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| **Section Cover Page \\goa\desktop\K_O\norman.ho\Desktop\AB-Sig 2Color Sky CMYK.jpg** |
| **Section 01 35 13**  **2022-01-31 Leased Space Project Procedures** |

Use this Section to specify procedures applicable to tenant improvements work in leased space. Be as specific as possible. Coordinate requirements specified herein with related requirements specified in other Division 01 sections. Do not duplicate requirements.

This Master Specification Section contains:

.1 This Cover Sheet

.2 Specification Section Text:

.1 Intent

.2 Leased Space Regulations

.3 Tools, Equipment, and Materials

.4 Material Handling and Delivery

.5 Hours of Work

.6. Washroom Facilities

.7 Coring and Drilling

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| **\\goa\desktop\K_O\norman.ho\Desktop\AB-Sig 2Color Sky CMYK.jpg** | **Change Log** |
| **2022-01-31** | **Section 01 35 13**  **Leased Space Project Procedures** |

**Changes made in this Section Update 2022-01-31:**

1. Revised 1.2 to read: Comply with procedures and requirements specified in this Section and as otherwise required to maintain the normal degree of **safety, health, and security** for Building Owners staff, tenants, Contractor's personnel, the Province and the public.
2. Added Alberta logo to page headers.

1. INTENT

.1 The building owner’s construction restrictions and proximity of other tenants, require special procedures be complied with during the course of the Work. The Building Owner is synonymous with Landlord.

.2 Comply with procedures and requirements specified in this Section and as otherwise required to maintain the normal degree of safety, health, and security for Building Owners staff, tenants, Contractor's personnel, the Province and the public.

.3 Contractor is not to take direction from the building owner on contractual matters other than the procedures identified in this Section unless otherwise specified in other Division 01 Sections.

2. LEASED SPACE REGULATIONS

.1 Comply with regulations of Building Owner and this section.

.2 Be aware of and comply with leased space "Standing Orders" in case of fire.

3. TOOLS, EQUIPMENT, AND MATERIALS

.1 Maintain control of and location of tools, equipment, and materials when work is in progress.

.2 Do not leave tools and equipment unattended at any time without being shut off and properly secured.

.3 When not being used, store tools, equipment and materials in the demised premises or within areas assigned or arranged for.

.4 Waste material, rubbish, and debris shall not be deposited or allowed to accumulate. Remove from site immediately.

.5 Comply with requirements of Section 01 74 23 for cleaning during construction and disposal of waste materials. Where the building owner's or Municipal cleaning and waste disposal requirements are at variance with one another, the more restrictive requirements shall apply.

4. MATERIAL HANDLING AND DELIVERY

.1 Deliver materials and equipment through loading dock/delivery and take directly to storage area.

.2 Do not take material or equipment through main lobby during peak business hours.

.3 Material and equipment may be taken through main lobby during off-peak hours and on weekends providing the following is complied with:

.1 The elevator is booked with the building owner.

.2 Adequate padding and suitable protection is provided for the building and elevator.

.3 Damage is reported immediately and acknowledged.

.4 Accept liability for damage, safety of equipment and overloading of existing equipment.

5. HOURS OF WORK

.1 Contractors working beyond normal business hours and on weekends shall make arrangements to do so with the Province and Building Owner and maintain building owner's security requirements where same exist.

6. WASHROOM FACILITIES

.1 Washroom facilities exist in the building and will be designated for construction workers use, provided the facilities are maintained in clean condition and free from damage caused by the Contractor’s staff or sub-trades.

7. CORING AND DRILLING

.1 Schedule required coring and drilling to be performed outside of normal business hours and obtain approval for such work from the building owners prior to commencement of same.

**END OF SECTION**