- m. The Electrical Contractor shall adjust phase loading, such as not to exceed a 10% phase imbalance.
- n. The electrical contractor shall submit shop drawings for power distribution equipment, fire alarm equipment, and all luminaries with associated equipment, i.e. poles, brackets etc. to the Landlord.
- o. The shop drawings shall bear the name of the manufacturer, the manufacturer's catalogue number, and the engineer's designation, along with all pertinent information on each piece of equipment.
- p. All equipment shall be mounted, plumed true.
- q. The electrical contractor shall obtain one set of blueprints, for 'as built' purposes, and make all necessary revisions on these blueprints to reflect actual on-site changes.
- r. At the end of construction, prior to final inspection by the engineer, the electrical contractor shall submit the as built drawings for review. Final inspection will not be carried out until these drawings are submitted.
- s. The base building specifications shall form an integral part of this specification and shall be strictly adhered to.
- t. The interior design drawings are to be consulted for all locations of devices and mounting instructions. Where device styles, colour, or orientation are specified on the interior design drawings these shall be strictly followed. Where requests by the designer are in conflict with the applicable codes, the Landlord's engineer shall be contacted for a decision.
- u. The Tenants electrical contractor shall be responsible for the installation and certification of any metered service. The fees and deposits for such metered service shall be the sole responsibility of the Tenant / Contractor.

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13.2 Conduits and Raceways

- a. Use TWH or R90 copper conductors C.S.A. approved for the application. Size conductors so that maximum branch circuit voltage drop does not exceed 3%. Minimum conductor size is #12 AWG unless otherwise indicated.
- b. Design is based on copper conductors except where shown on the drawings, aluminum conductors may be used only for feeders 1/0 AWG or larger. Size the aluminum conductors to the equivalent capacity of copper conductors. Conductors in underground raceways may be RWU90 in poly pipe.
- c. Terminate aluminum feeder conductors with pressure connectors, and utilize an oxide preventative solution "Penetrox" on all bare surfaces. Lugs to be aluminum or aluminum/copper alloy only.
- d. All conductors are to be installed in raceways as described below;
 - i. Interior exposed surface raceways, branch circuit wiring from panel, concealed in accessible ceilings and walls or in concrete block construction: E.M.T. Raceways.
 - ii. In metal stud partition walls, branch circuit wiring from panels in suite or tenant occupancies, in concrete block walls for final drops and for final drops to fixtures in ceiling spaces (Length not to exceed 3 M in this application); Armoured Cable (Bx).
 - iii. All conduit and wiring are to be concealed in all finished areas.
 - iv. Minimum raceway size for telephone and communication conductors is 19 mm (3/4 ").

13.3 Switches

- a. Commercial specification grade rated 15A, 120VAC, single pole, single throw (3-way or 4-way as noted on drawings).
- b. Commercial Specification grade, rated 15A, 347VAC, single pole single throw (3-way or 4-way as noted on drawings).
- c. Manufacturers: Hubbell, Leviton, Pass & Seymour or equal 3.

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13.4 Receptacles

- a. Commercial Specification grade, duplex, rated 15A, 125VAC, CSA/EEMAC 5-15R configuration, U-ground.
- b. Isolated ground, duplex, rated 15A, 125VAC, CSA/EEMAC 5-15R configuration, insulated, isolated U-ground.
- c. Ground fault interrupting Class A duplex, rated 15A, 125VAC, CSA/EEMAC 5-15R configuration C/W push to test and reset buttons.

13.5 Cover Plates

High-impact Smooth Nylon cover plates or stainless-steel cover plates, colour to match switches and receptacles. Cover plates to be of the same manufacturer as the devices.

13.6 Dimmers

- a. Lutron Nova "T" Series. Wattage as indicated. Provide appropriate wall boxes for corresponding dimmer size. Do not gang dimmers in one outlet box.
- b. Manufacturers: Lutron.

13.7 Equipment isolating disconnects

- a. Disconnecting devices to be sized for the current carrying capacities of the equipment to be isolated. Provide number of poles as required by the equipment to be isolated. Type of enclosure as indicated below:
 - i. Dust free or standard - EEMAC Type 1.
 - ii. Outdoor or damp location -EEMAC Type 3R.
 - iii. For direct exposure to water under pressure - EEMAC Type 4.
 - iv. For high dust concentration of non-ignitable dust - EEMAC Type
- b. Manufacturers: Square D, Siemens, Culter Hammer, or equal.
- c. All devices of the same type, size and rating are to be of the same manufacturer throughout the project.

13.8 Service and Distribution

- a. Acceptable manufacturers for the distribution equipment include:
 - i. Square D, Siemens, Culter Hammer or equal.
- b. Label all disconnect switches, starters, and panels to clearly indicated equipment controlled or area serviced. Indicate fuse size and type on all fused disconnects.
- c. Provide circuit breaker panels of the type, with ampere capacity, number of poles, branch breaker capacity etc., as specified in panel schedule. Mounting to be as indicated.
- d. Provide a typed directory card on the inside of the panel door in a metal frame with clear plastic cover.
- e. All branch breakers shall be thermal-magnetic trip indicated, ambient temperature compensated and bolted to the bus-bar.
- f. All surface mounted equipment shall be mounted on 19 mm (3/4") plywood backboard.

13.9 Lighting

All primary standard base building office lights must be controllable by Fifth Light Technology's computerized lighting control system. Where additional fixtures are installed (i.e. pot-lights, valence lights, etc.), provide fixtures complete with all accessories and mounting hardware, and lamps as approved by the Landlord. Extra base building fixtures are available from the Landlord.

13.10 Emergency Power

- a. An emergency lighting circuit at 240V, 15A, is provided by the Landlord to the tenant space located in the ceiling space. The connections are identified as emergency power.
- b. Emergency fixtures are direct wired to the emergency circuit.
- c. Emergency lighting circuit is fed from an emergency generator. When the generator engages it has a starting time of approximately 8 to 13 seconds.

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- d. Exit Fixtures
 - i. Provide exit fixtures to match base building exit fixtures style and voltage, each fixture is to be LED illuminated. Acceptable manufacturers are Emergi-Lite or equal. Extend base building exit lighting circuit from existing exit locations to new locations.
 - ii. Exit lighting circuit is connected to the building emergency distribution system.

13.11 Fire Alarm System

- a. The building fire alarm system is existing and operating. Before performing any changes to the system, inform the Landlord 24 hours in advance to allow the zone to be isolated.
- b. All devices which are disconnected and reconnected to the fire alarm system are to be verified for the operation prior to final inspection. The modification of fire alarm can be carried out by qualified fire alarm contractor. Verification and testing must be performed by a third-party fire alarm contractor, the Base Building Fire Alarm Contractor.
- c. Provide certification of verification on project completion.
- d. Installation to ULC CAN4-5524-M82.
- e. Verification ULC CAN4-5537.
- f. Sequence of operation shall be as designed for the base building.

13.12 Telephone / Data / Communications Raceway Systems

- a. Complete system shall consist of outlet box, plaster ring as required, Raceway from outlet box to terminal board in equipment room, pull wire, and cover plates on all outlets not wired by the Tenant. All wire must be FT6 or plenum rated.
- b. Minimum Raceway size is 19 mm (3/4"). Minimum pull wire size is 3 mm (1/8") braided nylon.

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13.13 Wiring for Other Trades

- a. Provide power wiring for the mechanical trades unless noted otherwise. Provide all starters and disconnect switches as required. L.V. Controls and control wiring is provided by the mechanical contractor.
- b. Verify size, location, and electrical requirements of all mechanical equipment prior to the installation of the related electrical equipment. Maintain all clearances as required for mechanical equipment servicing.
- c. The electrical contractor shall provide all line voltage wiring and terminations of time clocks, controls, transformers etc. required by the mechanical contractor.

13.14 General

- a. The Landlord reserves the right, from time to time, to add to or to amend the foregoing information, procedures and regulations.
- b. Regulations and procedures as amended from time to time will affect any Tenant work undertaken after the amendment is issued.

14.0 WORK COMPLETE

14.1 Signing-Off Procedures

Before the final payment is made to a contractor is made to a contractor, “signing-off” approval must be obtained. This approval indicates that work has been carried out in a manner acceptable to the Landlord. If this approval is not obtained, the Landlord may have to complete or revise parts of the work in order to bring into line with the building standards. Such work will be done at the tenant’s expense.

At the completion of construction, the leased premises must be left clean and in a “move-in” condition. In addition to the foregoing obligations, tenants are also responsible for ensuring, before premises are occupied or reoccupied, that the following areas and/or items are cleaned:

- Light fixtures and lenses
- Ceilings and ceiling tiles
- Floor tiles and carpets
- Corridor walls and doors immediately adjacent to the occupied premises.
- Perimeter radiation or induction units (inside and outside)
- Lint screens and coil (cleaning shall be carried out by the Landlord’s contractors and charged to the tenant’s account).

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- Inside faces of windows (where film is installed, the Landlord's contractors will perform this work at the tenant's expense. When the windows are not done due to Temperature the contractor will be billed in advance and Greenrock will do the work at the appropriate time).
- Electrical trench header ducts, including those adjacent to the occupied premises
- All service rooms
- Venetian blinds (cleaning of the blinds shall be carried out by the base-building cleaning company, and charged to the tenant's account).
- Washrooms, in case of single tenant floors.

14.2 HVAC

Prior to tenant move in date, the following items need to be established and verified at the tenant's expense:

- Consolidate air balance report that include perimeter induction unit and VMA on open area
- Calibration of all induction unit controls
- Cleaning of all perimeter induction unit with steamed cleaning process
- Duct cleaning
- Tenant and/or tenant General Contractors need to engage commissioning agent to verify that all HVAC are working properly

14.3 Construction Checklist

Following construction, the tenant through its contractor/consultant, must complete the Construction Completion Report which verifies base-building items are fully operational and in compliance with all applicable codes. (See Section 15.5 for copy of this form.)

14.4 Air Balance Report

The Tenant must coordinate through the Property Management Office, the Landlord's Air Balancing Contractor to provide an air balancing report upon completion of all leasehold improvement work including all expansions and new renovations. The report must be done at the Tenant's expense and must be reviewed by the Landlord's consultant.

14.5 Statutory Declaration Form

The Tenant and its general contractor must complete and execute a Statutory Declaration Form protecting the Landlord against any and all liens, charges or claims for any work performed or material furnished.

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14.6 Special Landlord's Charges Payable by Tenant

In cases of specialized construction or renovation where the Landlord provides special facilities, equipment or services, special charges may be levied. The Property Management Office will

inform the Tenant of such costs, whenever possible, before the costs are incurred.

14.7 Landlord Supervision Fees Payable by Tenant

The Property Management Office will assign a Landlord's representative to liaise the Tenant Improvement Project. This liaison will provide assistance/guidance with scheduling, coordination, approvals, etc. Fees for the Landlord's supervision of leasehold improvement work shall be 5% + HST of the overall project cost.

14.8 Amendments to Leasehold Improvement Area

The foregoing information, procedures and regulations may be amended from time to time by the Landlord. After receiving notification of such changes, Tenants must comply with any new requirements contained therein.

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14.9 COMMERCIAL BUILDING POLICIES

COMMERCIAL BUILDING POLICIES

BUILDING MATERIAL AND WASTE MANAGEMENT POLICIES

COMMERCIAL

CONSTRUCTION, DEMOLITION AND RENOVATION:

BUILDING MATERIAL SELECTION AND WASTE MANAGEMENT POLICY

For Commercial Properties

Greenrock Property Management Limited recognizes environmental protection as one of its guiding principles and a key component of sound business performance. Greenrock Property Management Limited aims to minimize the environmental impact of resource use by implementing a building materials and waste management policy.

14.9.1 Introduction

There are many ways we can reduce our building's environmental footprint; one of which is the effective management of building materials use, waste and recyclables. The efficient management of materials, from material selection, source reduction and re-use, to recycling, contributes to the conservation of natural resources, and the reduction of energy usage and greenhouse gas production.

The Construction, Demolition and Renovation: Building Material Selection and Waste Management Policy provides direction for selecting building materials with low-environmental impact and reducing, reusing and recycling waste generated at the property.

Greenrock Property Management Limited is committed to diverting 70% or more of all construction and demolition waste from landfill and incineration disposal.

This policy should be incorporated into all Construction Documents for eligible projects.

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14.9.2 Policy

Greenrock Property Management Building Materials and Waste Management Policy addresses selection of low-environmental impact building materials and minimization of waste through good working practice, waste reduction, reuse initiatives and economical recycling. Greenrock Property Management Limited is committed to diverting 70% or more of all construction and demolition waste from landfill and incineration disposal.

It is the responsibility of the Tenant and the Tenant's Contractor to develop and follow a Building Material Selection and Waste Management Plan in accordance with this Policy. The Contractor's Building Material Selection and Waste Management Plan must be submitted to the appointed Coordinator prior to the commencement of Tenant Work.

Building Occupants are entitled to a healthy environment in which to live and work. Greenrock Property Management Limited can help to ensure this for coming generations by establishing sound practices of reduction, reuse, and recycling within the building.

All Tenants undergoing a Construction, Demolition and/or Renovation project at a Greenrock Property Management Limited property will:

1. Abide by Greenrock Property Management Limited Building Material Selection and Waste Management Policy, and all other relevant policies, rules and regulations.
2. Develop and follow a Building Material Selection and Waste Management Plan in accordance with this Policy. The Building Material Selection and Waste Management Plan must be submitted to the appointed Coordinator prior to the commencement of the project.

The Property Management contact is:

Greenrock Property Management Limited
Attn: Operations Manager
365 Bloor St. East,
Suite 1600
Toronto, ON
M4W 3L4
(Tel)416.924.8388
(Fax)416.924.8979

3. Operate in full compliance with all applicable federal, provincial, and municipal environmental legislation;
4. Seek Contractor(s) with experience in construction waste management, as their familiarity with reuse and recovery techniques will maximize the effectiveness of the waste reduction efforts;
5. Support suppliers and contractors who also have positive recycling and waste management practices and who operate according to sound environmental principles, where feasible;

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6. Integrate the consideration of environmental concerns and impacts into all decision making and activities, where feasible;
7. Provide the necessary guidance to support proper waste management through various source reduction, re-use and recycling initiatives;
8. Reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furnished products and materials where these alternatives are environmentally safe, feasible and suitable;
9. Purchase and use environmentally responsible products that have been selected based on criteria including low toxicity or environmental hazard, durability, use of recycled materials, reduced energy and/or water consumption reduced packaging and ability to be recycled, refilled or refurbished at end of life, where feasible.
10. Avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of.

All Construction, Demolition and Renovation Contractors at Greenrock Property Management Limited properties will:

1. Abide by Greenrock Property Management Limited Building Material Selection and Waste Management Policy, and all other relevant policies, rules and regulations;
2. Operate in full compliance with all applicable federal, provincial, and municipal environmental legislation;
3. Develop and follow a Building Material Selection and Waste Management Plan in accordance with this Policy. The Waste Management Plan must be submitted to the appointed Coordinator prior to the commencement of the project. The Property Management contact is:
Greenrock Property Management Limited
Attn: Operations Manager
365 Bloor St. East,
Suite 1601
Toronto, ON
M4W 3L4
(T)416.924.8388
(F)416.924.8979
4. For projects 2,000 square meters (21,520 square feet) or greater, a Waste Audit and Waste Reduction Workplan must be completed prior to the commencement of the project, as per Ontario Ministry of Environment Regulation 102-94;
5. Maintain the appropriate infrastructure and equipment to allow for proper separation of recyclable materials from the waste-garbage stream;

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6. Integrate the consideration of environmental concerns and impacts into all decision making and activities, where feasible;
7. Provide the necessary guidance to support proper waste management through various source reduction, re-use and recycling initiatives;
8. Train, educate and update workers on Greenrock Property Management Limited Building Material Selection and Waste Management Policy, and all relevant policies, rules and regulations;
9. Have adequate documentation for the project, which is to be available upon request by Greenrock Property Management Limited Management and/or site personnel;
10. Reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furnished products and materials where these alternatives are environmentally safe, feasible and suitable;
11. Purchase and use environmentally responsible products that have been selected based on criteria including low toxicity or environmental hazard, durability, use of recycled materials, reduced energy and/or water consumption reduced packaging and ability to be recycled, refilled or refurbished at end of life, where feasible.
12. Support suppliers and sub-contractors who also have positive recycling and waste management practices and who operate according to sound environmental principles, where feasible.
13. Avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of.
14. The Contractor can perform demolition throughout the day, providing that he does not impede on the quiet enjoyment of other tenants or the public.
15. Removal of garbage during the day through common areas and some service areas is strictly forbidden unless the Contractor receives written permission from the Tenant Coordinator.

14.9.3 Documentation & Reporting

During the Construction, Demolition and Renovation period, the Contractor must have adequate documentation to report on the following at the request of Greenrock Property Management Limited or site personnel, including, but not limited to:

1. Progress of the Building Material Selection and Waste Management Plan;
2. Records of the weights of debris that is removed from the Tenant's site; and

3. Back-up documentation which shows the destination of the waste, provided in the form of Packing Slips at the respective Multi-Material Recycling Facilities.

14.9.4 Purchasing Practices and Strategies

Making educated material purchasing decisions is the most efficient and practical way to reduce waste, disposal costs and mitigate environmental impacts of the manufacturing process and of disposal.

Greenrock Property Management Limited encourages Tenants and Tenant Contractors to minimize the amount of waste generated during their Construction, Demolition and Renovation projects through their Purchasing Practices and Strategies, where feasible and environmentally safe. The following

Purchasing Practices and Strategies are to be considered in efforts to minimize environmental impacts of product manufacturing and waste generation at Greenrock Property Management Limited commercial-office properties:

1. Salvage materials from the demolition, such as interior glazing, doors and hardware, ceiling grid systems, where environmentally safe and possible;
2. Reuse products and materials, such as doors, and hardware, where environmentally safe and feasible;
3. Ensure proper storage of materials to avoid breakage, mishandling, and contamination;
4. Purchase materials in bulk (quantity) to reduce over-packaging, where feasible;
5. Purchase materials that contain recycled content or are made from rapidly renewable materials;
6. Consider the impact of the material's life-cycle and maintenance requirements;
7. Select minimal packaging options for project related deliveries to include, but not limited to, cardboard, bubble wrap, stretch wrap, crating, wood or plastic pallets, and strapping, where elimination of packaging will not affect warranty, compromise storage requirements or sequencing of construction; and
8. Review purchase orders, measurements, and existing inventory to avoid ordering errors, ordering excess, and off-cuts.

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14.9.5 Collection Station Equipment, Schedule & Signage

14.9.5.1 Collection Station Equipment & Schedule

The Tenant or Tenant Contractor will provide and coordinate the waste and recycling collection equipment and schedule the pickup the waste and recycling materials. The Landlord will not be held responsible for refuse that has been placed inside the Tenant or Tenant Contractor's container, nor will the Tenant or Tenant Contractor be allowed to remove such garbage from their container and leave it on property. The placement of all waste and recycling collection equipment must be coordinated and approved by the Tenant Coordinator.

In order to maintain fire safety regulations, hallways and corridors must be kept clean and free of all construction materials and debris. Any materials left in these areas will be expropriated.

The Tenant or Tenant Contractor must ensure that no garbage created by his forces or that of his sub-contractors is disposed in the Landlord's compactors. The Tenant or Tenant Contractor maybe held liable for damages to the unit and the Tenant or Tenant Contractor may face back-charges if the bin emptied and sorted by the Landlord's waste and recycling service provider.

Note: The removal of waste and construction debris via bins or trucks is only permitted during the hours of 9:00pm to 6:00am, and only if prior arrangements have been made with Operations Personnel.

14.9.5.2 Waste & Recycling Equipment Signage

It is the responsibility of the Contractor to ensure that all of the designated waste and recycling areas and the applicable equipment is accurate and clearly labeled to ensure the proper disposal of the waste and recycling materials.

Proper signage increases the ease of source separation for Contractors so that waste and recycling materials end up in the appropriate designated areas and containers. This initiative will help to reduce contamination and increase diversion.

14.9.5.3 Education & Training

It is the responsibility of the Contractor to train, educate and update their construction crew workers on Greenrock Property Management Limited Construction, Demolition and Renovation Waste Management Policy, and all other relevant policies, rules and regulations.

14.9.5.4 Waste Audit and Waste Reduction Workplan

All projects 2,000 square meters (21,520 square feet) or greater must complete a Waste Audit and Waste Reduction Workplan prior to the commencement of the project, as per Ontario Ministry of Environment Regulation 102-94 and 103-94.

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The Waste Audit report will be used to determine the diversion level of the recycling program and to monitor the progress of the project.

The Waste Reduction Workplan report will identify additional waste reduction, diversion and program improvement recommendations and opportunities.

It is the responsibility of the Contractor to complete a Waste Audit and Waste Reduction Workplan, prior to the commencement of all Construction, Demolition and Renovation projects.

14.9.5.5 Fluorescent Light Tubes Recycling Program

Fluorescent light tubes contain mercury, considered to be a hazardous waste substance, which should not be broken or disposed of with regular solid waste. One four foot fluorescent light tube, approximately 23mg, contains enough mercury to contaminate 30,000 litres of water, above recognized safe drinking water limits.

Greenrock Property Management Limited is committed to diverting fluorescent light tubes generated in the building. All Contractors must:

1. Contact Greenrock Property Management Limited for proper handling and storing all spent
2. fluorescent light bulbs in the building; and
3. Not dispose of any fluorescent light tubes in the waste-garbage stream.

Recycling Program Procedures

Introduction

The success of Greenrock Property Management Limited Building Material Selection and Waste Management Program depends on the co-operation, enthusiasm and participation of all the Tenants and Tenant Contractors.

It is important that all parties know and fulfill their role and work together so that Greenrock Property Management Limited can meet and exceed its 70% diversion goal, as well as fully comply with all federal, provincial, and municipal environmental legislation.

Greenrock Property Management Limited Building Material Selection and Waste Management Policy ensures that all Construction, Demolition and Renovation projects' Contractors Building Materials and Waste Management Plan address the reuse and/or recycling of the following materials, where applicable:

1. Corrugated Cardboard
2. Metals
3. Concrete Block
4. Brick

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5. Beverage Containers
6. Clean Dimensional Wood
7. Plastic

8. Glass
9. Gypsum Board
10. Carpet
11. Fluorescent Light Tubes

In addition, the Plan could also include the reuse and/or recycling of:

1. Excess Paint
2. Textiles
3. Rigid Insulation
4. Engineered Wood Products
5. Porcelain Plumbing Fixtures

ENVIRONMENTAL POLICY

For Commercial Properties

ENERGY POLICY

Greenrock Property Management Limited is corporately committed to continual improvements in energy efficiency, finding ways of reducing energy consumption and carbon dioxide CO₂ emissions to the newest practical levels, while maintaining the required operational needs of the organization. It is therefore the policy of Greenrock Property Management Limited to:

1. Maintain a clear responsibility for the management of efficient energy consumption led by the Director of Commercial Properties.
2. Establish and maintain systematic procedures for monitoring and targeting energy consumption with a planned approach to the improvement of overall energy performance.
3. Commit to the continual development of control mechanisms, ensuring that the correct operating and maintenance procedures of all plant and equipment focus on the reduction of energy consumption and CO₂ reduction.
4. Develop staff awareness and provide training programs that emphasize the benefits of energy efficiency and where practical, develop staff incentives to encourage active involvement.
5. Commit to worthwhile and costs-effective energy efficiency projects. Where appropriate, energy efficient measures will be incorporated into new services, buildings, products, and when property is being refurbished or renovated.

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6. Develop relationships with Greenrock Property Management Limited contractors and suppliers. Communicate the Energy Policy and work to find ways to ensure that energy efficiency is considered in all activities where energy consumption may have a bearing.
7. Produce periodic energy management reports providing details of performance against published indicators and highlighting potential improvements.
8. Review the Energy Policy annually and revise objectives and targets to ensure a process of continual improvement. Specific measurable targets will form a key part of the Property Manager's annual performance objectives.
9. Undertake an annual management review of the Policy to ensure it remains relevant and up to date.

TENANT COMMUNICATIONS POLICY

Greenrock Property Management Limited recognizes environmental protection as one of its guiding principles and a key component of sound business performance. Integral to achieving

Greenrock Property Management Limited environmental goals are educating tenants on these issues.

This Tenant Communications Policy provides guidance for educating tenants on topics related to the environmental sustainability and communicating the efforts made by Greenrock Property Management Limited for our office buildings. The intent is to increase the knowledge and awareness of tenants as it relates to environmental operations and maintenance issues of our office properties.

This Policy covers the following environmental topics as they relate to the operations and maintenance of properties:

- Energy Management
- Water Management
- Waste Management
- Materials Selection

Tenants will be made aware of environmental improvements in the building and site operations and maintenance as they relate to the environmental topics listed above. The communication will be in the form of a Memorandum and will be issued at least once per year.

Where appropriate, the communication to tenants will also include facts about how the changes in operations and maintenance improve environmental performance. As well, tenants will be provided resources to learn about how they can contribute.

This tenant communication will be used to inform tenants and also encourage and support them to participate in improving the environmental performance of the building. The communications will encourage feedback from the tenants via Greenrock Property Management Limited's Tenant

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Survey Form and will be used to acknowledge outstanding effort. Tenants are also encouraged to provide feedback, questions, or concerns related to environmental practices to Greenrock Property Management Limited at 416.924.8388.

New tenants will be provided an information package that includes the environmental policies and plans relating to the operations and maintenance of the building and site. The package will include information on how the tenant can assist in meeting the environmental goals for the property.

Where applicable, the communications will also describe the actions required from tenants for the environmental goals to be met at the property.

WATER MANAGEMENT POLICY

Greenrock Property Management Limited recognizes environmental protection as one of its guiding principles and a key component of sound business performance. Greenrock Property Management Limited aims to avoid excessive water use by utilizing some of the most innovative technologies, equipment and systems for water efficiency. Operations Staff are also committed to learning and applying their expertise to monitor water usage as well as implement watery reduction and efficiency strategies where necessary and feasible.

Greenrock Property Management Limited water management strategies are:

1. Actively monitor water and resource use at regular intervals.
2. Identify and determine trends, and work towards improving water efficiency and the impact upon natural resources.
3. Update the Water Management Policy annually to include current and future practices and procedures.
4. Communicate with employees and tenants to implement water reduction opportunities.
5. Work with tenants to help them to comply with the property's aims and to develop environmentally responsible practices.
6. Meet both the spirit and the letter of environmental laws and regulations, monitoring our performance and developing new standards and practices where appropriate.
7. Ensure that all contractors demonstrate a commitment to water management and comply with all relevant policies, rules and regulations, as well as environmental legislation.

This policy recognizes a long-term commitment to update Greenrock Property Management Limited practices and procedures in the light of a growing understanding of environmental issues. This policy will be used to guide Greenrock Property Management Limited commercial property managers, building operators, and tenants in their regular operations and decision-making processes.

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15.0 APPENDICES

APPENDICES

(SAMPLE PERMITS AND FORMS)

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5.1 TENANT SERVICE PERMIT REQUEST FORM

PLEASE FAX TO: 416.924.8979 48 BUSINESS HOURS ADVANCE NOTICE REQUIRED

ALL PROJECTS REQUIRE AUTHORIZATION FROM THE MANAGEMENT OFFICE TO PROCEED

DATE:	REQUESTED BY:	
TENANT CONTACT: BUSINESS NUMBER:		
LOCATION OF WORK:		
PERMIT DURATION FROM:	TO:	
DESCRIPTION OF WORK:		
AFTER HOURS ACCESS REQUIRED:	YES:	NO:
KEYS REQUIRED: COMMON AREA- TENANT AREA-	YES:	NO:
PASSCARD REQUIRED:	YES:	NO:
ADDITIONAL COMMENTS:		
ACKNOWLEDGMENTS: Greenrock Property Management Limited: TENANT:		
DISTRIBUTION:		

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15.2 APPLICATION FOR FIRE PROTECTION SYSTEM WORK PERMIT

PLEASE FAX TO: 416.924.8979

ADVANCE NOTICE REQUIRED

ALL PROJECTS REQUIRE AUTHORIZATION FROM THE MANAGEMENT OFFICE TO PROCEED

DATE:	REQUESTED BY:										
TENANT CONTACT: BUSINESS NUMBER:											
LOCATION OF WORK:											
PROJECT DURATION FROM:	TO:										
<table><tr><td><input type="checkbox"/> BYPASS SMOKE ZONES (72 HOURS REQUIRED)</td><td><input type="checkbox"/> SPRINKLER DRAIN DOWN * (72 HOURS REQUIRED)</td></tr><tr><td><input type="checkbox"/> BYPASS HEAT DETECTORS (72 HOURS REQUIRED)</td><td><input type="checkbox"/> FIRE STANDPIPE DRAIN DOWN (96 HOURS NOTICE REQUIRED)</td></tr><tr><td><input type="checkbox"/> BYPASS PULL STATIONS (72 HOURS REQUIRED)</td><td><input type="checkbox"/> VERIFICATIONS (7 DAYS NOTICE REQUIRED)</td></tr><tr><td><input type="checkbox"/> PULL STATIONS (72 HOURS REQUIRED)</td><td><input type="checkbox"/> VERIFICATIONS (7 DAYS NOTICE REQUIRED)</td></tr><tr><td colspan="2"><input type="checkbox"/> INSTALLATION/RELOCATION AND TESTING OF FIRE SYSTEM DEVICES* (72 HOURS REQUIRED FOR SMOKE DETECTORS, SPEAKERS AND FIRE PHONES) (7 DAYS NOTICE REQUIRED FOR PULL STATIONS, MAGLOCKS AND HEAT DETECTORS)</td></tr></table>		<input type="checkbox"/> BYPASS SMOKE ZONES (72 HOURS REQUIRED)	<input type="checkbox"/> SPRINKLER DRAIN DOWN * (72 HOURS REQUIRED)	<input type="checkbox"/> BYPASS HEAT DETECTORS (72 HOURS REQUIRED)	<input type="checkbox"/> FIRE STANDPIPE DRAIN DOWN (96 HOURS NOTICE REQUIRED)	<input type="checkbox"/> BYPASS PULL STATIONS (72 HOURS REQUIRED)	<input type="checkbox"/> VERIFICATIONS (7 DAYS NOTICE REQUIRED)	<input type="checkbox"/> PULL STATIONS (72 HOURS REQUIRED)	<input type="checkbox"/> VERIFICATIONS (7 DAYS NOTICE REQUIRED)	<input type="checkbox"/> INSTALLATION/RELOCATION AND TESTING OF FIRE SYSTEM DEVICES* (72 HOURS REQUIRED FOR SMOKE DETECTORS, SPEAKERS AND FIRE PHONES) (7 DAYS NOTICE REQUIRED FOR PULL STATIONS, MAGLOCKS AND HEAT DETECTORS)	
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<input type="checkbox"/> INSTALLATION/RELOCATION AND TESTING OF FIRE SYSTEM DEVICES* (72 HOURS REQUIRED FOR SMOKE DETECTORS, SPEAKERS AND FIRE PHONES) (7 DAYS NOTICE REQUIRED FOR PULL STATIONS, MAGLOCKS AND HEAT DETECTORS)											
SPECIFIC DETAIL OF WORK:											
GENERAL CONTRACTOR NAME:	PHONE NUMBER: SIGNATURE:										
SUB CONTRACTOR NAME: PHONE NUMBER:	SIGNATURE:										

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Form 3 SERVICE ELEVATOR REQUEST/AGREEMENT FORM

SERVICE ELEVATOR REQUEST/AGREEMENT FORM

Name of Company: _____
Suite #-Address: _____
Telephone #: _____ Fax #: _____
SERV. REQUESTED FOR: DATE/S: _____
DAY/S: _____
TIME/S: _____
ACTIVITY: _____
CONTRACTOR'S NAME: _____
LOADING DOCK REQUIRED YES NO BINS - YES NO

RULES GOVERNING THE USE OF SERVICE ELEVATOR

- 1 Service Elevator (including DISPOSAL BIN) must be reserved a minimum of 24-hours in advance. Tenants without reserved times will not be allowed to use the Service Elevator or until time is available.
- 2 Tenant, and its Contractor, has the exclusive use of the Service Elevator during the time(s) outlined above as approved by Greenrock Property Management Limited
- 3 **Service Elevator hours of operation are as follows: MONDAY TO SUNDAY 6:00PM to 7:30AM**
- 4 Service Elevator must be kept in continuous use (no 20 minutes breaks). If we find the service elevator is not in continuous use, we will consider the move is complete and the elevator will be removed from service.
- 5 No common area door, including B1 to B3 garage door, will be left propped open.
- 6 Tenant is responsible to provide access to their contractors in the Building and the elevator after 6:00 pm to 7:30 am, Monday to Friday and all day on Saturdays and Sundays. Office Tower loading dock is open between 7:30 am to 6:00 pm Monday to Friday, closed all day on Saturdays and Sundays. Access can be requested **by paging Security at 416-614-5278**.
- 7 Tenant shall comply and ensure the compliance of all persons using the facility with these regulations
- 8 Tenant shall be responsible for the conduct and supervision of all persons using the facility while area is occupied.
- 9 All articles brought to the facility for use by Tenant or persons using the facility when occupied, shall be removed forthwith at the termination of Tenant's occupation of the premises including the removal of all garbage.
- 10 Where a facility has been damaged, the Property Manager shall first notify Tenant of the damage and request Tenant to repair or make good the damage forthwith at his/her expense. If Tenant fails to respond favourably to such request or delays in taking any action, the Property Manager shall obtain (2) estimates of the cost to repair and inform Tenant of the quotes and request payment in advance of the cost of the acceptable estimate including all taxes and 15% administration fee. Where payment is not made pursuant to the previous clause, the Property Manager may in his sole discretion have the work done to his/her satisfaction and the cost thereof shall be recovered according to law.
- 11 The Property Manager uses the power to cancel reservations, he/she shall give notice to Tenant as soon as possible thereafter, by whatever means may be available to him/her, representing the Tenant, have read over the foregoing conditions set out in clauses 1 to 11 thereof, and agree to them and undertake to comply with them.

I, representing the Tenant, have read over the foregoing conditions set out in clauses 1 to 11 thereof, and agree to them and undertake to comply with them.

Tenant/Signed by:

Approved by:

Signature/Print Name

Alaric da Cunha/General Manager

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Form 4 PRE-CONSTRUCTION CHECKLIST

PRE-CONSTRUCTION CHECKLIST

(Posted inside Construction Hoarding)

Project _____

Phone:
Contractor:

Fax:

Site Supervisor: _

Cell/PR. _____

Prior to Commencing Construction:

___ Plans and Sample Board Approved

Marked set with Landlord's review notations on-site at all times (includes architectural plans, Mechanical/Electrical plans and sample board)

___ Insurance Certificate, **[insert property name]** must be named as additional insured **[insert additional insured]**

___ Copy of Building Permit (application)

___ List of all Sub-Contractors (with exception of the General Contractor) with names and emergency Phone numbers.

___ Scheduled turn-over date: _____

Reviewed with Contractor:

___ **Hoarding requirements:** Full 10' height, professionally taped, sanded and painted with Pittsburgh paint "Pale Vista" (409-2) semi-gloss. Hoarding is to extend no more than 30 Dismantled during non-operating hours.

___ **Sprinkler Fee:** Advance payment of \$150+HST is required upon request of shutdown (minimum 24-hour notice); any subsequent drain downs are \$75+HST

___ **Utilities:** Operations Manager must approve any utility work taking place outside of Tenants' Premises/Landlord's utility room.

___ **After Hour Access:** Form available at the Customer Service Centre; 48 hours' notice required

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- _____ **Additional Security:** must be booked 48 hours in advance through Security Supervisor; **[Insert Amount]** per hour+15% administration fee (4-hour minimum); failure of anyone without Additional Security to leave at 2300hrs. Will result in automatic 4-hour charge.
- _____ **Noise/Odors:** must be controlled (e.g. property uses central plant and shared air systems).
- _____ **Clean job site:** review location and route to waste container.
- _____ **Retail:** tile request form must be completed with certified cheque/money order.
Each tile is **[Insert Amount]**; plus, applicable taxes.

Contractor's Signature below acknowledges the following:

1. The above issues have been reviewed and are fully understood.

2. The Contractor has received a copy of our "Tenant Information and Design Criteria Manual" and understands that they are expected to comply with all issues related to the construction process.

3. The contractor fully understands that we expect a clean, safe working environment to be provided for the employee and sub-trades. We expect the contractor to comply with all regulations Of the Ontario Occupation Safety Act, including WHIMIS legislation. Additionally, we expect the Contractor to comply with all environmental laws and regulations.

Contractor's Signature: _____ **Date:** _____