

**TRANSWESTERN  
NAPERVILLE CORPORATE CENTER**

**Construction Guidelines/Rules & Regulations**

Property Manager: Colette Menolascino  
630-505-7900

Chief Engineer: Thomas Rosner  
630-505-7900

1. A certificate of insurance must be on file with building management prior to work being performed for both general contractor and any sub-contractors. Must be union workers.
2. All work must be coordinated through the Property Management Office. Normal Building hours are 8:00 am to 5:00 pm., Monday through Friday.
3. Construction activity related to power fastening, hammer drilling and jack hammering, etc., are to be performed during off-hours to minimize disruption to building occupants/tenants. These activities must be scheduled through the Property Management Office.
4. Building dumpster or recycling totes are NOT for construction debris. All contractors shall provide their own debris dumpsters and bins. The location of which shall be discussed with the Chief Engineer before placement.
5. Service elevator walls and floors must be protected prior to the delivery of construction materials. See the Property Management Office to coordinate and arrange deliveries. Passenger elevators are off limits to construction personnel. Any unauthorized person using the elevator will be asked to leave the project. Service elevators and stairs are to be used to gain entrance to and exit from the project. In each building, one elevator will be designated for use during the construction project.
6. Hallway floors are to be protected with masonite, doors are to be protected against scratches, etc. Granite floors and walls are to be protected with homosote and masonite. The contractor is responsible for supplying and maintaining protection.
7. Use only designated areas for ingress and egress of construction personnel and materials.
8. Entry doors must be properly held open. Please see the Property Management Office for specifics.
9. Do NOT use the building cleaning service's vacuums, brooms, mops, etc.
10. Slop sinks are available on each floor by arrangement with the Property Management Office. Do NOT use lavatory sinks to wash/clean contracting materials.

11. All common area doors are to be closed during construction.
12. Materials and tools must not be stored in common area hallways.
13. All mechanical and electrical rooms will be locked at 5:00 pm unless prior arrangements have been made.
14. Any construction that will take place in a tenant occupied area must be prearranged and scheduled through the Property Management Office.
15. The shut down of any mechanical equipment must be prearranged. All HVAC control work is to be reviewed by the building's Chief Engineer to maintain the system's guarantees.
16. It is the General Contractor's responsibility to clean, maintain and repair common areas utilized by construction. Clean up must be carried out on a daily basis. The contractor will be back charged if Transwestern has to perform this clean up. Any common area repairs will be done to the satisfaction of Transwestern.
17. Contractors needing roof access must arrange access with the Chief Engineer (**24 hour notification is required**). Work associated with the roofing membrane must be performed by an authorized roofing contractor, with written proof of this authorization required before any work commences. This requirement is to maintain the building roof guarantee should one exist. When work on the roof is complete, an inspection of the work area will then be conducted jointly by the building's Chief Engineer and the Contractor.
18. The General Contractor is responsible to clean up the designated parking area on a daily basis where they have any equipment and/or dumpster and will be back charged if Transwestern has to perform this cleanup.
19. While working in the common area, the area immediately around the work area must be appropriately marked with warning signs.
20. OSHA/UL approved trade tools and equipment must be used.
21. The Contractor is to provide adequate temporary signage where needed, depending on nature of work, i.e., wet paint signs, etc.
22. If glazing is removed for loading of materials, the contractor is responsible for protection of all adjoining surfaces, repair and/or replacement of any damage, and a one (1) year guarantee against defects for items disturbed.
23. No wiring, cable, conduit, etc., shall be acceptable or accepted if laid on ceiling grid, tied or "caddy" clipped to any ceiling grid suspension wire or mechanical supports. All connections and supports will be made directly to building steel or concrete slab at 4-foot intervals, or per code. Any and all work found improperly installed shall be rejected and removed, reinforced and re-hung at the sole expense of the contractor.
24. No smoking Transwestern provides a smoke free environment for all of its tenants. Per the Illinois Clean Air Act, smoking is **prohibited** in any common

area or office areas throughout the Naperville Corporate Center and 25 feet away from any door or open window. **Smoking is allowed outside in designated areas only.**

25. Smoking is permitted only in designated areas outside of the building.
26. Park only in designated areas. Do NOT leave vehicles in fire lanes, visitor parking or reserved parking areas.