

**RULES OF SITE FOR CONTRACTOR'S WORK
MOVING, DELIVERIES & SYSTEMS FURNITURE CONTRACTORS**

1. The following rules and regulations governing work at 600 Mass Ave, 600 Massachusetts Avenue, NW ("Site") by a Contractor ("Rules of Site") have been established by the Landlord and are intended as guidelines within which Contractors must operate. (For purposes of the Rules of Site, Landlord is defined as Gould Property Management, LLC, Property Manager as agent for Square 452, LLC). It is the intent of the Landlord to cooperate with the Contractor consistent with the fact that the progress of all Landlords' Contractor's Work must have priority over any Contractor's Work.
2. The Contractor shall be responsible for all its actions on the Site as well as those of its subcontractors, suppliers, agents and visitors. No loud, abusive or otherwise offensive language or actions will be allowed. Contractor shall promptly remove from Site any employee deemed inappropriate or abusive by Landlord.
3. Prior to the commencement of Contractor work, the Contractor must procure coverage (as described in Attachment "A" hereto) in a form, in amounts, and from insurers reasonably acceptable to the Landlord. Such insurance must name Square 452, LLC, Square 452 Venture Limited Partnership, Gould Property Company, Gould Property Management, LLC, Gould 600 Massachusetts Avenue GP, LLC, Gould 600 Massachusetts Avenue Holdings, LLC, Square 452 General Partner LLC, Greyhound Associates Limited Partnership, Greyhound Partners Corporation, Gould Properties LLLP, Gould Property Company, Konterra Realty, LLC, OPG Investment GP (US), LLC, OP 600 Mass Ave Investco (US), LLC, and the Massachusetts Life Insurance Company and _____ as additionally insured (Landlord being Gould Property Management, LLC, Property Manager as agent for Square 452, LLC) and must include the following types of coverage: Comprehensive Automobile Liability Insurance; Fire and Extended Coverage Insurance on equipment, tools and material owned by Contractor; Workman's Compensation and Occupational Diseases Insurance; Employers Liability Insurance; Comprehensive General Liability Insurance; Excess Liability Insurance.
4. Movement in or out of the property of furniture, office equipment, or other bulky material which requires the use of the elevators, stairways, property entrances or the lobbies shall be restricted to reasonable hours established by the Landlord. All such movement shall be under the Landlord's supervision, and the use of an elevator for such movements shall be restricted to the property's Service Elevator. Prearrangements with the Landlord shall be made regarding the time, method, and routing of such movement, and the Tenant shall assume all risk of damage and pay the cost of repairing or providing compensation for damage to the Property, to articles moved and injury to persons or public resulting from such moves. The Landlord shall not be liable for any acts or damages resulting from any such activity
5. In general, all of the Contractor's Work must be scheduled so that it in no way conflicts with interferes with or impedes the progress of the Landlord's Contractor's Work and/or Landlord's operations and/or Tenant operations. Any portion of Contractor other than normal business hours must be approved by Landlord in advance of commencing such work.
6. The Contractor must, in the presence of the Tenant and the Landlord's representative, review the existing conditions prior to commencing work and is obligated to protect both the existing area and any adjacent area as directed by the Landlord's representative, to include floors, walls and elevators if so required.
7. Before the Contractor will be allowed to move materials, equipment, personnel or any other items on the Site, or commence its work, the Contractor must procure written permission

from the Landlord. Such permission will be given when suitable arrangements have been made between the Contractor and Landlord and the method of charges related to the coordination of Contractor's Work with Landlord has been agreed upon.

8. All individuals performing work or delivering materials to 600 Mass are required to wear identification badges. The procedures for receiving and returning these badges are:
 - Use the West Loading Dock to enter the Property.
 - Sign in at the Loading Dock Security Office.
 - Provide a form of ID
 - Receive identification badge.
 - Use the Service Elevators to enter or exit the tenant space.
 - Sign out and return the badge when leaving the Property.

Daily badges will be issued to individuals who enter the Property to perform service on a one-time basis (i.e. flower delivery, computer service technician). The individual will sign in on the Daily Badge Sign-In Sheet, be issued a badge (without clip-on holder), and be required to return the badge and sign out upon leaving the Property.

9. Clean up and rubbish removal (to include, but not limit to, all packaging and protection devices, food debris, etc.) by the designated Service Elevator will be the responsibility of the Contractor at its sole expense. Under no circumstances will rubbish be left at the Site's Loading Dock, including pallets. If future pick-ups of Tenant's transfer boxes are included in the Contractor's agreement with the Tenant, then all said boxes will be flattened and located in a central location prior to pick-up by the Contractor. Hazardous or flammable materials are prohibited from the Site.
10. The Contractor must schedule with the Landlord shared use of Service Elevator during normal working hours (defined as 7:00am to 6:00 pm Monday through Friday inclusive) for limited transportation of material and personnel. Bulk deliveries or deliveries that will require the use of the Loading Dock for more than 20 minutes, will be scheduled to take place after hours or on weekends. Contractor must make prior arrangements with Landlord for use of Service Elevator and Loading Dock at hours other than normal working hours and arrange with Landlord to pay reasonable costs which may be associated with this use, to include normal working hours if so deemed by the Landlord.
11. The Contractor must schedule with the Landlord access to the Loading Dock at the Site. All materials unloaded must be moved to the area immediately and shall not impact use of this facility in any way. Storage is not provided at the Loading Dock.
12. Contractor, its subcontractors, suppliers, agents and visitors may use only the designated Service Elevator, and are specifically prohibited from the lobby, interior stairwells and all other areas other than those required for Contractor's work. Restroom access will only be provided through prior arrangement of Landlord.
13. Smoking is prohibited throughout the Site.
14. The Contractor must be responsible for the security of its own materials, equipment, and work. Contractor must provide Property Manager with immediate access to any area secured by Contractor.
15. The Contractor must be responsible for all damage to the Site or to Landlord's Contractor's work causes by Contractor, its subcontractors, suppliers, agents and visitors.
16. The Contractor must comply with all governing safety and health regulations that pertain to such work in the District of Columbia and on the Site. Temporary fire protection equipment, in accordance with governing regulations, shall be provided by Contractor at its sole expense.

17. The Contractor must not engage in any labor practice that may impact the Landlord's Contractor's Work. Contractor shall comply with all Federal, State and Local laws pertaining to its Work.
18. No parking on Site will be provided to Contractor, its subcontractors, suppliers, agents and visitors.
19. Provision for the use of air conditioning during non-Normal Hours will be at the sole cost and expense of the Tenant. Tenant must schedule the use of overtime air conditioning in advance.
20. The Contractor shall in no way interfere with or endanger public pedestrian and vehicular traffic adjacent to the Site nor interrupt the flow of traffic in and out of the Site. The Contractor shall provide its own traffic control personnel and permits as required by the District of Columbia at its sole expense.
21. While working at the Site, the Contractor must maintain supervisory personnel on site at all times. Such personnel must be fully empowered to coordinate, respond and authorize Contractor's Work as necessary to enable Landlord's Contractor's Work to proceed.
22. No cutting or patching of existing work will be permitted without prior written consent of Landlord. Requests for permission to do cutting, drilling or chipping shall include explicit details and description of work and must not under any circumstances diminish the structural integrity or functional capabilities of building components or systems. All cutting, drilling and chipping is prohibited between the hours of 7:00 a.m. to 8:00 p.m. Monday through Friday.
23. The Contractor must be responsible for false alarms of the Building Life Safety System generated by Contractor, its subcontractors, suppliers, agents and visitors. Event of false alarm will cause the Contractor to be charged \$250.00, plus any additional fees charged by the District of Columbia governing authorities in response to these alarms.
24. In order to facilitate your work, please note the following measurements of the Service Elevator: All dimensions approximate. Please verify these dimensions prior to your scheduled use.

Service Elevator Cab Dimensions*

Interior Width	6 feet, 7 inches
Interior Height	9 feet, 0 inches
Interior Depth	7 feet, 6 inches

- Handrails protrude 4 inches from cab interior wall dimension

Maximum Weight Capacity = 4,500 lbs.

It is recommended that the Contractor performs a walk through of the Loading Dock and Service Elevator areas prior to the move date.

AGREED TO AND ACCEPTED:

By: _____

Company: _____

Date: _____

Tenant _____

**ATTACHMENT A
INSURANCEREQUIREMENTS
LANDLORD**

Coverage	Minimum Limits of Liability
1. Worker's Compensation	<ul style="list-style-type: none"> ▪ Statutory Limits
2. Employer's Liability Insurance	<ul style="list-style-type: none"> ▪ \$1,000,000 per occurrence, per employee, \$1,000,000 policy limit; ▪ \$1,000,000 per occurrence, per annum occupational disease coverage;
3. Commercial General Liability Insurance <ul style="list-style-type: none"> ▪ ISO Commercial General Liability occurrence form CG 00 01 10 01 ▪ Includes operations premises liability ▪ Contractor protective liability ▪ Broad Form contractual liability, including subcontractor liability 	<ul style="list-style-type: none"> ▪ \$2,000,000 per occurrence, insuring for personal injury and death, property damage, advertising and personal injury, ▪ \$2,000,000 annual aggregate for bodily injury, death and property damage. ▪ \$2,000,000 per occurrence and \$2,000,000 annual aggregate for advertising and personal injury.
4. Automotive Liability Insurance <ul style="list-style-type: none"> ▪ ISO Business Auto Coverage Form CA 00 01 07 97 	<ul style="list-style-type: none"> ▪ \$1,000,000 combined single limit per occurrence on all owned, leased or rented vehicles
5. Excess Umbrella Liability Insurance <ul style="list-style-type: none"> ▪ Aggregate Per Project Endorsement ▪ Completed operations coverage for a period of two (2) years after final acceptance of the completed Contractor's work. 	<ul style="list-style-type: none"> ▪ \$5,000,000 annual aggregate, in excess of Employer's, Commercial General & Automotive Liability insurance

The policies of insurance shall provide at least thirty (30) days' prior written notice of cancellation.

All policies provided by the Contractor shall be issued by a financially responsible companies licensed to issue such insurance in all applicable states and have an AM Best rating of "A-" or better and a financial size category of A-VIII or better and be satisfactory to all of the Additional Insured Parties, and in form and substance acceptable to Additional Insured Parties.

Insurance shall name **Square 452, LLC, Square 452 Venture Limited Partnership, Gould Property Company, Gould Property Management, LLC, Gould 600 Massachusetts Avenue GP, LLC, Gould 600 Massachusetts Avenue Holdings, LLC, Square 452 General Partner LLC, Greyhound Associates Limited Partnership, Greyhound Partners Corporation, Gould Properties LLLP, Konterra Realty, LLC, OPG Investment GP (US), LLC, OP 600 Mass Ave Investco (US), LLC, and the Massachusetts Mutual Life Insurance Company**, as Additional insureds as respects to Commercial General Liability, Automotive Liability and Excess Umbrella Liability Insurance; shall contain a waiver of subrogation against any Additional Insured; and the coverage provided shall be primary and non-contributory (with any Additional Insured liability policies secondary and non-contributory).