

**RULES AND REGULATIONS  
FOR CONTRACTED SERVICE PERSONNEL**

**BANK OF AMERICA PLAZA  
800 MARKET STREET  
ST. LOUIS, MISSOURI**

**(updated 7/03/13)**

**(314) 436-3001  
FAX (314) 436-3071**

The following rules and regulations shall apply to all vendors, suppliers, contractors, subcontractors and their employees, hereinafter referred to as Contractor, while engaged to perform services at Bank of America Plaza. All Contractors must be approved by Building Management. Any Contractor refusing to comply with any of the rules and regulations as stipulated will be detained until their supervisors are notified and the situation corrected. These Rules and Regulations are subject to change without notice.

1. A building permit will be provided to Jones Lang LaSalle Americas, Inc. for all construction performed in Bank of America Plaza.
2. All Contractors must sign in and out as they enter and exit the Building via Service Level loading dock. Photo I.D. must be provided.
3. A current Certificate of Insurance with the minimum insurance requirements as attached must be on file with Building Management. Failure to provide Certificate will result in denying access to the Building.
4. No smoking is allowed within the Building or within 100 feet of the entrances.
5. Union labor must be used unless prior approval is received by Building Management.
6. Building Management reserves the right to refuse access to anyone wearing clothing considered inappropriate, offensive, or unsafe.
7. All materials will be loaded and unloaded at the Service Level loading dock. Only one related vehicle per Contractor will be permitted in the loading area unless prior approval is received from Building Management. Extended use must be scheduled.
8. Rampable deliveries such as furniture will be restricted to the western truck bay in order that the dock leveler may be available for other Building deliveries.
9. All travel throughout the building by Contractor will be limited to Freight Elevator Car #18 (elevator on left after entry through sliding glass doors). Elevator access involving usage exceeding normal floor stop time must be coordinated through Building Management with as much as possible prior advance notice.
10. No material or equipment will be moved through the Podium Level, Lobby area, Bridge, or on any escalator or elevator cars other than the designated Freight elevator car #18 without prior Building Management approval (*freight elevator dimensions: height – 115”, width- 88 ½”, depth-62 ¾”*)
11. All paths or travel in and out of the building as well as the dock area will remain free of debris and left in a broom swept condition.
12. Contractor shall use restroom facilities located on the Service Level at dock entrance.
13. Contractor shall confine operations to areas identified by contract document.
14. The area in which the services are being provided must be kept clean. This is the sole responsibility of the Contractor.
15. Only the materials and equipment necessary to complete the specific job in progress will be allowed in the Building. All material and equipment allowed must be retained on the floor on which the Contractor is providing service.

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16. Electrical, communication and mechanical closets are to remain secured at all times. No propping doors open. Access/keys must be signed out and returned by shift end at the Security Console located on the 3<sup>rd</sup> floor Lobby. Contractors will be responsible for damage resulting from prying or propping of doors.
17. Material Safety Data Sheets must be supplied to Building Management prior to any material entering the Building.
18. Before welding or other heat generating activities can be performed in the building, Contractor must obtain a "Hot Work Permit" from Building Management.
19. All operations generating dust, smoke, odors, and/or fumes must be performed between the hours of 6:00pm and 6:00am or on weekends unless other arrangements are made with the Building Management office. All such operations must be coordinated prior to commencement of work with Building Management to ensure the safe operation of the building life-safety system.
20. All perimeter fan coil units must be turned off and sealed with plastic prior to any demolition and construction. Remember to remove upon project completion. Return air dampers must be covered with filter media prior to demolition/construction and removed afterward.
21. All fire proofing and fire stops must be maintained. Patching must be completed to ensure integrity of the fire system.
22. All Contractor generated trash and debris will be removed by Contractor. Building compactor is not to be utilized. A dumpster can be placed in the loading dock area between 6:00pm and 6:00am in the east bay with prior Building Management approval; however, the area must remain free of debris and be protected with plywood underneath the dumpster.
23. Damage to the Building or its content as a result of negligence or mischief by any personnel of Contractor will be repaired by Bank of America Plaza maintenance personnel and billed to the appropriate party with an additional 15% administrative fee.
24. A copy of Contractor's license to do business in the City of St. Louis must be provided.
25. Lien waivers are required from Contractor and all Subcontractors. Partial liens submitted will receive partial payment.
26. All floor loading exceeding 50 lbs./square ft. must be structurally reinforced. All structural modifications must be approved by Building Management.
27. Any activities creating noise (i.e. hammer drilling and core drilling) must be performed between 6pm and 8am. Coordinate such activities with Building Management.
28. All floor tile and pipe insulation will be tested for ACM's (Asbestos Containing Materials) and results presented to Building Management prior to removal.
29. This site follows the Energized Work Permit System to review and authorize energized electrical work.
30. Contractors are to perform Safety Meetings with their personnel. Contractor personnel are to familiarize themselves with emergency procedures including locations of emergency exits, locations of fire extinguishers and assembly areas after evacuation. In the event of a building evacuation the primary assembly area should be 10<sup>th</sup> Street and Clark Avenue. Secondary assembly area should be the primary area not deemed as safe should be 13<sup>th</sup> Street and Chestnut Street. Contractors are responsible for reporting to the Building Management Company after all personnel are accounted for. Contact 314-258-0150 to report "All Clear and Accounted For". Contractors are requested to deliver to the Building Management Office a list of any contractor personnel that are not able to evacuate due to physical disability and update as it may change.