



# **DESIGN CRITERIA MANUAL**

**1, 2, 3, 4  
Robert Speck Parkway**

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## INTRODUCTION

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The following design criteria has been prepared solely for the purpose of providing Tenants with general information on the features of their building as well as specific documentation on requirements and procedures to be followed in the design and construction of their leased space.

Tenants will, for the mutual benefit of all, be required to comply with the various provisions of this document unless specifically stated otherwise under the terms of their lease. Any deviation from this document will require the Landlord's written approval. The Tenant, its consultants, and contractors are encouraged to become thoroughly familiar with the contents of this document, as it will form the basis for the Landlord's approval of all submissions for work to be performed by the Tenant's contractors. Accordingly, Colliers International would welcome the opportunity to introduce the Tenant to its varied resources in the design and construction of the Tenant's premises under a separate construction agreement.

## BASE BUILDING INFORMATION

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The Landlord will supply the Tenant with:

- An outline drawing of the leased premises (Space Plan)
- A copy of a typical floor plan
- Details indicating the major elements of the base building (i.e. reflective ceiling)
- A layout of the base building mechanical and electrical systems
- A copy of the most recent HMIS Report for the respective building

Additional drawings or information, relative to the base building which the Tenant may require, may be made available through the Construction Services Department for a fee. Access to the Landlords portal, Project WebFM, may be granted.

## BASE BUILDING SPECIFICATIONS

**MEC 1: Contact Operations Manager (See Appendix A)**

**MEC 2: Contact Operations Manager (See Appendix A)**

**MEC 3: Contact Operations Manager (See Appendix A)**

**MEC 4: Contact Operations Manager (See Appendix A)**

## Hazardous Building Materials Reassessment

Colliers International retained Pinchin Ltd. to conduct a hazardous building materials assessment of 1,2,3,4 Robert Speck Parkway, Mississauga, Ontario. The objective of the assessment was to assess previously identified hazardous building materials, evaluate their condition and develop corrective action plans as required for the purposes of long term management. The results of this assessment are not intended for construction, renovation, demolition or project tendering purposes. The assessed area consisted of the entire building. **Refer to Appendix C** for acknowledgement of this information.

### **Summary of Findings (per building):**

**MEC 1:**

Asbestos: Asbestos-containing materials (ACM) were presumed to be in the building. Presume all vinyl floor tiles and associated mastic to contain asbestos.

Lead: Based on the date of construction (1990) all interior and exterior paints should be assumed to contain less than 0.5% lead by weight.

Silica: Crystalline silica is present in concrete, mortar, brick, masonry, ceramics, granite, slate, stone, asphalt, etc.

Mercury: Mercury vapour is present in fluorescent lamps.

**MEC 2:**

Asbestos: Asbestos-containing materials (ACM) were confirmed to be present as follows:

- Asbestos cement (Transite) pipe is present as rain water leaders throughout the building.
- Asbestos cement (Transite) sheeting is present in sauna rooms. □ 12"x12" beige, brown and white vinyl floor tile, containing chrysotile asbestos, is present in the Unit #100 Storage Room.

**MEC 3:**

Asbestos: Asbestos-containing material (ACM) was not found during the assessment.

Lead: Based on the date of construction (1987) all interior and exterior paints should be assumed to contain less than 0.5% lead by weight.

Silica: Crystalline silica is present in concrete, mortar, brick, masonry, ceramics, granite, slate, stone, asphalt, etc.

Mercury: Mercury vapour is present in fluorescent lamps.

**MEC 4:**

Asbestos: Asbestos-containing materials (ACM) were confirmed to be present as follows:

- Parging cement, containing chrysotile asbestos, is present in the Diesel Fuel/Generator Room on pipe fittings and mechanical equipment.

12"x12" vinyl floor tile, containing chrysotile asbestos is present in various locations throughout the building.

## TENANT COORDINATION

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This document is supplied to the Tenant and/or Tenants Contractor.

The Colliers International's function is to act as the Landlord's representative; serving as liaison between the Landlord and the Tenant; providing the Tenant with consultants, contractors, guidance, and assistance throughout the design and construction phases of the Tenant's leasehold improvements.

The Colliers International is also responsible for the review and written approval of all submissions prepared by the Tenant's consultants prior to construction and supervision of the construction to the Tenant's premises.

Accordingly, all inquiries concerning this document are to be addressed to:

**Colliers International**  
Mississauga Executive Centre  
4 Robert Speck Parkway  
Suite 260  
Mississauga, Ontario  
L4Z 1S1

Attention: Colliers International – Project Management  
Direct #: 905-281-7232  
Main #: 905-275-5000

## LANDLORD'S CONSULTANTS

The tenant may wish to retain the Landlord's Architect, Structural Engineer, and/or Mechanical and Electrical Engineer under direct contractual arrangement for the production of Design and Working Drawings. If the Tenant chooses to employ Consultants other than the Landlord's Consultants for its design work, the Landlord will have such drawings reviewed by the Landlord's Consultants (peer review) in order to ensure compatibility with the Base Building systems and standards. The cost of this review will be at the Tenant's expense. A list of the Landlord's Consultants is included below:

Category	Company Name	Address	Phone Number
<b>Structural Engineers</b>	First Principles Engineering	1 Valleybrook Dr #308 Toronto, ON M3B 2S7	T: 647 594 3398 E: <a href="mailto:Saaz.Mariani@fpeng.ca">Saaz.Mariani@fpeng.ca</a>
<b>Mechanical &amp; Electrical Engineers</b>	Hidi	155 Gordon Baker Road Suite 200 Toronto, ON M2H 3N5	Bill Lazarakis T: 416-364-2100 x 140 Bill.Lazarakis@Hidi.com

### Riser Management Consultant

For all installations and removals of Data and Communications within Base Building Common Areas contact Rycom and refer to cabling guidelines and return to base cabling guidelines.

Category	Company Name	Address	Phone Number
<b>Riser Management Consultant</b>	Rycom	6201 Highway 7, Unit 8 Vaughan, ON L4H 0K7	T: 1-800-653-5366

### Approved Contractors and Designers

Construction contractors may be hired at the discretion of the Tenant provided the construction contractor selected is approved in writing by the Construction Services Department in advance. Below is a list of pre-approved contractors.

Category	Company Name	Address	Phone Number
<b>Architects</b>	George Popper Architects	344 Bloor St. West, Suite 508 Toronto, ON M5S 3A7	T: 416-961-0051 F: 416-488-3830

The following is a list of pre-approved trades for the work at Mississauga Executive Centre. Other trades may be used at the discretion of the Tenant provided the trades are approved, in writing by the Construction Services Department.

Category	Company Name	Address	Phone Number
<b>Mechanical Contractors</b>	Ultimate Mechanical	23-1225 Gorham St. Newmarket ON L3Y 8Y4	1-905-868-8001
	LPI Mechanical	13-3 Brewster Road Brampton, ON L6T 5G9	T: 905-794-0755
	Meadowbrook Construction	5579 McAdam Road Mississauga, ON L5T 2L1	T: 905-507-9507
	CMS	2721 Markham Road, Unit 10 Scarborough, ON M1X 1L5	T: 416-453-9255
	Applied Mechanical	5-910 Rowntree Dairy Rd Woodbridge, ON L4L 5W4	T: 905-850-7080
<b>Electrical Contractors</b>	Campbell & Kennedy	212 Applewood Crescent, Unit 11 Concord, ON L4K 4E5	T: 905-761-8550
	Kasel Inc.	27 West Beaver Creek Rd. Unit 9 Richmond Hill, ON L4B 1M8	T: 905-947-9997
	Ainsworth Inc.	131 Bermondsey Road Toronto, ON M4A 1X4	T: 416-791-1927
	Guild Electric Ltd.	470 Midwest Rd. Toronto, ON M1P 4Y5	T: 416-937-5811

The Landlord may engage the services of the above-noted consultants to review submissions by the Tenant to ensure compliance with engineering criteria established for the office building. The cost of such review services will be at the Tenant's expense. In addition, the following contractors have been retained to service, modify and repair existing and new installations to the mechanical system and life safety:

Category	Company Name	Address	Phone Number
<b>Fire Alarm Systems</b>	Vipond	6380 Vipond Dr Mississauga, ON L5T 1A1	T: 905-564-7060
<b>Automation &amp; Lighting Controls</b>	Siemens	1577 North Service Road E. Oakville, ON L6H 0H6	T: 905-465-8000
<b>Sprinklers</b>	Paul & Douglas Sprinklers Ltd.	1576 Bonhill Road Mississauga, ON L5T 1C7	T: 905-564-2421
	Vipond	6380 Vipond Dr Mississauga, ON L5T 1A1	T: 905-564-7060
<b>Locksmith</b>	Bill's Lock Service	6790 Davand Dr., Unit 8 Mississauga, ON L5T 2G5	T: 416-626-1010
<b>Security</b>	AC Technical Sys.	2100 Forbes Street Whitby, ON L1N 9T3	T: 905-666-8676 1-877-228-3242

	Rycom	6201 Hwy 7, Unit 8 Woodbridge, ON L4H 0K7	T: 905-264-4804
<b>Parking</b>	Reef Parking	4 Robert Speck Parkway, Lower Lobby Mississauga, ON L4Z 1S1	T: 905-896-3450
<b>Code Consultants</b>	George Popper Architects	344 Bloor Street West, Suite 508 Toronto, ON M5S 3A7	T: 416-961-0051 F: 416-488-3830
<b>Code Consultants</b>	Leber's	2300 Yonge St., Suite 2100 P.O. Box 2372 Toronto, ON M4P 1E4	T: 416-492-5886 F: 416- 515-1640
<b>Designated Substance</b>	Pinchin Environmental	5749 Coopers Avenue Mississauga, ON L4Z 1R9	T: 905-363-0678 F: 905- 363-0681
<b>Air Balancing &amp; HVAC Testing</b>	Dynamic Flow Balancing Ltd.	36-1200 Spears Road Oakville, ON L6L 2X4	T: 905-338-0808
<b>Other Approved Air Balancers &amp; HVAC Testing</b>	Test and Balance	Email; harjinder28@hotmail.com	T: 416-723-9527
<b>Glazing Film</b>	Brite Art Graphics	1075 Meyerside Dr. Unit 11 Mississauga, ON L5T 1H3	T: 905-795-0330
<b>IAQ Testing</b>	OHE Consultants	496 South Service Road Mississauga, ON L5G 2S5	T: 905-278-7000
	ML Environmental Consulting	10-225 The East Mall, Suite 1249, Toronto, ON M9B 0A9	T: 416-540-1944
<b>Duct Cleaning</b>	New Air Duct Service	40 Freemont Avenue Toronto, ON M9P 2W3	T: 416-560-4348 F: 416- 551-4397
<b>Carpet Recycling</b>	Aspera Recycling	3375 North Service Road, Unit B12 Burlington, ON L7N 3G2	T: 1-855-927-7372 Ext.101 F: 1-855-932- 9274 M: 905-599-0590
	Carpet Cycle Canada	500 Keele St., Unit 410 Toronto, ON M6N 3C9	T: 416-452-7873
	Interface	543 Richmond St. W, Suite 101, Toronto ON M5V 1Y6	T: 416-504-8100 F: 416-504-8108 Jeff Barrett

## TENANT'S CONSULTANTS

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The Landlord requires that the Tenant engage the services of professional consultants licensed to practice in Ontario, to prepare and submit drawings, specifications and pertinent calculations relative to the Tenant's proposed leasehold improvements. The selection of such consultants is at the discretion of the Tenant, but subject to the approval of the Landlord. It is recommended that the Landlord's approved engineers be retained to prepare the Electrical and Mechanical working drawings.

When two or more contractors are expected to do work in a space at one time, it is required that the Tenant hire a General Contractor. The General Contractor's duty is to supervise and oversee sub trades throughout the construction process. Individuals, Owners and Franchisees are not permitted to build themselves. The General Contractor will be held responsible for all activities on site and compliance with the Landlord's construction policies and procedures. General Contractors are mandatory in order to minimize the risk and liability of both the Tenant and Landlord.

As per above, the General Contractor must submit to the Landlord a list of sub trades (mechanical and electrical trades are restricted to Landlord approved list of trades), liability insurance, WSIB clearance certificate, contractor safety requirements forms and the contractor acknowledgment form prior to the commencement of work. In instances where only one trade is expected on site, WSIB and Insurance Certificates are to be presented by the Tenant prior to the trades' arrival.

The Tenant and/or his consultants shall be responsible for ensuring that the proposed leasehold improvements comply with the requirements of the authorities having jurisdiction over the work and shall also be responsible for the application, payment and obtaining all permits necessary for the work, in advance of commencement of such work.

The Tenant and/or his consultants shall be responsible for the verification on-site, of the location of all existing services or fixtures or features of the base building that may impact on the design and/or construction of the Tenant's proposed leasehold improvements.

## DESIGN GUIDELINES AND RESTRICTIONS

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In order to avoid delays in the processing of submissions and minimize costs to the Tenant, adherence to the following design guidelines and restrictions is recommended:

- The Tenant must advise the Landlord, in writing, of any Tenant requirement that may necessitate a modification to the base building components.

- Ceiling heights in excess of the base building ceiling height of above the typical floors should be avoided to minimize conflict with base building ductwork and sprinkler systems.
- All new and relocated lights must be chain hung directly from the ceiling concrete slab independent from the T-bar ceiling suspension system.
- Washrooms or other rooms requiring water supply and drainage should be located as close as possible to the rough-ins for such services provided by the landlord.
- Maintain partition layouts centered on the 5'0" x 5'0" ceiling grid and window mullion module.
- Drilling or cutting of the base building structure shall not be permitted without the prior written approval of the Landlord. Allow for X-ray operation to locate all reinforcing steel bars, conduits, and other embedment in slab.
- Mechanical fastening of Tenant improvements to window frames, convector covers or the acoustic tile ceiling grid is not permitted. Wherever Tenant improvements abut such components, foam gaskets or tapes shall be provided between the improvements and such base building components to prevent damage to the component finishes.
- Painting of perimeter convection unit is not permitted.
- Modification to the core area and common area layout and finishes will not be permitted unless agreed to and approved by the Landlord in writing.
- Photocopiers, computers, CRT stations, etc., which may require special or dedicated electrical power must be located and identified on the Tenant's preliminary and final submissions to the Landlord. The Tenant shall provide all operating characteristics and requirements for such business machines, including the heating load generated. Required modifications to the air conditioning system caused by excessive heat generation from this equipment shall be carried out at the Tenant's expense.
- Duct and convector cleaning shall be done after the completion of the project by the contractor.
- All doors giving access to the Tenant's leased premises must be provided with locksets that are compatible with the Landlord's master key system. The Tenant must secure the Landlord's written approval of the proposed locks in advance of their being installed.
- Data/Voice plenum cables, CSA rated FT-6, to be used in ceiling, shall be bundled together, routed to clear ceiling mounted equipment requiring access for maintenance. Suspend cables directly with bridle rings or "J"-hooks from the underside of the ceiling slab – independent from the ceiling grid support system. A

ladder tray, suspended at high levels and not interfering with lighting fixture locations would be acceptable.

- New exit lights to be provided, Shall match the latest “LED” type base building standards. Existing exit lights indicated, to be relocated or to be re-installed into new suspended ceiling, shall be replaced with the “LED” type. Any existing exit lights indicated to remain in place, if badly damaged and/or not in good condition, shall be replaced with “LED” type regardless. Approved signage specification is:

- Manufacturer and Model: Beghelli Stella RM ○  
Series and Dimensions: SL-RM 12"x7.5"x2.25"

If further information or specification is required for exit signage please contact the landlord.

- Any additional power capacity required from building including new transformer(s), tenant supplementary air conditioning units, and general lighting tenant requirements intended to operate beyond the normal business hours (i.e. Call centers) shall be provided with meter(s) at tenant expense.
- No supplementary power or equipment shall be connected to any base building panels or feed directly into any base building rooms without authorization from the landlord.
- Tenant KWHR/Demand meter shall be up to latest building standards. Tenant KWHR rated meter shall be Solid state, fully contained, Din Rail mounted metre (measurement Canada approval for Revenue billing). The unit shall be complete with pulse output (dry contact) for future demand data logger and automation. External current transformer(s) (100/120/240 to 347/600 volt units) shall be wired with twisted pair AWG and No-16,  $\frac{3}{4}$ " Conduits. Voltage to be configured and sizes of current transformer(s) to match load requirements. Metre shall be mounted in a 10"x10"x4" metre box in the typical electrical room.

Manufacturer: Intellimetre Canada Inc. 905-839-9199  
Model no-TX2005 Series Revenue metre

Data logger - Model no- PT-2000 (up to 8 emergency metre pulse initiators) Electrical Metering System for Tenant Submetering: The property will utilize a Quadlogic tenant submetering system to allocate tenant electricity costs. The meter(s) will be included as part of the tenant electrical work. Meter will be socket meter type for loads under 200A and CT-rated for loads over 200A.

The system must be Measurement Canada approved for legal tenant billing, which will include meter testing, sealing and S-E-04 inspection post-installation. The system will collect data on tenant electrical consumption and be accessible on-line for use by the operations team, accounting, LEED consultants etc.

Please note that the meter system can be scaled to include water, gas or thermal energy metering. System can also be used for energy management or LEED EBOM purposes.

For assistance in system design, meter specification and product pricing, contact:  
Mike Easton at QMC Metering Solutions  
T: 416-291-3079

QMC Metering Solutions will supply all required metering equipment and complete all Measurement Canada related procedures. QMC Metering Solutions will also provide software solution and user training as needed.

The tenant and its contractor are to provide the voltage and amperage of the new service and its physical location to QMC. Please provide single line diagram as well. QMC will provide a quote for all needed meters, communications equipment and commissioning services. The meters will communicate on the existing powerline carrier network.

**The installing contractor must notify QMC when the installation of the meter(s) is complete so a QMC technician can complete a site verification and system commissioning. Please provide 1 weeks' notice of completion and call 416-291-3079 to schedule.**

**QMC will provide a record of installation (ROI) to the contractor to submit as part of their close-out documents.**

- Tenant shall provide and install solenoid valves and sensors on hot water tank in kitchenette areas.
- Tenants are to use copper piping on all water coolers and coffee makers to require a water connection.
- Land room A/C units, condenser units if needed can be installed on the roof

## TENANT SUBMISSIONS

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### Preliminary Submission

Tenants are required to submit a feasibility drawing of their proposed leasehold improvements to the Landlord for review and approval in advance of commencing final submissions working drawings and specifications.

### Final Preconstruction Submission

All drawings forming part of the final submission shall be of uniform size, 30" x 36" in size and the drawing scale is 1/8". All specifications for material, labour, performance and general conditions shall be typewritten on 8 1/2" x 11" bond paper. The final submission drawing component shall consist of four (4) sets of prints of all drawings.

### Landlord's Approval

Upon receipt of tenant's final preconstruction submissions, the Landlord will review and formally notify the Tenant of any modifications, clarifications, additional information or details required within ten (10) business days.

The Tenant is cautioned that the Landlord's approval of the proposed leasehold improvements shall not be construed as a building permit nor as certification of the proposed work as being in compliance with the requirements of the municipal and provincial authorities having jurisdiction over such proposed work. In all cases, the Landlord's approval of the Tenant's final submissions shall be conditional upon all other terms of the lease between the Landlord and the Tenant, having been met, to the satisfaction of the Landlord.

### Prior to Commencement

Prior to starting work, the Tenant or Contractor shall provide to the Landlord the following:

- Building Permits
  - A valid building permit obtained from the city must be provided with applicable WEB ID.
    - A work permit from Colliers must be obtained and submitted (see *Appendix B*) with a Deposit Cheque (see *Appendix E*)
    - Any other applicable permits that pertain to the project
    - Copy of permit drawings.
- Notice of Project – if applicable
- Contact List
  - A list of all main contacts, contractors, and sub-trades that includes full names, addresses, emergency contact numbers, and day/night contact numbers.

- Parking Account Set Up ○ All contractors/trades are to make necessary arrangements for on-site parking and obtain a valid, monthly parking pass in order to park on the premises for an extended period of time. Contact: Adriana Carvalho at # 905-275-5000. Refer to Appendix J: Parking Agreement Form
- Project Schedule ○ This is a detailed timeline showing map trades and their approximate beginning and end dates including furniture installation and final turnover of completed space for occupancy.
- Project Costs ○ The calculation of the project cost will include but it is not limited to construction, design fees, data and communications cabling and all installations permanently affixed to the building either within the tenant space or in base building areas.
- Tenant Coordination Fee ○ This fee is governed by the tenants lease agreement in section 7.03. An amount of \$0.80 per square foot is required as a deposit prior to construction start. Upon final submission there may be adjustments to the actual fees based on the terms of the lease and the cost of construction.
- WSIB Clearance Certificate
- Certificate of Insurance with Landlord listed as Additionally Insured
- Scheduled Kick-off Meeting & DCM Acknowledgement Letter (Appendix D)
- Refundable Deposit & Deposit Form (Appendix E) ○ The Tenant or Contractor shall provide a refundable deposit to be held by Colliers International to ensure the submission of close-out documents and project completion. The deposit will be based on **3% percent of the project cost with a minimum of \$10,000**. No interest will accumulate or be payable on this deposit. Deposit cheques are to be made payable to "**Colliers Macaulay Nicolls Inc. ITF Mississauga Executive Centre**". Refer to Appendix E: Contractor Deposit Form.
  - In the event that Colliers does not receive complete close-out documentation, including the closing of the building permit, within three months of occupancy of the space by the tenant, the deposit will be forfeited. The deposit will then be used to engage all parties necessary to complete all close-out documentation. **The remainder of the deposit will be refunded.**

## TENANT WORK REGULATIONS

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### Permits

Tenants will be responsible for obtaining all necessary permits including Building & Occupancy permit, Department of Labour, Health & Fire Prevention approvals, and must furnish evidence of such approvals prior to commencement of any work.

### Appointment of Contractors

All Tenant's Contractors and Sub-contractors must be approved by the Landlord, in writing, prior to tender and commencement of Tenant work, and furnish evidence of good standing with the Workers' Compensation Board. Tenant General Contractors must also submit a CCDC11 Qualifications Statement prior to Landlord approval.

### Insurance

Commercial Liability Insurance Certificate, for each contractor/subcontractor, with minimum coverage for bodily injury \$5,000,000.00 and property damage \$5,000,000.00. The following are to be named as "additional insured" on the certificate as follows:

*Desjardins Financial Security Life Assurance Company*  
**SWBC Pool III LP, SWBC MEC 1 Ltd., SWBC MEC 2 Ltd., SWBC MEC 3 Ltd., SWBC MEC 4 Ltd.**  
**Colliers Macaulay Nicolls Inc.**

### Security

The Tenant will be entirely responsible for the security of the premises and shall take all necessary steps to secure the premises. The Landlord shall have no liability for any loss or damage including theft of building materials, equipment or supplies.

### Temporary Fire Protection

Operable fire extinguisher of proper classification must be kept on the premises throughout the construction.

### Minors

Minors are not permitted on the construction site at any time.

### Health and Safety

It is the responsibility of the Tenant to ensure that his contractors exercise all caution in matters relating to public safety and comply with the Occupational Health and Safety Act and Regulations including Bill 208 (see Appendix G detailed Colliers Safety Criteria).

### Public Safety

It is the responsibility of the Tenant to ensure that his contractors exercise all caution in matters relating to public safety.

## Working Hours

All construction shall be carried out before or after business hours (**8:00am-5:00pm**), (unless otherwise approved by Property Management and abide by local, municipal bylaws. Any services required of the Landlord (i.e HVAC, Lighting, Fire Panel Bypass, etc.) outside of business hours come with associated costs.

## Drilling and Cutting

Under no circumstances shall the Tenant or his contractor drill or cut chases or openings of any description in any part of the structure unless approved by the Landlord in writing and structural x-rays provided. Any drilling or cutting must be performed before or after hours. X-raying walls and/or floor slabs shall not be permitted without the express consent of the Landlord which is only permitted between the hours of midnight and 5:00 am unless otherwise instructed. **When drilling and coring, x-rays and cores must be reviewed by base building structural engineer.** All cores in telecommunications, electrical, mechanical riser beams will be minimum 3 ½" diameter and sleeved to 2" above the floor slab.

All redundant core holes are to be properly filled with pre-bag cement reinforced with metal plates from the bottom.

## Clean-up

The Tenant and/or their Contractor must remove garbage and debris from their premises, electrical and mechanical rooms on a daily basis and not in the base building waste or recycle bins. They are to dispose/recycle of their material in the best eco-friendly way possible. Any garbage bins used on the property are to be delivered afterhours and removed before hours the next following morning.

## Access and Deliveries

All material deliveries must be scheduled 48 hours in advance and approved by the Landlord and restricted to specific times established by the Landlord. Major deliveries must be scheduled after hours.

## Work Areas

All construction materials, tools, equipment and work benches must be kept within the Leased Premises throughout construction.

## Waste Management

Colliers International, as a responsible leader in environmental stewardship and has initiated an action plan focused on sustainable purchasing and management.

Contractors shall at all times follow the sustainable criteria as stated in the schedules within this document. Construction waste is an area of concern. All contractors are required to monitor and record the amount of waste generated at the site and report back to the Property Management Office with the amount in weight and where the waste was sent. Recycling initiatives are expected to be implemented by contractors wherever possible. **Refer to Schedule B.**

## Work Conflict

Tenant contractors work shall be performed in a manner that will not interfere or conflict with any activities of the Landlord, other Tenants or the operation of the complex.

## Damages

The Tenant shall be responsible for all damages caused by his contractors and shall protect all finishes to base building elements at all times.

## Cabling Guidelines

The intent of this document to define guidelines that Colliers International expects cabling Contractors and Carriers to follow. Where these guidelines exceed local building or fire codes, this guideline will be the governing document.

The major goals in this program are:

1. To ensure that cabling in the building is installed in professional manner.
2. To ensure that cables are properly labeled in order to determine ownership for future considerations.
3. To ensure proper fire stopping and reduced smoke and fuel loading in the event of a fire.

### Building Risers: Copper or Fiber Cables

1. Contractors will install cables in a professional manner adhering to standards such as local building and fire codes.
  - a. Cables installed in a buildings riser system should be FT-6 fire rating.
  - b. Cables will be properly supported and “strain relieved”
  - c. Cables will be labeled on either end and on every floor.
  - d. Cables will be properly dressed.
  - e. Contractors will replenish the fire stopping in the riser sleeves that are used to route the cables, regardless of the previous condition of the fire stopping.
  - f. Should be approved by base building riser management company

### Building Floor Space: Copper or Fiber

1. Contractors will install cables in a professional manner adhering to standards such as published by BICSI and local building and fire codes.
  - a. Cables installed in the building's horizontal floor space will be plenum rated/FT-6, regardless if the space is actually plenum or not.
  - b. Cables will be routed in conduit, cable trays or on J-hooks. Running cables over the ceiling tiles and light fixtures is not acceptable.
  - c. Cables will be properly dressed.
  - d. FT-4 rates cables can be used providing they are in metal conduit or FT-6 rated Inner duct.

If a contractor fails to implement the above guidelines then they will be asked to perform remedial action to correct the deficiencies. If the contractor fails to correct the deficiencies then the contractor will be barred from performing additional work in the building until the deficiencies are corrected.

This guideline is to help tenants understand their responsibilities regarding the removal of telecommunications cabling when vacating the premises at the expiry of their lease. It is understood that all costs associated with this work are borne by the Tenant.

For the purposes of this guideline the demarcation point is considered to be the Main Telephone Room (MTR) and/or Point of Presence (POP) room which are located in the parking level floor of the building. The Incumbent Local Exchange Carrier's (ILEC) demarcation point - typically Telus or Bell - is the MTR. The Competitive Local Exchange Carrier's (CLEC) demarcation point - typically Allstream, Sprint, Group Telecom etc. - is a POP room. The ILEC usually uses the buildings main backbone cabling that they installed when it was built. CLECs usually install Homerun cables to the tenant suite on an ad hoc basis.

The tenant is responsible for in-suite horizontal cabling and the vertical cabling to the MTR or POP room.

In the Return to Base Building situation the tenant at the discretion of the Landlord must remove all:

- Horizontal Cabling: Voice and data cabling used for in-suite distribution to the desktop from a communication room within the tenant's suite and/or the riser room located on the same floor as the tenant (this room may be located outside of the tenant's suite). In addition, the tenant must remove cables that run between floors where the tenant occupied multiple floors. The tenant is also responsible for the removal of any in house communications systems such as PA systems/security etc.
- Vertical Cabling: Voice and data cables between the MTR/POP room and the tenant's suite through the building riser system. In the event that the tenant's cabling terminates on the Building's backbone, the tenant is responsible for removing all cable to the backbone only.

Tenants are responsible for the following:

- Contact RycomTPM before removing wiring: 1-877-792-6687 (Option 1) or [customercare@rycom.ca](mailto:customercare@rycom.ca). RycomTPM will inspect, tag or indicate in writing cabling that is to be removed. RycomTPM will perform a follow-up inspection to ensure that all redundant cabling as described above has been removed and will work with contractors to ensure that any necessary remedial work is performed correctly.

RycomTPM can remove cable at the Landlord's or Tenant's request if no contractor is available.

## LANDLORD'S CHARGES

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The Tenant will be responsible to pay the Landlord a fee for building services, coordination and supervision as a result of the Tenant's development work. This fee will be a percentage of the total cost of the Tenant's Leasehold Improvements or a price per square foot based on the total rentable area occupied by the tenant. This is subject to change according to the Lease terms and conditions.

The Tenant or Contractor will be responsible to pay the Landlord a fee for:

- Building Sprinkler Impairments
- Extra Security Coverage
- After Hours Lighting and/or HVAC
- Operations & Service Technician fees
- Access Cards & Monthly/Daily Parking Fees

Plus an administration fee as a result of the Tenant's development work – refer to Appendix B: Work Permit Form. These requests must be made 48hrs in advance prior to commencement of any associated work.

In addition to the above noted; the Contractor will be held accountable for any false alarms triggered due to the works under the contract and will be subject to charges plus an administration fee if they apply.

Cheques are to be made payable to:

Colliers Macaulay Nicolls Inc. ITF Mississauga Executive Centre  
4 Robert Speck Parkway, Suite 260  
Mississauga ON L4Z 1S1

## LANDLORD'S WORK FOR OFFICE PREMISES

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Any changes, revisions, alterations, additions and upgrades by the Tenant to standard provisions herein shall be solely at the Tenant's expense.

### **The Landlord will provide**

- Flooring - Smooth trowelled concrete floor ready to receive Tenant's carpet finishes.

- Air Conditioning - Base building air conditioning is designed, installed and balanced for open space concept. The air conditioning is supplied through a variable volume duct system distributed evenly using air handling light fixtures and air boots.
- Sanitary Water and Exhaust Connections - These connections are located on either side of the core for future Tenant's use.
- Lighting - Fixtures are 20" x 60" recessed, 2 tube (MEC1 and MEC3) or 15" x 60" recessed, 1 tube (MEC2 and MEC4) LED/combination air handling units centered in 5'0" x 5'0" ceiling module. Must be installed in a staggered pattern and relocatable. Operating voltage is 347/600 volt. Must be capable of being programmed.
- Demising Walls on Multi-Tenant Floors Only - Partitions between Tenancies and smoke barrier partitions along public corridor are all constructed of 1/2" drywall either side of 2 1/2" metal stud filled with 2" batten insulation floor to ceiling and above ceiling to underside of structural slab.
- Suite Doors on Multi-Tenant Floors Only - Single full height, oak veneer door & frame, stained to designer's approved sample, is standard for Tenant's suite entrance. Additional entrances to the premises will be installed at Tenant's expense. All doors to be 38" to meet code requirements.
- Lobby Finishes - On Multi-Tenant floors, carpet is furnished, and walls are finished with vinyl wall covering per designer's approved samples.
- Fire Protection - Two fire hose cabinets (FHC) are located on either side of core. Additional FHC may be required depending on Tenant's layout and are to be installed at Tenant's expense.
- Sprinklers - Base building sprinkler system is installed to suit an open space concept. Depending on the Tenant's layout, sprinkler heads are to be relocated or added at Tenant's expense.
- Electrical Power - A separate electrical system with check meter is available on each typical floor with an approximate capacity of 2 watts per square foot (excluding lighting). Tenant power service is 120/208V, 60 cycle, 3 phase, 4 wire. Any tenant additional panels, distribution, breakers, transformers, and check meters are not included and shall be provided at Tenant's cost.
- Telephone - Telephone zone conduits are provided through the floor directly into the telephone room on each floor. Tenants are requested to make arrangements directly with designated service provider for their telephone requirements.
- Emergency Voice Communications and Fire Alarm System, Emergency Lighting, and Exit Lighting -The systems are designed and installed to suit an open space concept. Depending on tenant's layout, relocations and additions shall be provided by Tenants contractor at Tenant's expense.

## MEC: SUMMARY OF CONSTRUCTION REQUIREMENTS

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Please be advised that Colliers International requires all construction projects to be monitored by the Construction Services Department. The purpose is to ensure that design and construction can be completed with minimal impact on the building and tenants. All design and construction must conform to the Tenant Design Criteria Manual and the building rules and regulations.

If renovations include significant changes that have an impact on the base building it is strongly recommended that these alterations be reviewed at the preliminary stages to avoid delays in final approvals.

### Preliminary Documentation

Prior to the commencement of the work, an approved Colliers Work Permit is required. The following documentation is required:

- For submissions where Landlord's approved consultants have been retained – Two (2) complete hard copy sets of permit drawings must be submitted.
- For submissions using other consultants – Four (4) complete hard copy sets of drawings must be submitted.
- **Please allow ten (10) business days for drawing review. Please note there is a fee payable for review of drawings completed by consultants other than those approved by the Landlord.**
- Commercial Liability Insurance Certificate for each contractor/subcontractor with minimum coverage for bodily injury \$5,000,000.00 and property damage \$5,000,000.00. The following are to be named as "additional insured" on the certificate as follows:

*Desjardins Financial Security Life Assurance Company*  
**SWBC Pool III LP, SWBC MEC 1 Ltd., SWBC MEC 2 Ltd., SWBC MEC 3 Ltd., SWBC MEC 4 Ltd.**  
*Colliers Macaulay Nicolls Inc.*

*(Collectively the "Landlord") and Colliers Macaulay Nicolls Inc. (as "Manager")*

*4 Robert Speck Parkway, Suite 260, Mississauga, ON L4Z 1S1*

- Design Criteria Manual Acknowledgement signed by each trade entering the site. Refer to Appendix D.
- Current WSIB Certificate for each contractor entering the site.
- Copy of the City Building Permit and applicable plumbing and mechanical permits.
- Ministry of Labour Notice of Project.
- List of key contacts for the project including Tenant Contacts, Designers, General Contractors and Subcontractors. GC and trades listing will include after-hours contact name and phone number(s).
- Any contractors hired directly by the tenant are subject to all the same documentation requirements.
- Detailed Construction Schedule.

- Project Costs.
- Refundable - Construction Deposit & Form Refer to Appendix E
- Tenant Coordination Fee as prescribed in the Project Review provided by the Landlord's Representative.
- Scheduled Kick-off Meeting

Please make all submissions to the Colliers Management Office at 4 Robert Speck Parkway, Suite 260, Mississauga, Ontario, attention to the Construction Services Department.

## **Engineering Review**

It is recommended that the tenant use the base-building consultants. This will minimize the time involved in the submission process and reduce the cost of the consultant's review.

## **Changes in Scope of Work**

During construction all changes to the scope of work must be submitted to the Landlord via the Construction Manager for review, consultation and approval prior to obtaining the necessary permits from the City.

## **Close-out Documentation**

Upon completion of the project, documentations are required to be submitted to the Property Management Office in a hard (binder) and soft copy format (CD). The following is an abbreviated list of the necessary documentations; a full list is contained within the "Close-out Document Checklist" which will be provided towards completion of the project. In addition, the Contractor will be subject to a Close-Out Review to which they will be graded based on overall performance of the work and used for Colliers internal purposes only. A copy of the graded report may be released to the Contractor only if requested.

- Fire Alarm and Life Safety verification certificates.
- Air Balancing Report from approved balancer. Written confirmation that all deficiencies have been rectified.
- NFPA 13 Letter/Report.
- Electrical Safety Association Certificate.
- Consultant's letters of compliance certifying that the project was completed in accordance with the approved construction documents.
- Publication of the Certificate of Substantial Completion (Form 6).
- Statutory Declaration as submitted for release of hold back.
- Two (2) complete sets of As-Built documents and one (1) AutoCAD and PDF CD version of the same.
- Certificate of Clearance with the City Building Inspector.
- Confirmation of the Final Cost of construction and total square footage.
- Construction Waste Reports.
- Hydronic Calculation Report for Sprinkler Systems
- Water Balancing for HVAC Systems

## **Fees**

The following fees are applicable for all construction and renovation projects:

- Base Building Consultant Reviews (Mechanical, Electrical, Communications and Structural) if not retained for design.
- Refundable Deposit Cheque and Form (**to be provided before start of construction**) – refer to Appendix E
- Tenant Coordination Fee (**to be provided before start of construction**).
- After hours HVAC and Lighting – refer to Appendix B.
- Security and Operations Staff required for any special needs – refer to Appendix B.
- Monthly Parking Fees – refer to Appendix H & Appendix I. ▪ Access Cards – Contact Project Management Team ▪ Impairment Fees – refer Appendix B.

If you have any questions or require clarification, please contact:

### **Colliers International**

Joel Victoria

Project Manager

Main: 905-275-5000 Direct: 905-281-7232

**[Joel.Victoria@colliers.com](mailto:Joel.Victoria@colliers.com)**

## APPENDIX A – Property Management Contacts

**Property Management Office:** 905-275-5000  
4 Robert Speck Parkway 905-275-5337 Fax  
Suite 260  
Mississauga ON  
L4Z 1S1

Joel Victoria (Project Manager): 905-281-7232  
[Joel.Victoria@colliers.com](mailto:Joel.Victoria@colliers.com)

Angie Ieraci (General Manager): 905-281-7203  
[Angie.Ieraci@colliers.com](mailto:Angie.Ieraci@colliers.com)

John Ramos (Operations Manager): 905-281-7201  
[John.Ramos@colliers.com](mailto:John.Ramos@colliers.com)

Chris Eversley (Operations Supervisor): 905-281-7231  
[Chris.eversley@colliers.com](mailto:Chris.eversley@colliers.com)

Ashley Jacob (Senior Property Manager): 905-281-7230  
[AshleyJacob@colliers.com](mailto:AshleyJacob@colliers.com)

Adriana Carvalho (Property Administrator): 905-281-7204  
[Adriana.Carvalho@colliers.com](mailto:Adriana.Carvalho@colliers.com)



**Mississauga Executive Centre**  
4 Robert Speck Parkway, Suite 260, Mississauga, ON  
Tel: 905.275.5000 Fax: 905.275.5337

**Complete work permit in its entirety and submit 48 hours (2 Business Days) in advance. No work will be allowed to commence until the work permit has been approved by Building Management via email notification.**

**CONTACT INFORMATION**

Company Name \_\_\_\_\_ Date \_\_\_\_\_  
Contact Name \_\_\_\_\_ Building No. \_\_\_\_\_  
Contact Title \_\_\_\_\_ Suite No. \_\_\_\_\_  
E-mail \_\_\_\_\_  
Telephone No. \_\_\_\_\_

**WORK DATES AND TIMES**

Weekday	Day	Month	Year	Start Time	Finish Time
				am    pm	am    pm
				am    pm	am    pm
				am    pm	am    pm
				am    pm	am    pm

**WORK DESCRIPTION (Provide as much detail as possible)**

\_\_\_\_\_

\_\_\_\_\_

**CONTRACTOR INFORMATION**

*If necessary, a separate list for subcontractors may be attached.*

	Company	Contact Person	After Hours Phone	WSIB	Insurance
Contractor					
Subcontractor					
Subcontractor					
Subcontractor					

**CONTRACTOR / TENANT NEEDS**

<sup>1</sup> Security to provide access to suite?  Yes  No \_\_\_\_\_ am \_\_\_\_\_ pm \_\_\_\_\_ am \_\_\_\_\_ pm

<sup>2</sup> Security supervision required?  Yes  No \_\_\_\_\_ am \_\_\_\_\_ pm \_\_\_\_\_ am \_\_\_\_\_ pm

<sup>3</sup> Service/Freight elevator required?  Yes  No \_\_\_\_\_ am \_\_\_\_\_ pm \_\_\_\_\_ am \_\_\_\_\_ pm

*Available Times: Mon-Fri: 6:30am - 8:00am and after 5:00pm. 30min intervals during off peak business hours.*

*Sat-Sun & Stat holidays: Anytime.*

<sup>4</sup> After hours HVAC (heating/cooling) required?  Yes  No \_\_\_\_\_ am \_\_\_\_\_ pm \_\_\_\_\_ am \_\_\_\_\_ pm

<sup>5</sup> After hours lighting required?  Yes  No \_\_\_\_\_ am \_\_\_\_\_ pm \_\_\_\_\_ am \_\_\_\_\_ pm

<sup>6</sup> Smoke by-pass required?  Yes  No \_\_\_\_\_ am \_\_\_\_\_ pm \_\_\_\_\_ am \_\_\_\_\_ pm

*Available Times: Mon-Fri: 7:00am - 5:00pm (charges will apply from 5:00pm to 7:00am)*

*Sat-Sun & Stat holidays: Anytime (Charges will apply)*

<sup>7</sup> Sprinkler impairment required?  Yes  No \_\_\_\_\_ am \_\_\_\_\_ pm \_\_\_\_\_ am \_\_\_\_\_ pm

*Available Times: Mon-Fri: 7:00am -5:00pm (in addition to drain down fee, charges will apply from 5:00pm to 7:00am)*

**No sprinkler impairments allowed on Sat-Sun & Stat holidays.**

Other \_\_\_\_\_  Yes  No \_\_\_\_\_ am \_\_\_\_\_ pm \_\_\_\_\_ am \_\_\_\_\_ pm

<sup>1</sup> Security personnel required to provide access (tenant representative is unavailable).

<sup>2</sup> Security supervision will be provided at the rate of \$45 /hour (min. 4 hours) plus a 15% administration fee. Holiday and Overtime charges may apply.

<sup>4</sup> After hours HVAC will be provided upon request at the rate of \$45 per hour plus a 15% administration fee.

<sup>6</sup> Operations Staff will be required,after hours, at the rate of \$45 /hour (min. 4 hours) plus a 15% administration fee. Holiday and Overtime charges may apply.

<sup>7</sup> Sprinkler Impairments are subject to a flat fee of \$325+HST per drain down.

**To be completed by building management only.**

Date \_\_\_\_\_

Authorized by \_\_\_\_\_

*Management Signature*

**Additional Charges: (\$ x hrs)**

\$45 x \_\_\_\_\_ = \_\_\_\_\_

\$45 x \_\_\_\_\_ = \_\_\_\_\_

\$45 x \_\_\_\_\_ = \_\_\_\_\_

\$325 \_\_\_\_\_

Administration Fees:

Total \_\_\_\_\_

Work Permit Request to be submitted to [Joel.Victoria@colliers.com](mailto:Joel.Victoria@colliers.com), [Chris.Eversley@colliers.com](mailto:Chris.Eversley@colliers.com)  
[MECSecurityManager@colliers.com](mailto:MECSecurityManager@colliers.com), [John.Ramos@colliers.com](mailto:John.Ramos@colliers.com)

## APPENDIX C – Schedule K and K1 Form

## Form K1 - Contractor Acknowledgement Form

## CONTRACTOR ACM / HAZ MAT ACKNOWLEDGEMENT FORM

Tenant Name: \_\_\_\_\_ Suite /  
CRU #: \_\_\_\_\_

Your firm was retained by the above Tenant to renovate and provide construction services in this Suite/ CRU. Please certify below that no asbestos-containing / hazardous materials have been installed or added to the Suite/ CRU during construction, and that all known asbestos-containing/ hazardous materials remaining in the Suite/ CRU are in good condition.

Our firm certifies that no asbestos-containing / hazardous materials have been installed in the above named Tenant Space during construction activities and all remaining asbestos-containing / hazardous materials are in good condition.

If an Air Quality Assessment indicates there is known asbestos-containing / hazardous materials in the Suite /CRU, please give details below as to whether it was removed or retained in good condition.

*All workers disturbing asbestos-containing / hazardous materials shall have received training in the handling of ACMs / hazardous materials as required by Ontario Regulation 278.05. Contractor shall submit proof of training upon request.*

ACM / HAZARDOUS MATERIALS REMOVAL CONTRACTOR: \_\_\_\_\_

MATERIALS REMOVED		MATERIALS REMAINING	
Material Type (Drywall, Vinyl Tile, etc.)	Sq. Ft.	Material Type (Drywall, Vinyl Tile, etc.)	Sq. Ft.

On attached drawing, show 1) where asbestos-containing / hazardous materials were removed and 2) where they remain.

GENERAL CONTRACTOR: \_\_\_\_\_

G/C REP SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

WORKRECORD #: \_\_\_\_\_ PO #: \_\_\_\_\_

WORKLOCATION: \_\_\_\_\_ CONTACT #: \_\_\_\_\_

AIR QUALITY CERTIFICATE – to be completed.

COMPLETED:  YES  
 NO

---

### CONTRACTOR NOTIFICATION AND ACKNOWLEDGEMENT FORM

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WORKING WITH ASBESTOS CAN BE DANGEROUS. INHALING ASBESTOS FIBRES CAN CAUSE VARIOUS TYPES OF LUNG DISEASE INCLUDING CANCER. SMOKING INCREASES THE RISK OF LUNG CANCER FROM ASBESTOS EXPOSURE.

Colliers International has identified the presence of various friable and non-friable asbestos materials in the Building (both tenant and landlord space). An asbestos inventory report showing the locations and amounts of these materials is available for viewing from **Property Management**.

R.R.O. 2005, Reg. 278, "Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations", applies to all maintenance and renovation work that may disturb asbestos containing/hazardous materials. Contractors who have received training in asbestos-related precautions may only undertake the disturbance of asbestos building materials. Any activities that may disturb friable asbestos materials (i.e. Type 2 or Type 3 work), then **Property Management** must be notified. These activities are but not limited to:

- Removal of Drywall Compound/Joint Material;
- Removal of repair of Asbestos Mechanical Insulation (various locations);
- Removal of Asbestos Ceiling Tiles;
- Removal of Vinyl Sheet Flooring;
- Removal of Vinyl Floor Tile;
- Any other operation, which may generate airborne asbestos.

There are also non-friable asbestos materials in the buildings, including vinyl composition floortiles, transite sheeting, paper insulation, gaskets and packings, etc.

As a condition of our contract to provide services and materials to the Building, we will not disturb asbestos-containing/hazardous materials without prior notification to **Property Management**. This firm and its workers will follow all procedures specified by Colliers International and/or R.R.O. 2005, Reg. 278. All asbestos waste will be packaged and disposed of in accordance with Ministry of the Environment Requirements.

COMPANY NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

PRINT TITLE: \_\_\_\_\_

WORK RECORD #: \_\_\_\_\_ PO #: \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_ CONTRACT #: \_\_\_\_\_



## APPENDIX D – Acknowledgement of Receipt of Design Criteria Manual



### Acknowledgement of Receipt

I acknowledge receipt of a copy of the Colliers International Design Criteria Manual which sets forth the health and safety rules and practices to be followed as a contractor for Colliers International as well as all other requirements to be followed. I declare that I have read and understood the contents set forth of this guide and will abide by these rules, policies, standards. I further understand that I am responsible abiding by any additional safety information specific to the designated areas, where applicable.

I understand that as long as I am contracted by Colliers International, or a tenant of, I am responsible for obeying the safety rules, the most recent Occupational Health and Safety Act plus the requirements set forth in this document and any later amendments or regulations thereof. I also understand that I am to continuously aim to be self-informed about all health and safety aspects of my work and to exercise good judgment in the application of safe working practices in order to prevent accidents which may cause injury to either myself or to others. I also am aware that I am responsible for informing the Security and/or Construction Manager and/or Operations Manager in advance of using any new chemicals, materials, equipment or procedures which may be a hazardous or potentially-hazardous nature.

Colliers reserves the right to stop the work of any contractor or contracted employees where we deem the work to be unsafe, or contrary to our guidelines or procedures mentioned within this document. In these instances, work will not resume until the situation has been corrected satisfactorily, and that of our employees, as appropriate.

This document is considered part of our continuous contractual working arrangement, understanding that failure to follow safe work procedures will result in disciplinary action, up to and including termination of contract.

Signed by a Colliers' representative; indicating that the provisions of the Design Criteria Manual were reviewed with the contractor.

Signed by the Contractor; indicating that the provisions of the Design Criteria Manual were provided, are understood, and will be complied with while conducting work on any Colliers project, property or premises.

#### On behalf of Colliers:

---

Print Name

---

Signature

---

Date

#### On behalf of Contractor:

---

Print Name

---

Signature

---

Date

## APPENDIX E – Sample Contractor Deposit Form



Mississauga Executive Centre  
4 Robert Speck Parkway, Suite 260  
Mississauga, ON L4Z 1S1

## Fee / Deposit Form

Submitted As: Tenant Coordination Fee  OR Refundable Close-Out Document Deposit:

**TENANT INFORMATION**

Company	Date
Company Contact Name	Suite No.
Company Contact Title	E-mail
Authorization (signature)	Telephone No.

Further to the requirements outlined in the Design Criteria Manual, the following form must be submitted to the Construction Manager/Property Management Office. This is to properly document the refundable deposit. Please also keep a copy of this form for your record.

**THIS REFUNDABLE DEPOSIT IS REQUIRED PRIOR TO CONSTRUCTION START**

**CONSTRUCTION SCOPE**

Project Name	Project Start Date
Site Address	Suite
Description	

**COST BREAKDOWN**

Break Down of Contract Values	Architect/Designer \$
	Mechanical & Electrical Engineering \$
	All Other Design Professionals \$
	General Contractor \$
	All Other On-Site Contractors \$
Total Value of Construction & Design	\$ <input type="text"/>

**REFUNDABLE DEPOSIT CALCULATION**

3.0% x \$  = \$  - Refundable Deposit Amount  
(Total Construction Value)  (Min. \$10,000)

**TENANT COORDINATION FEE**

OR	10% x \$ <input type="text"/> = \$ <input type="text"/> - Construction Coordination Fee Amount (Total Construction Value) <input type="text"/>
	\$0.80 x <input type="text"/> s.f. = \$ <input type="text"/> - Construction Coordination Fee Amount (Renovated Area) <input type="text"/>

**PLEASE FORWARD THIS FORM ALONG WITH THE CHEQUE TO THE CONSTRUCTION SERVICES MANAGER/PROPERTY MANAGEMENT OFFICE**

Deposit Check Submitted By  (Company Name) Cheque #

Name  (signature) Date

## APPENDIX F – Sample Tenant Coordination Fee Form



Mississauga Executive Centre  
4 Robert Speck Parkway, Suite 260  
Mississauga, ON L4Z 1S1

### TENANT COORDINATION FEE

#### TENANT INFORMATION

Company	Date
Company Contact Name	Building No.
Company Contact Title	Suite No.
E-mail	Telephone No.

This form must be completed and signed by the tenant and submitted to the Construction Manager/Property Management Office at 4 Robert Speck Parkway, Suite 260 Mississauga, ON L4Z 1S1.

#### CONSTRUCTION SCOPE

Project Name	Project Start Date
Site Address	Suite
Description	

#### COST BREAKDOWN

Break Down of Contract Values	Architect/Designer \$
	_____
	Mechanical & Electrical Engineering \$
	_____
	All Other Design Professionals \$
	_____
	General Contractor \$
	_____
	All Other On-Site Contractors \$
	_____
Total Value of Construction & Design	\$
	_____

#### TENANT COORDINATION FEE

10.0%	x	\$	=	\$	Construction Coordination Fee Amount
<i>(Total Construction Value)</i>					
OR					
\$	0.80		S.F. =	\$	Refundable Deposit Amount
<i>(Renovated Area)</i>					

\* A fee equal to the lesser of eighty cents (\$0.80) per square foot of the Renovated Area or ten percent (10%) of the Total Construction Value is due upon demand by the Landlord via invoice. Please refer to Section 7.03 of the Lease "Alteration by Tenant" for further details.

FOR PROPERTY MANAGEMENT OFFICE USE ONLY

Tenant Coordination Fee Invoice #: \_\_\_\_\_

G/L Account #: \_\_\_\_\_

## APPENDIX G – Colliers Contractor Safety Program



### Contractor Safety Program

All contractors who perform work at Colliers International are required to follow the Contractor Safety Program. Contractors must orient their employees and train them in safe work procedures, relevant safety policies and regulations. In addition, contractors must have a health and safety program and procedures that are appropriate to the work being performed. When requested, the Contractor will provide proof of training for their workers.

This program outlines responsibilities and procedures that need to be followed to ensure the health and safety of contractors and their employees, in addition to employees of Colliers International.

#### Roles and Responsibilities

##### Colliers International

- Check competence and resources of all appointees.
- Ensure there are suitable management arrangements for the project welfare facilities.
- Allow sufficient time and resources for all stages.
- Provide pre-construction information to designers and contractors.
- Appoint Contractor Coordinator and Principal Contractor.
  - Make sure that the construction phase does not start unless there are suitable welfare facilities and a construction phase plan is in place.
  - Provide health and safety instruction and guidance to the Contractor Safety Coordinator.
  - Retain and provide access to the health and safety file.

##### Client

A client (Colliers International) is anyone having construction or building work carried out as part of their business. This could be an individual, partnership or company and includes property developers or management companies for domestic properties.

##### Prime Contractor

A prime contractor has to be appointed for projects. The Prime Contractors role is to plan, manage and coordinate health and safety while construction work is being undertaken. The prime contractor is usually the main or managing contractor for the work.

- Plan, manage and monitor construction phase in liaison with contractor
- Prepare, develop and implement a written plan and site rules (Initial plan completed before the construction phase begins)
- Give contractors relevant parts of the plan
- Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- Check competence of all appointees
- Ensure all workers have site inductions and any further information and training needed for the work
- Consult with the workers
- Liaise with Contractor Safety Coordinator regarding ongoing design
- Shall obtain prior to commencing work, any necessary Municipal, Provincial or Federal approvals or permits, have them available at the site and provide them to Colliers' representatives , upon request.



## Contractor Safety Coordinator

The prime contractor shall be required to appoint a safety coordinator. The contractor safety coordinators role is to advise the contractor's employees on health and safety issues during the design and planning phases of construction work.

- Advise and assist the worker with his/her duties
- Co-ordinate health and safety aspects of design work and cooperate with others involved with the project
- Facilitate good communication between client, designers and contractors
- Liaise with project manager regarding ongoing design
- Identify, collect and pass on pre-construction information
- Prepare/update health and safety file

## Contractors

- A contractor is a business who is involved in construction, alteration, maintenance or demolition work. This could involve building, civil engineering, mechanical, electrical, demolition and maintenance companies, partnerships and the self-employed.
- Plan, manage and monitor own work and that of workers
- Check competence of all their appointees and workers
- Train own employees
- Provide information to their workers
- Comply with the specific regulatory requirements
- Ensure there are adequate welfare
- Facilities for their workers
- Confirm Contractor Safety Coordinator has been appointed and before starting work
  - Co-operate with prime contractor in planning and managing work, including reasonable directions and site rules
  - Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work
- Provide any information needed for the health and safety file
- Inform principal contractor of problems with the plan
- Inform principal contractor of reportable accidents, diseases and dangerous occurrences

All contractors, subcontractors and their employees are also responsible for the following while working at a Colliers International property:

- Adhering to the Company's Health and Safety policies and procedures as outlined in this Manual and applicable regulations.
- Contractors must be approved via ComplyWorks prior to commencing work on a Colliers Managed Property.
- Ensuring all employees and subcontractors are informed of and adhere to the material found in this Manual.
- Attending the Safety Orientation meeting and completing any required forms prior to commencing work.
- Filtering all applicable paperwork to the required governing authorities and Colliers International as required.
- Inspecting work areas on a regular basis and correcting any identified hazards conditions.
- Investigating all injuries and near misses and providing a copy of the



investigation report to the Contractor Safety Contact and Health and Safety Committee.

- Ensure that safe work procedures are available onsite and are specific to the work being done.
- Report inspections performed by regulatory agencies to the Contractor Contact and client.
- Investigating all injuries and near misses and providing a copy of the investigation report to the Contractor Safety Contact and Health and Safety Committee.
- Ensure that safe work procedures are available onsite and are specific to the work being done.
- Report inspections performed by regulatory agencies to the Contractor Contact and client.

## Workers

A worker is anyone who carries out work during the construction, alteration, maintenance or demolition of a building or structure. A worker could be, for example, a plumber, electrician, scaffold, painter, decorator, steel erector, as well as those supervising the work, such as foreman and charge hands.

When a contractor is hired, they must be provided with a Colliers International Contractor Contact and to facilitate and oversee the project. The Contractor Contact is also responsible for ensuring that an initial Safety Orientation meeting takes place and that all the appropriate forms are completed, for the work being performed.

## APPENDIX H – MEC Parking Information



### Mississauga Executive Centre - Parking Information

MEC address: 1 Robert Speck Parkway, 2 Robert Speck Parkway, 3 Robert Speck Parkway, 4 Robert Speck Parkway

Parking Management Office: Lower Level, 4 Robert Speck Parkway. Open M-F, 10am to 2pm.

Contact: (905) 896 – 3450

Email: [mec.parking@reefparking.com](mailto:mec.parking@reefparking.com)

Parking Manager: Asif Iqbal

Parking Supervisor: Maninder Singh

#### Daily Parking Rates:

Monday – Friday

First 1 hour is free

Each 20 minutes or less (6:00AM – 6:00PM): \$1.75

Daily Maximum Rate (6:00AM – 6:00PM): \$7.00

Evening Flat Rate (6:00PM – 6:00AM): \$5.00

Lost Ticket: \$25.00

#### Saturday – Sunday & Holidays

First 1 hour is free

Sat/Sun/Holidays Flat Rate: \$5.00

Lost Ticket: \$25.00

#### Validation Ticket Rates:

Validations tickets can be purchased at \$7.00 each for guests.

Please follow these steps to use your validation tickets.

- 1) Have your guest(s)/customer(s) take a parking ticket from our entry machine when they enter our parking facility.
- 2) After the event/meeting have your guest(s)/customer(s) drive directly to the parking exit gates.
- 3) Once at the exit gates, have your guest(s)/customer(s):
  - Insert their original **WHITE** entry ticket (1<sup>st</sup>)
  - Followed by the **BLUE** validation ticket (2<sup>nd</sup>)
- 4) The exit machine will apply the fee and the gate arm will automatically lift and allow your guest(s)/customer(s) to exit our parking facility.

#### Monthly Parking Rates:

- ❖ Tenant Underground : \$57.96 + HST = \$65.49 per stall
- ❖ Tenant Surface : \$48.67 + HST = \$55.00 per stall
- ❖ Monthly Parking Admin Fee : \$3.50 + HST = \$3.96

#### Transponder Deposit:

- ❖ \$50 Deposit per transponder(Refundable upon return of transponder)



## Mississauga Executive Centre - Parking Information

### Online Account Access:

- ❖ For your added convenience, [online](#) access to your parking account is available! It allows you to view and print invoices, change your credit card or billing information, make one-time payments, and much more. If you are interested, simply request it, and we will provide you with a link to your account along with easy to follow instructions.

### Important Reminders:

- 1) You may begin parking on the same day that you sign up or on any day of the month, as we pro-rate the charges.
- 2) There is a \$50 deposit for a parking transponder (refundable after cancelling). We issue one parking transponder per customer.
- 3) Monthly parking fees are automatically withdrawn from your credit card on the 1<sup>st</sup> of each and every month of your term.
- 4) There is a minimum 1 month parking term, i.e. June 2022 parking fee is due June 1, 2022. Therefore, upon initial sign up, your credit card will be charged.
- 5) Payment needs to be received on or before the 1st of the month in order to avoid any admin and/or interest fees.
- 6) Cancellation requests must be received in writing or via email.
- 7) You may cancel parking by the 7th day of the month with termination effective on the last day of the calendar month. Any cancellation notices received on the 8th of the month or later will be effective 30 days later.
- 8) Invoices are available between the 8<sup>th</sup> and 12<sup>th</sup> and are due on the 1<sup>st</sup> of the following month.
- 9) We accept no responsibility for loss, theft or damage to vehicles or contents. We do not take custody of vehicles but rent space only.

If a guest/customer encounters any problems, they should press the "Help" button, which can be found on any of our entrances, exits, or pay station machines, and we are available 24/7 to assist them.