

1600 JEFFERSON STREET, SEATTLE WA 98122

Welcome to Jefferson Tower

We believe that the best relationships, whether personal or business, tend to be long-term. We hope to establish that kind of relationship with you by providing high quality, responsive service and solutions that meet your real estate requirements. Our dedicated Property Management Team focuses on listening to your needs, then working with you to accomplish our mutual goal: a stable, long-term relationship that generates value for everyone.

Our people and systems are committed to delivering a complete package of commercial property management services customized to meet the specific needs of our tenants. We've developed this Handbook to familiarize you with your building. It includes information on everything from janitorial services, guidelines for moving in to your new space, emergency procedures and even nearby restaurants and services.

It also contains essential forms that will help us provide you with first rate service. Please help us get you off to a good start by immediately completing the Tenant Signage and Directory request form and the Tenant Request Landport Web Dispatch Account Set-up form.

On behalf of the entire Property Management Team, welcome to Jefferson Tower and thank you for allowing us to be part of your business experience. We wish you the best of luck in your endeavors and look forward to helping you prosper.



THE SABEY PROPERTY MANAGEMENT TEAM

Our Property Management Division specializes in property and asset management, leasing, building maintenance, lease administration, property accounting and budgeting. Sabey also provides architectural, engineering and construction services.

Sabey delivers these services through a single point of contact, the Property Manager, who provides our direct line of communication with you and is accountable for ensuring that our team exceeds your expectations.

The Property Management Team works directly in the properties to maintain our strong service initiative. We support this team with our commitment to state-of-the-art technology solutions, administrative and accounting functions and alliances with many of the region's finest service providers.

The Property Management Team includes:

Property Manager: Your single point of contact for all tenant property management needs.

Facility Manager: Supports property management function for all building systems and equipment, engineering and Sabey Tenant Service Center.

Building Engineer: Front line for day-to-day performance of assigned properties and first responder on all tenant requests for service.

Assistant Property Manager: Supports property managers and engineering functions.

Leasing Specialist: Communicates with our tenants, negotiates and executes lease renewals and markets the properties to new tenants.

Construction Coordination Manager: Coordinates all construction projects, including all tenant improvement work with tenants, contractors and property management.

Sabey Tenant Service Center: Provides efficient and effective communication systems designed to achieve industry leading service responsiveness and to foster long-term relationships with our tenants. Our 24-hour call center receives all tenant service requests and is responsible for processing each request to completion.

Our Property Management Team looks forward to working with you! For more information on how Sabey can help provide your firm with its real estate solutions, please contact us today.

ABOUT SABEY CORPORATION

Sabey Corporation is a privately held real estate development, construction services and Investment Company. Over the past 40 years, we've constructed, renovated and rehabilitated more than 27 million square feet of manufacturing, warehouse, office, medical and retail space. Our client list includes some of Seattle's iconic names, as well as universities and branches of the U.S. government. Many of our projects have been highly specialized, such as the high-security buildings in which The Boeing Company designed and built the B-2 bomber, the newly constructed Department of Homeland Security Regional Headquarters in Seattle or the Sabey Data Centers.

Today, we own and manage more than 4.5 million square feet of commercial and technology space in the state of Washington in addition to major projects in Alaska, Arizona, California, Colorado, Idaho, Montana, Oregon, Texas and Utah. For more information, please visit www.sabey.com

You will receive a copy of the letter below from [Cheryl Hubner](#) after you complete the Landport Web Dispatch Setup Form.

Sending Sabey Tenant Requests via Landport System Instructions for tenant@tenantsemail.com

1. Access the **Internet**
 2. Go to <http://www.facilitymanagementsoftware.com/sabey/> (save as a favorite for future use)
 3. Log In: Username: **Username**
Password: **Password**
 4. Click On: **Log-In** Button
 5. Select **Enter a New Service Request**
 6. Select **Location**
 7. Select **Service Type** – Daytime Maintenance Request (8 am - 11am) or Mid-day Maintenance Request (11 am – 5pm)
 8. Select **Urgency** (Choose Low thru Emergency)
 9. Enter **Incident Description** –
(Type a brief description of the request or problem – include the name and phone number of the person that the Engineer should follow up with)
 10. Enter **Preferred Service Hours** (Optional)
 11. Select **Submit Service Request**
 12. Select **Home** to return to your Home Page
Call our 24-hour Service Line at 206-282-9596 with urgent after-hour requests
- Contact: Tenant_Request@sabey.com with technical questions



GENERAL INFORMATION

Building Directory

Building directories are located in the main lobby. These directories include a complete listing of building tenants. If your company needs to add or remove information from a directory, please call Sabey Property Management at (206) 282-9596. Additions and changes are completed on the first of every month and require a minimum of one week notice. The use of titles, logos and other such information is not permitted on lobby directories.

Elevators - Malfunction

If you become caught in a stalled elevator, open the door to the telephone and pick up the telephone receiver. The phone will automatically put you in contact with the elevator monitoring company. An elevator technician will be dispatched to release you as quickly as possible. If you know of a stalled elevator, call Sabey Property Management at (206) 282-9596 and report the building, approximate floor location, and number of the elevator.

Elevators – Scheduling Large Deliveries

Large deliveries are not permitted during the normal workday. This is because elevators must be specially prepared for protection in handling large deliveries and must be available to meet the delivery needs of all our tenants during regular work hours. These types of deliveries must be scheduled in advance through Sabey Property Management for after-hours (5:30 p.m. weekdays) or weekend delivery. If you anticipate a large delivery, please notify Sabey Property Management at (206) 282-9596 as soon as possible and provide us with the name and telephone number of the carrier. Your mover will also need to provide property management with the proper Certificate of Insurance **prior to move in** (Also see “*Moving In & Out*”). Elevator pads are required and will be provided at the building. However, the Tenant must perform both the installation and removal of these pads.

Lost & Found

A Lost & Found is maintained in the onsite Property Management Office for the convenience of tenants and visitors. If you have misplaced an item, please check with us to see if someone has turned it in. Also, if you find an item whose owner cannot be identified, please contact Sabey Property Management at (206) 282-9596 and provide pertinent information about when and where it was found. Any item not claimed after 30 days will be discarded.

Mail Service

Several types of mail service are available at your building. If you would like more information or have questions about your specific mail services, please contact one of the agencies below or your local Post Office.

United States Postal Services	(800) 275-8777
DHL	(800) 225-5345
Federal Express	(800) 463-3333
United Parcel Service	(800) 742-5877

Maintenance Calls

Sabey Property Management takes pride in maintaining the highest possible standards for maintenance service, and we do this with your help. Often it is the tenant who first discovers a restroom problem, an elevator malfunction, or a burned-out light bulb. For this reason, we have set-up the **Landport web based service request system** and our **24-hour service line – (206) 282–9596** – for you to report any situation that may need our attention.

When you submit a service request via the Landport system or 24-hour service line, be sure to include the following information:

- Company Name
- Building Name and Suite Number
- Contact Name and Phone Number
- Brief description of the Service Request
- Indicate if the Request is Urgent

The Landport system automatically dispatches your service request to the appropriate Building Engineer and Property Manager via email during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. The Building Engineer will call the tenant within fifteen minutes and make arrangements to fulfill the request. If you do not hear from a Building Engineer within fifteen minutes, please call our 24-Hour Service number at (206) 282–9596 and we will ensure that you get in touch with the Building Engineer.

Any after-hour requests requiring immediate response will need to be made via our 24-Hour Service number. This number is monitored by answering service and the requests are forwarded to the designated “On Call” representative. Any after-hour request not requiring immediate response should be sent via the Landport system and will be received and dispatched by 10:00 a.m. the following business day.

Please complete the Landport account set-up form located behind the “Tenant Forms” tab of this binder and fax it to Sabey Property Management at (206) 282–9596. This information will enable us to set-up your personalized account.

Open Houses

We are pleased to assist in making your open house and other special event a success. If your company is planning an open house or another special function, please notify Sabey Property Management at (206) 282 – 9596 well in advance. We can help you make necessary arrangements for guest parking, special security hours, and caterer access.

Signage

Building signage is provided by the Landlord's preferred vendor. To ensure standardization, Sabey Property Management **must** approve all signage requests.

Space Improvements

Any improvements or changes to your space are traditionally referred to as Tenant Improvements. Sabey Construction, sister-company to Sabey Corporation, possesses a special group devoted specifically to Tenant Improvements. This highly skilled team includes architecture and construction experts known for their experience with office and high-tech environments, and often on an accelerated schedule. If you are interested in improvements for your premises, contact your Property Manager who will put you in touch with a Sabey Construction TI team member.

Please bear in mind that *all* contractors and technicians rendering installation or service work of any kind in your space must be referred to Sabey Property Management prior to performing services. After reviewing building policies and standards with your contractor, we will provide necessary access to service areas, telephone closets, etc. We also require all service persons to check in and out with the Property Management Building Engineer any time they are performing work in the building.

Installation and/or placement of items or fixtures that affect the outside appearance of the building such as non-standard window signage, drapes or lighting are not permitted, except with written approval from Property Management.

HOURS OF OPERATION

Building Hours

Your building is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

Holidays

During holidays the building operates as if it were a weekend, all lobby doors are secured, the heating, ventilating and air conditioning system is off, and no janitorial service is scheduled. Holidays observed annually by the Landlord include:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Day After/Before Christmas
- One Discretionary Holiday

Please note that one discretionary holiday, to be determined by the Landlord, also is observed. This day may fall during any time of the year and is treated as any other scheduled holiday.

SECURITY AND KEYS

Security System and Access

The building is secured after normal working hours, weekends, and holidays. Your security access card will allow you to gain entrance to the building and to specific authorized areas after normal business hours. You may purchase your non-refundable access cards via your Property Manager.

The price of each key card is \$20.00. Because the use of each card is automatically recorded, it is important that an employee use only the card assigned to him/her. Cards should not be transferred, shared or traded among employees. If a card is lost or stolen, report it immediately to Sabey Property Management at (206) 282-9596. We will cancel the missing card and issue a replacement. In the event of a lost access card, an assessment of \$20.00 per card will be made.

After hours, on weekends and holidays, you may use the front entrance to gain access to the building.

Locks and Keys

Sabey Property Management provides all standard locks for doors throughout the building. Upon initial occupancy, you will be provided with two sets of keys for your suite. If additional keys are needed, you will find a form included in this package that will give you the proper authority to duplicate keys (see *“Authority to Duplicate ‘Do Not Duplicate’ Keys Form”*). Please do not duplicate keys through other means.

HOUSEKEEPING

Janitorial Service

The janitorial staff takes pride in providing professional, thorough cleaning services on a regular basis throughout the building. Normal janitorial duties for common areas are performed Sunday through Thursday in the evening. Sabey's maintenance staff is on duty during daytime business hours to assist with special cleaning needs within common areas and items that require immediate attention, such as food or beverage spills.

We are anxious to hear from you regarding the quality of service you receive. While we are constantly monitoring the various aspects of our janitorial service, we rely on you to help keep us informed. If you are unhappy with any aspect of your service, or have a suggestion as to how it might be improved, please call Sabey Property Management to discuss your ideas and concerns. For more information on your janitorial services, please see the janitorial specifications following the "*Operations Procedures*" portion of this section.

Refuse Removal

The janitorial staff is instructed to empty and dispose of everything found in the common trash/recycling containers, without regard for their contents. This assures that the confidentiality of documents and papers, which you need to discard, is maintained. For your own protection, please do not use trash or recycling containers for personal information.

When discarding cardboard boxes or other items too large to fit in a waste container, please mark each box or item clearly with the word **TRASH** or **RECYCLE** and locate it near your waste container. Additionally, cardboard boxes are to be broken down for removal. If you anticipate a special need to remove a large amount of trash during the workday, please make arrangements in advance with Sabey Property Management at (206) 282-9596 for extra garbage bins.

If you anticipate a special need to remove a large amount of trash during the workday, please make arrangements in advance with Sabey Property Management at (206) 282-9596 for extra garbage bins.

Recycling Program

All building tenants are required to participate in the building's recycling program. If you have questions about Acceptable materials for recycling your property manager will be happy to answer any questions. Typical examples of recyclable materials include:

- All types of paper, including post-it notes, paper ream covers (staples do not need to be removed)
- Newspapers
- Cardboard
- Aluminum
- Most shipping plastics
- Plastic bottles
- Recyclable plastics

All tenants are provided with separate waste receptacles for disposal of recyclable paper and other recyclable materials. Please encourage your fellow workers to dispose of all trash and garbage in the responsible manner. Do not mix coffee grounds, plastics, food or food containers with the paper recyclable materials.

We welcome your questions, comments and suggestions about our recycling program. Its success is dependent upon you.

MOVING IN & OUT

At the Start of a Move

1. Call Sabey Property Management, **(206) 282-9596**, as soon as you begin planning your move.
2. To safeguard the smooth business operations of all our tenants, we require all moves to be **completed weekdays after 6:00 p.m. or on weekends**.
3. The tenant is held responsible for any damage that occurs during a move. Therefore, it is important that a **Certificate of Insurance** from your mover is received by Sabey Property Management prior to the move being initiated. For insurance requirements, please contact the **Sabey Insurance Coordinator** at **(206) 281-8700**.

Moving Checklist

There are always so many things to consider when moving in to, out of, or within a building. To ensure that your move goes smoothly we have compiled the following checklist and highlighted pertinent building rules and information to assist you in planning your move.

Contact Sabey Property Management to:

- *Schedule the Freight Elevator* – This should be done as soon as you have determined your move-in or move-out date to eliminate scheduling conflicts
- *Order Suite Signs & Directory Listings* – When you are moving in, you will want your clients to find you quickly and easily.
- *Obtain Access Cards and Keys* – This will ease the confusion for your employees.
- *Establish your Tenant Representative Contact* – This will be the person who will serve as your primary liaison with Sabey Property Management.

Moving Checklist

Tenants must share the freight elevator with building janitorial staff between 5:30 p.m. and 3:00 a.m. weeknights and Sundays. Elevator pads are required and can be loaned out by Sabey Property Management. Protective Masonite coverings, provided by the moving company, must be used in the elevator and common area hallways when moving heavy equipment or furniture.

Remember to:

- Provide proper written notice for move-out per lease requirements.
- Provide Post Office with change of address.
- Provide billing address to Sabey Property Management.
- Notify phone company to arrange for disconnect.
- Ensure that mover has provided an original Certificate of Insurance to Sabey Property Management.
- Arrange for all data cables to be removed by a professional contractor.

Instructions for Movers

Movers shall perform all services required to move furniture, contents, office machines, records, and supplies. Be sure that movers and delivery people provide any dollies and carts that are required. The building management does not maintain these items.

The elevator is available on a first-come, first-serve basis outside of business hours (after 6:00 p.m. weekdays and weekends). The elevator must be reserved by calling Sabey Property Management at (206) 282-9596.

Each employee of the mover must be bonded and uniformly attired in the same type and color of uniform, with the name of the moving company plainly lettered. This is necessary to maintain building security.

- **Inspection of Premises:** The mover is responsible for inspecting the tenant's suite prior to the move so that he/she may furnish such equipment and labor necessary to provide for an orderly, timely and efficient move. He/she should acquaint him/herself with all the available information regarding difficulties that may be encountered and the conditions, including safety precautions, under which the work must be accomplished. We ask that you confirm all arrangements in advance with our office:

Sabey Property Management
12201 Tukwila International Blvd.
Fourth Floor
Seattle, WA 98168-5121
(206) 282-9596
(206) 282-9951 (fax)

- ***Supervision, Labor, Materials & Equipment:*** The mover must furnish all supervision, labor, materials, supplies, and equipment necessary to perform all services. Such equipment shall include dollies, trucks, and other items as necessary. All material handling vehicles used in the interior of the building must have rubberized wheels and must be maintained free of grease and dirt. The mover is required to provide and install Masonite floor covering to protect the flooring in all common building areas to your suite.
- ***Crating, Padding and Packing Materials:*** The mover should take every precaution by means of crating and padding to safeguard property from damage. All padding materials are to be removed by the mover.
- ***Floor and Wall Protection:*** The mover should, at all times, protect and preserve the building from damage. All reasonable requests to enclose or specially protect such property must be met. This includes furnishing, installing and removing floor, carpet, wall and glass protective materials wherever necessary to protect the building from damage.
- ***Indemnity Insurance:*** The mover shall deliver to the Sabey Corporation Insurance Coordinator prior to confirmation of scheduling any move, an original Certificate of Insurance evidencing coverage. All insurance shall be written through carriers acceptable to Landlord and licensed in the State of Washington.

Management will refuse the mover access to the building if:

1. The certificate is not an original;
2. Sabey Corporation and the property which you will occupy are not named as additional insured; or
3. The limits provided on the Certificate of Insurance are not in accordance with the guidelines provided by the Sabey Insurance Coordinator.

Please contact the Sabey Property Management Insurance Coordinator at (206) 281-8700 if you have any questions about your mover's insurance requirements or you need to determine the proper additional insured to list on the Certificate of Insurance.

TRANSPORTATION

Parking

Permits are required to park in garage and around the campus

Please be aware of all parking garage height restrictions as well as reserved spaces such as visitor, executive, and handicap stalls. For additional information on your parking area, please contact your Property Manager.

Bicycle Racks

If applicable, for those employees who choose to ride bicycles to work, your building has bike racks located on the premises. The racks provide convenient storage for building employees' bicycles during the workday. Any bikes left on the rack for over 24 hours will be removed by building management

Public Transportation

Public transportation is available to and from most workplaces and can be arranged with local services. For further information, contact the following Metro services directly:

Metro's 24-hour service	(206) 553-3000
Bus pass sales	(206) 624-PASS
Carpool/Vanpool information	(206) 625-4500
Customer service	(206) 553-3060
Sound Transit	(206) 723-7900
Yellow Cab	(206) 622-6500

OPERATIONS POLICIES

1. Washington State Law now prohibits smoking in office buildings. Please refrain from smoking within the building and parking garage or 25 feet within the main entrances to each building. Please report violators to Sabey Property Management at (206) 282-9596.
2. Individuals other than the building engineers are *not* permitted to make adjustments to temperature control thermostats within the building. Sabey Property Management is glad to assist should you find your office temperature requires adjustment. Any damage occurring as a result of tampering with thermostats will be repaired at the tenant's expense.
3. Do not obstruct sidewalks, doorways, corridors, lobbies or stairways with furniture, trash or deliveries of any type. These areas require full and free traffic flow at all times.
4. Corridor doors, when not in use, must be kept closed, per city fire code.
5. Nails, screws or other attachments to doors must be installed by Sabey Property Management staff.
6. All signs, advertisements, graphics or notices visible in or from public corridors, lobby areas or the building exterior must have prior written approval from Sabey Property Management Office.
7. Please lock all doors leading to corridors and turn out all lights at the close of the workday.
8. No pets or animals are permitted on or in the premises, at any time except: (i) dogs which are present on the property or premises in their capacity of providing assistance to a disabled person; and (ii) laboratory animals of tenants leasing laboratory space and pursuant to terms agreed upon by the Landlord in writing prior to such animals being brought onto the property.
9. Improper or excessive noise that interferes with tenants or other persons conducting business within the building is not permitted.
10. Canvassing, peddling, soliciting and distribution of handbills of any kind in the building are not permitted.
11. Installation of food, soft drink or other vendor machines within a suite must be approved by and coordinated with Sabey Property Management.
12. Sabey Property Management reserves the right to designate the weight and position of safes and other heavy equipment. Damage occurring as a result of such items will be repaired at the tenant's expense.

13. Heavy machinery of any kind may not be operated within the building without prior written consent from Sabey Property Management. Gasoline, kerosene and other flammable liquids are not permitted to be used or stored in the building. Noxious gases or other substances may not be used or kept on the premises.
14. **All** contractors and technicians rendering installation or service work of any kind must be referred to Sabey Property Management prior to performing such services. After reviewing building policies and standards with your contractor, we will provide necessary access to service areas, telephone closets, etc. We require all service persons to check in and out with the Property Management Building Engineer any time they are performing work in the building.
15. Installation and/or placement of items or fixtures that affect the outside appearance of the building, such as non-standard window signage, drapes or lighting, is not permitted, except with written approval from Property Management.
16. No storage of materials, equipment or property of any kind is permitted outside the Premises unless otherwise approved in writing by Landlord and any such property may be removed by Landlord at Tenant's risk and expense.
17. Proposed plans for alterations affecting any physical portion of your suite require prior written consent from Sabey Property Management. All such alterations must be coordinated through Sabey Property Management. This includes all installations affecting floors, walls, woodwork, windows and ceiling.
18. Sabey Property Management reserves the right to make future rules and regulations, as required for the safety, protection and maintenance of the building, the operation thereof, and the protection and comfort of the tenants and their employees and visitors. The Tenant Handbook supplements, but does not replace, the terms and conditions of the lease and its exhibits. In the case that there is a conflict between this handbook and the lease, the provisions of the lease will govern.

EMERGENCY SAFETY

Tenant Emergency Preparedness

A major emergency, such as an earthquake, fire, severe storm or lengthy power outage, while devastating in and of itself, can pose special problems in the work place.

Sabey Property Management is concerned for the safety and well-being of our tenants and we have taken steps to help prepare for a major emergency. Due to sheer numbers of people affected, it is not possible for us to provide immediate, personal assistance to every businesses and individual in the building during a major disaster. Therefore, we ask that each tenant evaluate its ability to respond to its business and employee needs in the event of a major emergency.

We recommend that your disaster planning efforts include careful evaluation of the following general areas of concern:

Disaster Kits and Supplies: Your office should have emergency food and medical provisions to support your employees in the event an earthquake or other disaster makes leaving the building difficult or dangerous.

Protection of Business Equipment and Data: You may want to consider: 1) securing equipment, files and shelving that could cause injury should they move in an earthquake: and 2) having a plan to back-up information vital to your business.

Communications: Develop a plan for emergency contact between your office, your employees, and their families. You may want to extend this plan to include communication between your office at this building and other office locations, customers, clients, suppliers and contractors.

Two excellent resources to aid you in evaluating and planning are:

Federal Emergency Management Agency (FEMA)	(425) 487 – 4678
American Red Cross	(206) 323 – 2345

Both these organizations have extensive information and can also help arrange emergency preparedness seminars.

No one wants to think about the consequences of a major disaster; however, planning now for such an emergency may help save lives and mitigate damage should such an event occur. We encourage your cooperation.

BUILDING SAFETY SYSTEMS

Your building has a full sprinkler system that is monitored 24-hours a day, 7 days a week. The fire monitoring system will respond automatically in the event of an alarm. Within minutes, the monitoring company will notify the Seattle Fire Department, building engineer and property manager.

The Seattle Fire Department has reviewed and approved the life safety systems in these buildings. They will be on-site within minutes of an alarm.

If an emergency does occur, it is essential that all personnel know how to respond. Everyone must **stay calm** and proceed with the steps outlined below:

IF YOU DISCOVER A FIRE

1. Assist anyone in danger.
2. Activate the nearest fire alarm pull station. They are located near stairwells. This pull station alerts the Fire Department.
3. Dial 911.
4. Call Sabey Property Management at (206) 282-9596.
5. Leave the area, closing doors behind you, but do not lock them.

IF YOU HEAR THE FIRE ALARM

1. Evacuate!
2. Exit the building immediately. **Do not use the elevators.**
3. Gather outside the building in the designated assembly area.
4. Wait there for further instructions.

IF YOU SENSE AN EARTHQUAKE

1. Stay calm! During an earthquake, you are safer within the building than outside.
2. Get under a table or desk to protect yourself from flying objects.
3. Stay away from windows. Move towards the center of the building as soon as possible.
4. Do not leave the floor you are on until instructed to do otherwise.
5. Do not use the elevators.

AFTER AN EARTHQUAKE

1. Check for injuries and give first aid if necessary and if you are qualified.
2. Be prepared for after-shocks.
3. Be careful when moving about. Collapse can occur without warning. Be aware of possible dangers such as exposed electrical wiring and broken glass.

IF YOU RECEIVE A BOMB THREAT

1. Stay on the line! Get as much information as you can about the bomb's location, type, and time of detonation. Ask about the bomb's appearance and who is placing it. Listen for background noises or distinctive voice characteristics that might aid police.
2. Attract the attention of a co-worker to call 911 and request that the call on your line be traced.
3. Notify your department manager.
4. Call Sabey Property Management at (206) 282 – 9596. If appropriate, they will notify other tenants.
5. Inspect your own work area. Do not touch suspicious objects.
6. The decision to evacuate will be the responsibility of the senior officer of each tenant based on the recommendations of local authorities.
7. Do not discuss the call with anyone else. Limiting the discussion helps to prevent panic.

IF THERE IS A HAZARDOUS MATERIAL SPILL

1. Call 911.
2. Call Sabey Property Management at (206) 282 – 9596.
3. Stay in the building and wait to be advised by emergency personnel. In most cases the atmosphere inside the building is safer than that outside.

IF THERE IS A MEDICAL EMERGENCY

1. Do not move the person. If necessary, administer first aid.
2. Call 911. Report the location and condition of the victim. Stay on the line.
3. Notify your department manager.
4. Call Sabey Property Management at (206) 282 – 9596.
5. Send someone to lead the medical team to the person in distress.

EVACUATION INSTRUCTIONS FOR PEOPLE WITH DISABILITIES

1. All physically impaired occupants and their companions providing assistance, if there are any, should proceed to a designated “safe area” and remain there together until danger is past. A Safe Area is an enclosed stairwell landing or an enclosed room with a door, window, and a telephone.
2. During an emergency evacuation, all physically impaired occupants and their companions providing assistance **must leave all wheelchairs and crutches behind.**
3. Companions who are strong enough to carry the physically impaired person, if necessary should assist them down the stairs to a designated safe area. Note: Carrying physically impaired persons down the stairwell should only be done when conditions in the stairwell become threatening. If stairwells are inaccessible, companions will remain with the physically impaired person(s) in the safe area on their floor and standby for rescue from the Fire Department.
4. **At no time will the physically impaired person(s) be left alone.** If the person requires additional help, only one companion will go for help while the other remains.
5. Wheelchairs, crutches, and other equipment will be retrieved after the emergency.

**Tenant Construction Manual
for
Jefferson Tower**

**JEFFERSON TOWER - TENANT CONSTRUCTION MANUAL
TABLE OF CONTENTS**

INTRODUCTION 4

 1. LANDLORD CONTACTS

DESIGN CRITERIA..... 5

 1. DRAWINGS

 2. SALVAGE

 3. SIGNAGE

 4. SCREEN WALLS

 5. LANDSCAPING MITIGATION

 6. DUCT PENETRATIONS

 7. CODE COMPLIANCE

 8. AIR QUALITY

 9. SYSTEM COMPATIBILITY

 10. TRENCHING

 11. EQUIPMENT –MECHANICAL, ELECTRICAL, ETC.

 12. ELECTRICAL

 13. HVAC

 14. FIRE PROTECTION

 15. OCCUPANCY SIGNS

 16. EXIT SIGNS

 17. DOORS

 18. INTERIOR FINISHES

 19. PHONE / DATA INSTALLATION AND RESPONSIBILITIES

 20. FUEL STORAGE TANKS DESIGN & MAINTENANCE

 21. MISCELLANEOUS PROVISIONS

LANDLORD’S REVIEW 10

 1. LANDLORD’S SUBMITTAL AND APPROVAL PROCESS

APPROVAL TO PROCEED..... 12

PRE-CONSTRUCTION REQUIREMENTS 12

 1. PRE-CONSTRUCTION MEETING

 2. EMERGENCY RESPONSE PLAN

 3. SITE SET-UP PLAN

 4. CONTRACTOR LIST

 5. PRE-CONSTRUCTION INSPECTION

 6. SPACE ACCEPTANCE

 7. CONSTRUCTION UTILITIES CHARGE

**JEFFERSON TOWER - TENANT CONSTRUCTION MANUAL
TABLE OF CONTENTS**

CONSTRUCTION	14
1. STOP WORK	
2. CONSTRUCTION INSPECTIONS	
3. SUPERVISION	
4. ABNORMAL CONDITIONS	
5. SYSTEM SHUTDOWNS	
6. FIRE PROTECTION	
7. CONSTRUCTION MEETINGS	
8. CONFLICTS	
9. MATERIALS	
10. WELDING / HOT WORK	
11. ON-SITE DRAWINGS	
12. LANDLORD'S REQUIRED CONTRACTORS	
13. ON-SITE PARKING	
14. INSURANCE	
15. MISCELANEOUS PROVISIONS	
HOUSEKEEPING AND MATERIAL HANDLING	18
1. CONSTRUCTION WASTE	
2. MOVEMENT OF MATERIALS	
3. FLOOR AND WALL PROTECTION	
4. DAILY CLEANING	
5. CONSTRUCTION PRE-FILTERS	
6. DUST BARRIERS	
7. HAZARDOUS MATERIALS	
8. EQUIPMENT UPKEEP	
9. SPOILS	
10. WASH OUT AREA	
TENANT'S CONSTRUCTION DRAWINGS / AS-BUILTS	20
INSPECTIONS	20
1. INSPECTION BY GOVERNING AGENCIES	
2. CERTIFICATE OF OCCUPANCY	
PUNCHLIST / OBSERVATIONS BY LANDLORD	20
LANDLORD'S FINAL ACCEPTANCE	21
GOOD FAITH INSPECTION FOR ASBESTOS	22

**JEFFERSON TOWER - TENANT CONSTRUCTION MANUAL
TABLE OF CONTENTS**

CHECKLISTS..... **23**

- 1. PRE-CONSTRUCTION MEETING CHECKLIST
- 2. PRELIMINARY SUBMITTAL FORM
- 3. FINAL SUBMITTAL FORM
- 4. REQUIRED INSURANCE COVERAGE CHECKLIST



INTRODUCTION

To our Tenants at *Jefferson Tower*:

Welcome! This Tenant Construction Manual (TCM) provides the Tenant an outline for establishing the general rules, guidelines and conditions of work within and about the Premises. The Tenant must also provide a current copy of this manual to their Contractors, Architect, Engineer(s) and Designers prior to any improvements or alterations.

In the instance that this TCM is an exhibit to the Lease, the Lease will take precedence if there are conflicts between these documents.

The general rules and conditions in this manual are to be used as a guideline and may be subject to change at the discretion of the Landlord. Additional copies of this TCM may be obtained from the Construction Coordination Manager at a cost of \$25.00 each. Prior to construction, it is the Tenant's responsibility to ensure that this TCM is the most current TCM at the time of construction. An updated copy of the TCM may be requested from the Landlord's Representative at no charge.

The Construction Coordination Manager is the Landlord's Representative and contact regarding Landlord's design requirements, submittals, and construction issues.

The Tenant, at least fourteen (14) days prior to construction commencement, must provide Landlord with Submittal Documents, per section III of this TCM, for approval.

The following contacts are provided to assist with the construction phase:

OWNER

Jefferson Tower at Swedish Medical Center – Cherry Hill
c/o David A. Sabey
Sabey Corporation
12201 Tukwila International Blvd.
Fourth Floor
Seattle, WA 98168-5121
P (206) 281 - 8700
F (206) 282 - 9951

LANDLORD REPRESENTATIVE

Sabey Corporation
Sarah Marques
Property Manager
12201 Tukwila International Blvd.
Fourth Floor
Seattle, WA 98168-5121
P (206) 281 - 8700
F (206) 282 - 9951

DESIGN CRITERIA

1. DRAWINGS

Prior to design, Tenant shall request the Landlord's most current CADD Master Background Compact Disk (CD) for the Premises. Tenant's design shall be incorporated into this Master Background. This Master Background shall also be used for as-builts of existing and constructed conditions, as required per Section VIII –Tenant's Construction Drawings / As-Builts. A copy of the as-builts in the CADD format (as originally received in the Landlord's Master Background) shall be returned to Landlord at project completion.

2. SALVAGE

Landlord reserves the right to salvage removed equipment and materials not previously designated and approved for use in the new construction. Tenant's Contractor is to coordinate with Landlord for a 'Salvage Walk-Thru' to designate materials to be salvaged. Salvageable materials may include but are not limited to: casework, carpet, doors, relites, frames, power panels and switch gear, light fixtures and HVAC equipment, grilles and registers. These materials and/or equipment will be removed by Tenant's Contractor in such a manner as to avoid damage or loss of parts or components, and will be moved to a location as directed by Landlord's Representative. All material not salvaged or reused is to be removed and disposed of off-site in a lawful manner by Tenant's Contractor.

3. SIGNAGE

Tenant/Tenant's Contractor must submit for Landlord's approval all sign posting plans prior to placement of signs in or about the property. Some posting examples include:

- A. Contractors Company Name / Job Sign
- B. Reserved Parking
- C. Restricted Area
- D. No Smoking

4. SCREEN WALLS

Tenant/Tenant's Contractor must obtain Landlord's approval for all equipment yards, storage yards, and roof top equipment and like areas, that would service Tenant's Premises. The Landlord reserves the right to request screen fencing or walls that meet the Landlord's Building standards for such areas, at Tenant's expense.

5. LANDSCAPING MITIGATION

Any Landscaping areas being removed by Tenant or Tenant's Contractor shall be replaced per Landlord's Standard Landscape Replacement Ratios. Tenant or Tenant's Contractor shall be responsible for providing and installing an approved irrigation system within Tenant's landscape area or a location approved by the Landlord. Tenant will reimburse Landlord for any landscape and irrigation mitigation.

6. DUCT PENETRATIONS

Tenant's Contractor must ensure all ducts penetrating rated walls, ceilings or shafts have fire dampers with a rating equal to the wall or ceiling being penetrated. All penetrations, including previously abandoned penetrations, will be fire sealed and caulked. When required to be tied into the Building Fire Panel, the Landlord's Fire Control contractor shall be used for the tie-in. Fire rated integrity of all rated walls, shafts and plenums must be maintained and preserved.

7. CODE COMPLIANCE

Tenant's Contractor must comply with all federal, state, and local codes and ordinances. These include ADA (Americans with Disabilities Act) Standards, seismic stability, electrical, mechanical, fire protection, etc. codes and ordinances.

8. AIR QUALITY

Tenant's Contractor must ensure air qualities are tested and monitored for hazardous conditions within confined spaces and under slab. Tenant's Contractor must adhere to all federal and state regulations pertaining to work performed within confined spaces. Contractor is responsible to ensure that the air quality is maintained in all areas adjacent to their work area.

9. SYSTEMS COMPATIBILITY

Tenant's Contractor must ensure all mechanical work, equipment, methods, controls, etc. are compatible with and integrated into the existing Building equipment, systems and controls. Any required modification to building systems will be done by Landlord's Required Contractor at Tenant's expense. Also see section VI –Construction, Subsection L, regarding Landlord's Required Contractors.

10. TRENCHING

A. Interior Trenching

All interior trenching shall be restored to equal or exceed the original Building specifications. All work shall be approved and inspected by the Landlord's engineer(s) at Tenant's expense.

B. Exterior Trenching

All exterior trenching shall be cut based on the best practices of the industry. Backfilling of trenching shall be in accordance with the recommendations of the Landlord's engineer(s) at Tenant's expense.

C. Dewatering

In trenches where dewatering is required or soils exceed the optimum moisture levels, the Landlord's engineer(s) shall review these trenches. At Tenant's expense, the engineer(s) will make recommendations and supervise the backfilling activity.

D. No reclaimed materials shall be allowed as backfill material.

11. EQUIPMENT – Mechanical, Electrical, Etc.

A. All installed electrical equipment, including concealed equipment, within the building and Tenant's Premises, must be labeled indicating the power source.

B. All roof top equipment must be labeled with Tenant's name and power source. Also label the pipes, conduits, wires, etc that feed the equipment.

C. Tenant's Contractor must label all mechanical and electrical components (concealed above ceiling) with the appropriate colored 3/4" dots on the ceiling grid. The color coding system is as follows:

HVAC UNITS/EXHAUST	BLUE
HVAC CONTROLS	ORANGE
WATER (SHUTOFF)	GREEN
GAS	YELLOW
FIRE SYSTEM	RED

12. ELECTRICAL

A. Tenant's Contractor must label all circuits at power panels and on receptacle cover plates. Use 12 point or 1/8" black letters mechanically printed on clear tape.

B. All electrical wires, conduits, etc. not in use / abandoned must be pulled back to the electrical panel or power source. Improvements or alterations to any Premises, which contain abandoned wires, must have provisions to remove the previously abandoned wire.

C. Electrical panel schedules must be updated any time additional loads or additional breakers are added.

13. HVAC

Tenant's Contractor is required to update all existing HVAC controls which are compatible to the Building. Also see section K-Equipment.

14. FIRE PROTECTION

Tenant's Contractor must modify existing fire protection systems to suit Building, including installation of strobes and other ADA compliant devices. **Testing of any audible devices must be scheduled in advance with the Landlord AND local fire department.** Also see section K-Equipment.

Sprinkler control valves must be locked in the open position.

Drain for the fire sprinkler test drain valve shall be such that it is tied into the storm drain system. A provision shall be made for the area immediately surrounding the test drain valve outlet site.

All Post Indicator Valves (PIV's) must be monitored and secured open with a padlock. During construction, the PIV's must be kept in the open position. **If this system needs to be shut for repair, modification, and/or construction, the Landlord AND local fire department must be notified at least 48 hours in advance.**

15. OCCUPANCY SIGNS

Tenant's Contractor shall provide occupancy signs conforming to applicable codes and requirements.

16. EXIT SIGNS

Tenant's Contractor shall install exit signs in the type, number and location as shown on the construction Documents, or as otherwise required by the governing agencies.

17. DOORS

Tenant's Contractor shall ensure all new exit door hardware allows doors to be opened from the inside without key, any special knowledge, and meets ADA requirements. If the Tenant's Premises contain building equipment which requires Landlord's 24 hours access, the keying must be coordinated with Landlord.

18. INTERIOR FINISHES

All interior finishes shall comply with the most current edition of the "Uniformed Building Code."

19. PHONE/DATA INSTALLATION AND RESPONSIBILITIES

Providing phone and data services to Tenant's Premises is Tenant's direct responsibility. The Landlord will assist Tenant in coordinating the process. Tenant shall provide the Landlord, for its approval, any and all plans that may have an effect on the site or any other areas outside of Tenant's Premises. In some cases the Landlord may have installed conduits during the site construction phase, in anticipation of future tenant use. These conduits may be made available for Tenant's use upon request or be used at Landlord's request. Use of Landlord's conduits shall be subject to a user fee and shall be assessed on an individual basis.

20. FUEL STORAGE TANKS DESIGN & MAINTENANCE

All Underground Storage Tanks (UST) and Aboveground Storage Tanks (AST) shall meet or exceed Landlord, Federal, State and Local regulations and requirements. There may be a Landlord limit on AST capacity for the site, check with Landlord Representative prior to design.

21. MISCELLEANOUS PROVISIONS

Also review section 'VI –Construction'. Construction requirements should be noted on the design Documents.

LANDLORD'S REVIEW

1. LANDLORD'S SUBMITTAL AND APPROVAL PROCESS

Together with this Tenant Construction Manual (TCM), Tenant shall have received Landlord's electronic copy of the 'Shell'. This comprises the "**Tenant Package**". Tenant shall carefully review this package and Tenant's Premise location as indicated on these drawings against the Lease Documents before starting any design or layout drawings.

It is Tenant's responsibility to bring any conflicts to the Landlord Representative's attention before beginning any design work. It is the Tenant's responsibility to verify that building systems are adequate to sustain their design. Approval by Landlord's Representative does not amend the Lease nor does it warrant that the design is sustainable by the building. All aspects of the improvements/work shall be submitted for Landlord approval.

The Landlord's Representative must review and approve Final Construction Documents prepared by Tenant's architect and/or engineer(s). These Final Construction Documents must be submitted with the "Final Submittal Form" ([page 22](#)).

"A Preliminary Construction Document review by the Landlord is highly recommended." The Preliminary Construction Documents must be accompanied with the Preliminary Submittal Form ([page 21](#)).

The approval process is outlined below. All submittals shall be sent to the Landlord's Representative, Attention: Construction Coordination Manager. **All reviews are at Tenant's expense. A complete review package will cut down on review time.**

2. SUBMITTAL DOCUMENTS

D. Tenant shall submit two (2) sets of complete Construction Drawing and Specification Documents for Landlord's review and approval. The Specification Documents shall include all data for installed materials. These Drawings and Specifications comprise the Submittal Documents.

E. The Construction Drawings must clearly indicate quantity, sizes, and locations of all core drilling or sawcutting to the existing surfaces.

F. The Submittal Documents must be submitted with the Final Submittal Form (found on [page 22](#)) completed and signed:

G. Landlord shall review Tenant's submittals and return one (1) set of prints with Landlord's stamp and comments, indicating approval, or requesting additional information.

1. Landlord's review will include review by Landlord's Architect for design integrity and for general compliance with this TCM, in addition to a review of the Building System submittals by Landlord's consultants where required.

2. Approval of Tenant's drawings and Specifications only acknowledges conformity of it to the aesthetic design objectives and criteria of the Landlord. This approval in no way signifies that Tenant's plans comply with any ordinances, codes, laws, rules or regulations applicable to Tenant's permitted uses; nor does such approval connote any professional assessment of the quality, durability or safety of Tenant's design or of the materials to be used in construction of Tenant's leasehold improvements.
3. Tenant shall coordinate all fire protection requirements with Landlord.
4. Allow fourteen (14) days for submittal review.
5. If required as a result of the Landlord's review, Tenant shall resubmit their Submittal Documents with any additional or corrected information required by Landlord within twenty (20) days after Landlord's initial response, for Landlord's re-review. Allow fourteen (14) days for re-submittal review.
6. It is highly recommended, though not required, that Preliminary Submittal Documents (30% & 60% Design, etc.) be submitted for Landlord's review.

If the Submittal package is incomplete, it will NOT be reviewed. If the Submittal is not in compliance with the TCM or has inadequate information, it may be returned for "Revise and Resubmit." Returned Documents must be corrected and resubmitted to Landlord for approval. Submittals with minor deficiencies, but otherwise in compliance will be marked "Furnish As Corrected, Provide As Noted." A complete Submittal Document package should include all drawings for all scopes of work and specifications for all installed materials and equipment, etc. **Landlord, if exceptions are taken, will indicate approval to proceed on partial approved Documents in writing. All reviews are at Tenant's expense. Incomplete submittals require more review time. A complete review package will cut down on review time**

3. LANDLORD'S APPROVAL

All Documents submitted to Landlord will be stamped and a copy of the Documents will be returned to Tenant for appropriate action.

Tenant's construction must be in accordance with the corrections and annotations on the approved Documents, if any. One (1) approved set of drawings and specifications must be kept in the construction area at all times during construction.

APPROVAL TO PROCEED

1. Construction may commence ONLY when:

- A. A complete set of construction Submittal Documents has been stamped and signed as approved by the Landlord Representative.
- B. The required permits have been issued by the governing jurisdiction for all work requiring permit.
- A. All conditions have been met as outlined on the PRE-CONSTRUCTION MEETING CHECKLIST (page 20). Also see section 'V - Pre-Construction Requirements'.
- C. Tenant/Tenant's Contractor fully understands and agrees to abide by the content of this Tenant Construction Manual.
- D. Tenant has received a letter from the Landlord's Representative indicating approval to proceed with construction. If applicable, the Landlord's Review Fee has been paid.
- E. CHANGES TO APPROVED SCOPE: Any modifications, including change orders, substitutions, and all slab/wall saw cutting or core drilling not on approved plans, must receive Landlord's approval before proceeding. Such modifications shall be at Tenant's expense, and include Inspection and Construction Costs, Design and/or Engineering, and Permits.

PRE-CONSTRUCTION REQUIREMENTS

1. Pre-construction meeting

At least ten (10) days prior to Tenant's commencement of construction, Tenant shall contact the Landlord's Representative to schedule a mandatory pre-construction meeting with Tenant's Representative and Tenant's Contractor(s). This meeting shall take place on-site. Please refer to the checklist located on page 20 of this manual, "PRE-CONSTRUCTION MEETING". This checklist must be filled out, or items provided as noted, in prior to the pre-construction meeting.

2. Emergency response plan

Tenant's Contractor must submit for Landlord's approval, a site-specific safety plan. The site-specific safety plan is required prior to or at the pre-construction meeting and a copy must be kept on site during construction.

3. Site set-up plan

Tenant/Tenant's Contractor shall submit to Landlord for approval, a plan indicating the proposed location and placement of construction support areas, i.e., job trailers, portable toilets, laydown zones, storage, etc., that encroach outside of Tenant's leased Premises. Any such areas granted shall be subject to rental fees, relocation and/or terminated at Landlord's request, at no expense to Landlord. Tenant/Tenant's Contractor shall maintain such areas in a clean, safe manner at all times and shall not allow activities to occur within said areas, other than agreed to activities. A preliminary plan for Landlord review is required prior to or at the pre-construction meeting.

4. Contractor list

Tenant's Contractor must provide Landlord with a subcontractor list with twenty-four (24)-hour emergency phone numbers and contact names prior to or at the pre-construction meeting. Landlord reserves the right to reasonably disapprove any or all subcontractors and suppliers.

5. Pre-construction inspection

Tenant's Contractor must arrange a pre-construction inspection with Landlord to determine existing damage in common areas, and review options for material travel routes to and from Tenant's Premises. Landlord will document results and provide Tenant's Contractor with a pre-construction inspection report before construction starts.

6. Space acceptance

By occupying the designated space for construction, Tenant shall be deemed to have accepted the Premises "AS-IS", unless otherwise notified by Landlord in writing at the time of the pre-construction meeting. By occupy the space for construction, this shall be acknowledged by Tenant that Landlord has completed the work required of it pursuant to the Lease and has agreed that Landlord is not then in default in any of its obligations under the Lease.

7. Construction utilities charge

It is agreed and understood that the utilities servicing the Premises may need to be separately metered as per the terms of the Lease. In the event the utilities are not separately metered and the cost of utilities, per the Lease, are to be a direct cost of Tenant's, an estimated per day charge will be assessed by the Landlord to Tenant during the build-out and construction phase or until such time as a permanent metering device is installed and transferred into Tenant's name. Furthermore, if Tenant has received Landlord's permission to occupy the Premises early to perform construction activity, an estimate for utilities may be assessed on a per day basis during this early occupancy period.

CONSTRUCTION

1. Stop work

In the event Tenant's Contractor violates Landlord, city, state or federal standards or becomes involved in a labor dispute, Landlord, at its sole discretion, may order Contractor or sub-contractor to cease work immediately and to remove itself and its equipment from Landlord's properties within twenty-four (24) hours of its receipt of written notice from the Landlord.

2. Construction inspection

Landlord reserves the right at any time to review Tenant's Contractor's construction status. Should Landlord observe a nonconformity to approved plans and specifications or provisions outlined in this Document, Landlord may request that construction halt until the question of nonconformity has been resolved.

3. Supervision

Tenant's Contractor must provide a qualified on-site supervisor during all work activities.

4. Abnormal conditions

Tenant's Contractor shall perform all work that creates excessive noise, vibration, noxious fumes, dust and odors, outside of normal Building operating hours (7am to 6pm weekdays). Such work shall be done in a manner which best eliminates interference with other tenants or Landlord. Landlord shall be given twenty-four (24) hours notice of such work and reserves the right to reschedule, decline or monitor, such work. Landlord may require that Building security sign-in/sign-out individuals working during this time. If additional security, fire watch, or Landlord supervision is required, it will be at Tenant's/Tenant's Contractor expense.

5. System shutdowns

Tenant/Tenant's Contractor shall arrange all required utilities and system shutdowns through the Landlord. A minimum twenty-four (24) hour advanced notice is required. Timing of these shutdowns shall be at Landlord's discretion and may require long-term planning. Shutdown set up and recharging costs shall be at Tenant's expense. Costs associated with life safety system shutdowns and recharging, at a cost per occurrence, shall also be at Tenant's expense.

6. Fire protection

The sprinkler system should be installed as soon as possible and be in service before introducing significant amounts of combustibles in the Premises. Tenant's Contractor shall use blanks or plugs as needed to keep at least part of the sprinkler system in service overnight.

If fire protection is not in service, as soon as the hydrants are ready, provide hoses that can cover most of the area. If hoses cannot be provided, then adequate fire extinguishers shall be provided in the area. In addition, at any time and for any reason that the sprinklers are not in service, Tenant, at Tenant's expense, must provide a fire watch service during non-working hours.

7. CONSTRUCTION MEETINGS

Landlord reserves the right to attend any or all Tenant/Tenant's Contractor construction meetings. Landlord may request copies of the construction minutes pertaining to Landlord's properties.

8. Conflicts

Where conflicts exist between building codes, utilities' requirements, statutes, ordinances, regulatory requirements, and Landlord's requirements, the more stringent shall govern.

9. Materials

A. Tenant shall use only new, first-class materials in completing its work. All work and equipment shall be warranted for a minimum of one (1) year from date of project/improvement completion. Such warranties shall not relieve Tenant from its maintenance obligations as provided for in the executed Lease Documents.

B. No asbestos containing materials (ACM) shall be used.

10. Welding / hot work

A. A fire extinguisher and fire watch is required in the event of any acetylene cutting or welding on Tenant's Premises. Tenant/Tenant's Contractor, prior to commencement of such work, shall obtain Landlord's written approval.

B. Request a Hot Work Permit kit from the Landlord if any hot work will be preformed.

INSTRUCTIONS		PART 1	REQUIRED PRECAUTIONS CHECKLIST
1. Firesafety Supervisor: A. Verify precautions listed at right (or do not proceed with the work). B. Complete and retain PART 1. C. Issue PART 2 to person doing job.		<input type="checkbox"/> Available sprinklers, hose streams and extinguishers are in service/repairable. <input type="checkbox"/> Hot Work equipment in good repair. Requirements within 35 ft. (11m) of work <input type="checkbox"/> Flammable liquids, dust, fat and oily deposits removed. <input type="checkbox"/> Explosive atmosphere in area eliminated. <input type="checkbox"/> Floors swept clean. <input type="checkbox"/> Combustible floors wet down, covered with damp sand or fire-resistant sheets. <input type="checkbox"/> Remove other combustibles where possible. Otherwise protect with fire-resistant tarpaulin or metal shield. <input type="checkbox"/> All wall and floor openings covered. <input type="checkbox"/> Fire resistant tarpaulin suspended beneath work.	XXXXXX XXXXXX XXXXXX XXXXXX XXXXXX XXXXXX
HOT WORK BEING DONE BY: <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> CONTRACTOR DATE: _____ JOB NO.: _____ LOCATION/BUILDING & FLOOR: _____ NATURE OF JOB: _____ NAME OF PERSON DOING HOT WORK: _____			
I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for this work. SIGNED: PROJECT'S SUPERVISOR/OPERATOR'S SUPERVISOR: _____		Work on walls or ceilings <input type="checkbox"/> Construction is non-combustible and without combustible covering or insulation. <input type="checkbox"/> Combustibles on other side of walls moved away.	
PERMIT EXPIRES: _____ DATE: _____ TIME: _____ AM/PM		Work on enclosed equipment <input type="checkbox"/> Enclosed equipment cleaned of all combustibles. <input type="checkbox"/> Containers purged of flammable liquids/vapors. <input type="checkbox"/> Pressurized vessels, piping and equipment removed from service, isolated and vented.	
NOTE EMERGENCY NOTIFICATION ON BACK OF FORM. USE AS APPROPRIATE FOR YOUR FACILITY.		Fire watch/Hot Work area monitoring <input type="checkbox"/> Fire watch will be provided during and for 30 minutes after work, including any coffee or lunch breaks. <input type="checkbox"/> Fire watch is supplied with suitable extinguishers, and, where practical, charged small hose. <input type="checkbox"/> Fire watch is trained in use of this equipment and in sounding alarm. <input type="checkbox"/> Fire watch may be required for adjoining areas, above, and below. <input type="checkbox"/> Monitor Hot Work area for 4 hours after job is completed.	
2000 - 11 REFORM PRINTED IN U.S.A. © COPYRIGHT 1999 Factory Mutual All Rights Reserved.		Other Precautions Taken <input type="checkbox"/> _____ <input type="checkbox"/> _____	

- C. Familiarize yourself with the safeguards listed on the Hot Work Permit and read the directions outlined on the wall kit.
- D. Hang the Hot Work Permit Systems kit in plain view of the Tenant's Contractor fire safety supervisor, who will take responsibility for issuing the permits.
- E. All material within thirty-five (35) feet of the hot work in all directions is a critical area that must be kept clear of all combustible material.
- F. Periodically check the area of work after the work is done. Do not perform any hot work prior to one (1) hour before the working shift ends.

11. On-site drawings

One set of plans bearing Landlord's appropriate review stamp, complete with Landlord's cover sheet and Owner's good faith inspection report attached, must be kept in Tenant's Premises at all times during construction. Tenant's Contractor must use this set of plans along with the approved building permit plans from the City as its master set(s) for building/improving Tenant's Premises.

12. Landlord's required contractors

- A. Notwithstanding any provisions of the Lease, certain construction activities that affect The Life Safety system, the Building warranties or integrity of Landlord's property, must be performed by Landlord's Contractors at Tenant's expense. **Use of any other contractor will constitute Tenant's assumed liability of the remainder of that Building system's warranty for the remainder of the existing warranty period.** Tenant or Tenant's General Contractor must contract directly with Landlord's Contractor. Names of these required contractors may be obtained from the Landlord's Representative.

These activities may include, but are not limited to, the following:

1. Penetrations or modifications to exterior walls or glazing.
2. Roof penetrations, roof equipment installation, roof modification or repair.
3. Any core drilling or penetrations of reinforced floor slabs.
4. Modifications to the Mechanical System controls.
5. Installation of and alterations to the Fire Monitoring System & Fire Sprinkler System.
6. Shutdown of Landlord-operated and maintained systems to accommodate Tenant's work.
7. Modification of utilities serving the Premises or Building(s).

8. Electrical interfaces with Landlord's smoke detection system, which may include: smoke detectors, dampered ceiling return air grill, supply fan shutdown, hood fan annunciation, etc.
9. Use of elevator to hoist oversized or heavy materials.

B. On-site parking

On-site parking for Tenant's Contractors & Suppliers, if available, must be approved by Landlord's Representative. Parking may be subject to a rental fee.

C. Insurance

All Contractors, Subcontractors, Material Suppliers, etc., who directly contracts with Tenant for work on-site must have an acceptable Certificate of Insurance on file with Landlord prior to being on-site. See Required Insurance Coverage checklist on [page 25](#) of this manual.

D. Miscellaneous provisions

10. Also review section 'II - Design Criteria'. Many design criteria should be noted as conditions of construction.
11. Also refer to section 'V - Pre-Construction Requirements'.
12. Also refer to section 'VII - Housekeeping'. In addition, the following should be observed:
 - a. Where conflicts exist between building codes, utilities' requirements, statutes, ordinances, regulatory requirements, and Landlord's requirements, the more stringent shall govern.
 - b. Tenant's Contractor or Subcontractors shall not post signs without Landlord's approval.
 - c. Tenant's Contractor and Subcontractors shall comply with all parking rules & regulations as established by Landlord. Violation of parking requirements may result in fines and/or towing.
 - d. Laydown area and contractor parking on the campus may be accessed a use fee. Consult with Landlord Representative for details.
 - e. Tenant shall use only new, first-class materials in completing its work. All work and equipment shall be warranted for a minimum of one (1) year from installation. Such warranties shall not relieve Tenant from its maintenance obligations provided in the Lease.

- f. There will be no smoking allowed on the Premises, including parking garages. Exceptions are in designated smoking areas only. Any Contractor setting off smoke detectors will be charged a response fee.

HOUSEKEEPING AND MATERIAL HANDLING

1. Construction waste

With Landlord's consent and approval, Tenant's Contractor may locate a construction dumpster on site for use on a temporary basis. Approval will be based on the length of time and the availability of an area for locating such dumpster. In some cases Tenant's Contractor may be able to obtain a street use permit to locate a dumpster on the street. Tenant's Contractor will be responsible for removing all construction-generated trash from common areas of the Building on a nightly basis. Tenant's Contractor acknowledges that storage of any construction and or building materials outside of Tenant's space is prohibited unless Landlord's written approval has been granted. Discharge of any material into Landlord's plumbing, storm sewer system or trash containers is also prohibited.

2. Movement of materials

The movement of construction materials may be tightly restricted during normal business hours (7am to 6pm weekdays). If available, a freight elevator may be designated upon request for construction use. Tenant/Tenant's Contractor will be responsible for protecting the elevator cab finishes as required by Landlord. Service keys and wall pads may be available upon request. Tenant's Contractor must request Landlord approval of expected large deliveries twenty-four (24) hours in advance. Use of all Landlord conveyances, such as elevators and escalators, or stairwells for material or personal use must have prior approval. Landlord's entries, common area corridors, stairwells, service accesses, loading docks, and exit pathways must remain completely open and serviceable at all times.

3. Floor and wall protection

Tenant's Contractor must provide floor and wall protection to insure finishes are protected during construction activities and to prevent material deliveries from adversely affecting the floor finish. Tenant's Contractor will be liable for resulting floor or wall damage.

4. Daily cleaning

Once construction begins in Tenant's Premises, cleaning of the area becomes the responsibility of Tenant and its Contractor. Work areas and travel areas (inside and out) must be maintained in a clean condition at all times.

- A.** Tenant's Contractors must supply and install a large carpeted walk-off mat inside the entrance of the work Premises to eliminate the tracking of dust and debris into the Building common area(s).
- B.** Trash must be placed in containers and removed by Tenant's Contractor to Contractor's dumpster on a daily basis. Reference VII – Section A.

C. Failure to comply will result in a deduction to the construction damage deposit or to Tenant's Contractor for Landlord's clean-up and administration fees.

5. Construction pre-filters

Prior to commencement of any construction activity, Tenant's Contractor will install and maintain construction pre-filters in the Buildings return air system servicing the construction area and/or floor. When construction is complete, the pre-filters shall be removed and disposed of properly off-site by Tenant's Contractor.

6. Dust barriers

If construction dust becomes excessive, temporary dust barriers at demising walls in plenum spaces may be required. If requested by Landlord, Tenant's Contractor must install dust barriers at Tenant's expense. Certain detection devices are highly sensitive to dust particles, which can cause them to go into alarm. If any such devices are in or adjacent to Tenant's Premises, please consult Landlord's Representative for procedures.

7. Hazardous materials

Tenant's Contractor(s) who utilize or possesses hazardous materials on the work site shall be required to develop a site-specific safety plan and a spill prevention and control plan in accordance with all applicable federal, state and local regulations. A copy of each plan must be submitted to the Landlord's Representative along with Hazardous Materials Information Sheets (HMIS) and/or Material Safety Data Sheets (MSDS) prior to bringing the hazardous materials onto the site.

8. Equipment upkeep

Landlord reserves the right to shutdown or remove any of Tenant's Contractor equipment showing signs of disrepair or neglect if the equipment is deemed hazardous to either life safety or environment.

9. Spoils

Tenant's Contractor shall not store spoils on the site for more than seven (7) days. Spoils that require testing must be removed within twenty-four (24) hours of negative test results. Stored spoils must remain covered and adequately barricaded.

10. Wash out area

Tenant's Contractor will not allow any disposal on the Premises of wastewater, concrete, mortar, gypcrete or similar products that may in any way violate City, State or Federal environmental laws. All disposals shall comply with current regulations. Tenant's Contractor, if intending to set up a wash out area, shall submit a detailed collection/detention plan for Landlord's authorization and approval.

TENANT'S CONSTRUCTION DRAWINGS / AS-BUILTS

11. As Built Requirements

At the completion of construction, Tenant shall provide one (1) complete set of reproducible as-built drawings and one (1) CD containing all as-builts to Landlord. **The CD as-built drawings shall be in the form of AutoCAD R14, or AutoCAD 2000 saved on CD.** As-built drawings shall include Architectural, Structural, Civil, Mechanical, Electrical, Fire Protection, Fiber, etc.

Tenant's Contractor shall submit signed and stamped Fire Protection shop drawings to Landlord, as part of the Drawing Submittal, for approval of Landlord's Insurance Carrier.

INSPECTIONS

1. INSPECTIONS BY GOVERNING AGENCIES

Tenant or Tenant's Contractor is responsible for obtaining all required inspections by governing agencies. Tenant's Contractor is responsible for correcting all deficiencies recorded by the inspectors.

2. CERTIFICATE OF OCCUPANCY

Submit a copy of final inspections or a copy of the Certificate of Occupancy to Landlord's Representative.

PUNCH LIST / OBSERVATION BY LANDLORD

1. Conformity to Approved Plans

During construction of Tenant's space, Landlord's Representatives may observe periodically to determine whether construction conforms to the approved plans and specifications, and the provisions of these General Conditions for Construction. Should there be any discrepancy, the Tenant's work may be halted until the problem is resolved.

2. Notification of Completion

Tenant's Contractor shall notify Landlord's Representative in writing within five (5) days of when work is substantially complete, and request a final inspection from Landlord. Landlord shall provide Tenant's Contractor with a written punch list, which will describe any identified construction deficiencies pursuant to the Approved Plans. Any punch list items not completed within thirty (30) calendar days of the date the punchlist was presented to Tenant may, at Landlord's option, be completed at Tenant's expense.

LANDLORD'S FINAL ACCEPTANCE

1. Written Notice of Opening

In order for Tenant to receive Landlord's Final Acceptance, Tenant must, within thirty (30) days of the date Tenant opens for business, obtain and present to Landlord the following items:

- A.** A copy of the Certificate of Occupancy issued by the Building Department. (Food Service Tenants must also include documented approvals from the local Health Department prior to opening.)
- B.** Copies of all Building Permits and other required permits, indicating inspections and approvals by the appropriate agency.
- C.** As-built drawings of Tenant's Work (per Section VIII) in hard copy and electronic CADD file.
- D.** HVAC Balance Reports by an independent air balance contractor.
- E.** The completed punchlist initialed by Landlord's Representative.
- F.** Tenant's Contractor shall repair all damage to the Building created by its own work.
- G.** O & M manuals and warranties for all Tenant Work including installed equipment and roof top penetrations.
- H.** Contractor Certification of Asbestos Free Product Installation.
- I.** Upon completion, general contractor shall supply Landlord with Final Lien Releases and with the Sworn Statement and Indemnity from all Contractors, Subtiers, Suppliers, Laborers, Material Suppliers, etc., who contracted directly with the Tenant. These forms should be requested from the Construction Coordination Manager.

2. Refund of Contractor Damage Deposit

Contractor's damage deposit will be refunded upon completion of Landlord's Final Acceptance requirements.

GOOD FAITH INSPECTION FOR ASBESTOS

Tenant and Tenant's Contractors must have Landlord's good faith Inspection report on the Premises prior to starting work. The Washington Industrial Safety Health Act 296-62-07707 states that before allowing or authorizing any construction, renovation, remodeling, maintenance, repair or demolition, Landlord shall perform a good faith inspection to determine whether materials to be worked on or removed contain asbestos.

The possession of the Landlord's good faith Inspection report does not indicate the exact location of all asbestos containing materials (ACM's) in the building, especially in the case of older buildings, nor does the Landlord make representation that all ACM locations in the building are known. Tenant / Tenant's Contractor(s) should proceed with caution and use safe and prudent methods and abide by all laws concerning the use, handling, abatement, transportation, discharge and storage of hazardous materials.

It is the responsibility of Tenant's Contractor to request and obtain a copy of this report and display it in the Premises in full view of all persons entering the work site. Tenant's Contractor is also responsible to disclose to Landlord's Representatives its discovery of any material that may contain asbestos or other hazardous materials not mentioned in the good faith inspection. If any ACM's are suspected, immediately stop work, and do not disturb or remove the suspect material until Landlord has performed tests and/or abatement.

PRE-CONSTRUCTION MEETING CHECKLIST:

TENANT WORK WILL NOT BE ALLOWED TO COMMENCE WITHOUT THE FOLLOWING:	
1)	Landlord's contact: Ken Stickley, Facilities Manager (206) 281-8700
2)	Washington State Contractor's License No.: _____
3)	Certificate of insurance for all contractors directly contracted w/ tenant
4)	Landlord review fee has been paid. Amount: \$_____
5)	List of all subcontractors, suppliers, and consultants
6)	Approved tenant plans on-site
7)	Construction utilities charge (per general conditions paragraph g) Electric/day _____ elevator _____ drain sprinkler/occurrence _____ Other _____ other _____
8)	Building permit, other permits
9)	Construction schedule Start date: _____ est. Completion date: _____
10)	Provisions for permanent electrical power
11)	Good faith inspection report
12)	Subcontractors (to be approved by landlord): Fire detection system: _____ Mechanical controls: _____ Roof modifications: _____ Certified air balance contractor: _____ Other: _____
13)	Designated hours of construction
14)	Material deliveries shall be coordinated with landlord
15)	Location of tenant contractor's trash receptacle
16)	Location for tenant contractor parking
17)	Landlord's first right of refusal for salvage
18)	Prior approvals required Modifications to landlord's facilities: _____ Incidental burning, acetylene cutting, or welding: _____ Incidental concrete saw-cutting or core drilling: _____ Noxious fumes: _____ Other: _____
19)	Construction safety – fall protection plan, emergency response plan, msds
20)	Site set up plan –proposed laydown areas
21)	First aid kit on-site
22)	Fire extinguisher on-site
23)	Other:

PRELIMINARY SUBMITTAL FORM

This form **must** be completed and attached to Tenant's Submittal package.

PAGE 1 of 1

Date: _____

Tenant Name: _____

Tenant Address: _____

Tenant Contact / Company: _____

Arch Engineer _____ (specify) Consultant _____ (specify) Other _____ (specify)

Tel. #. () _____ Fax #: () _____

E-mail: _____

I have reviewed the PRELIMINARY SUBMITTAL DOCUMENTS package against the attached Checklist and find it to be complete. Any required information which does not pertain to this project is clearly indicated as such on the attached checklist.

Signed: _____ Dated: _____

SUBMIT THE FOLLOWING AS A SINGLE SUBMITTAL PACKAGE TO THE TENANT CONSTRUCTION COORDINATION MANAGER:

- THIS FORM** - Executed copy of this form (1 page) completed and signed
- DRAWINGS** - Two (2) prints each, stapled into sets. See attached for minimum content.
- 1. Site Plan - At scale sufficient to indicate the site in relation to surrounding area.
- 2. Floor Plan - at 1/8" = 1'-0" or larger scale, include structural grids, label all rooms
- 3. Exterior Elevations at 1/8" = 1'-0", and Interior Elevations at 1/2" = 1'-0"
- 4. Civil, Structural, Mechanical, Electrical, & Plumbing Systems, etc. Provide as applicable to new work. Show existing Building systems. Indicate new work and existing systems.

ALLOW FOURTEEN (14) DAYS FOR PRELIMINARY SUBMITTAL REVIEW.

FINAL SUBMITTAL FORM

PAGE 1 of 3

This form **must** be completed and attached to Tenant's Submittal package.

Date: _____

Tenant Name: _____

Tenant Address: _____

Tenant Contact / Company: _____

Arch Engineer _____ (specify) Consultant _____ (specify) Other _____ (specify)

Tel. #. () _____ Fax #: () _____

E-mail: _____

I have reviewed the FINAL SUBMITTAL DOCUMENTS package against the attached Checklist and find it to be complete. Any required information which does not pertain to this project is clearly indicated as such on the attached checklist.

Signed: _____ Dated: _____

SUBMIT THE FOLLOWING AS A SINGLE SUBMITTAL PACKAGE TO THE TENANT CONSTRUCTION COORDINATION MANAGER:

- Two (2) - Prints of all DRAWINGS which show the entire scope of work, stapled into sets.
- One (1) - Executed copy of this form and checklist (3 pages), completed and signed

ALLOW FOURTEEN (14) DAYS FOR FINAL SUBMITTAL REVIEW.

The following minimum documentation is required for the Final Submittal. Incomplete submittals will be returned.

ALL of the following information is required to be included in the final Construction Documents submitted. At a minimum, **all work must be shown**, including but not limited to core drilling plan, bolt schedule, etc.

I. ARCHITECTURAL DRAWINGS

- A. Does not Apply
- B. The following must be included:
 - 1. Site Plan - Appropriate Scale.
 - 2. Code Compliance Plans & Calculations (where applicable):
Load Calcls, occupancy, egress, area of separation, etc.
 - 3. Floor Plans at 1/8" = 1'-0" or larger scale, sufficient to show design intent where floor plans may be confusing, etc.
 - 4. Elevations at 1/8" = 1'-0" or larger scale.
 - 5. Reflected Ceiling Plans at 1/8" = 1'-0" or larger scale.
 - 6. Sections and Details sufficient for construction.
 - 7. Specifications on all materials, equipment, etc. as required for scope clarification.
 - 8. Architect of Record has sealed and signed drawings.

II. CIVIL DRAWINGS

- A. Does not Apply
- B. The following must be included:
 - 1. Grading and Drainage Plan at an appropriate scale showing design intent.
 - 2. Temporary Erosion Control Plan at appropriate scale showing design intent.
 - 3. Utilities Plan at appropriate scale showing design intent.
 - 4. Engineer of Record has sealed and signed drawings.

III. STRUCTURAL DRAWINGS

- A. Does not Apply
- B. The following must be included:
 - 1. All design calculations.
 - 2. Foundation Plan at 1/8" = 1'-0" or larger scale.
 - 3. Specifications on all materials, equipment, etc. as required for scope clarification.
 - 4. Engineer of Record has sealed and signed drawings.

IV. MECHANICAL DRAWINGS

- A. Does not Apply
- B. The following must be included:
 - 1. ALL DESIGN CALCULATIONS including State of Washington Energy Calculations.
 - 2. HVAC Plan at 1/8" = 1'-0" or larger scale.
 - 3. Specifications on all materials, equipment, etc. as required for scope clarification, and Equipment schedules, including controls on drawings.
 - 4. Plumbing Plan at 1/8" = 1'-0" or larger scale. If any Building system will be tapped into, indicated where and how.
 - 5. Details sufficient for construction.
 - 6. Specifications on all materials, equipment, etc. as required for scope clarification.
 - 7. Engineer of Record has sealed and signed drawings.

V. ELECTRICAL DRAWINGS

- A. Does not Apply
- B. The following must be included:
 - 1. One Line diagram, Load Calculations and schedules.
 - 2. Electrical Floor Plan at 1/8" = 1'-0" or larger scale.
 - 3. Reflected Ceiling Plan and Lighting Plan at 1/8" = 1'-0" or larger scale.
 - 4. Lighting Budget Calculations per appropriate State Energy Code.
 - 5. Specifications on all materials, equipment, etc. as required for scope clarification.
 - 6. Engineer of Record has sealed and signed drawings.

VI. LANDSCAPE DRAWINGS

- A. Does not Apply
- B. The following must be included:
 - 1. Landscape Plan at appropriate scale to show intent.
 - 2. Irrigation Plan at appropriate scale to show intent.
 - 3. Specifications on all material, equipment, etc. as required for scope clarification and Details sufficient for construction.
 - 4. Landscape Architect of Record has sealed and signed drawings.

REQUIRED INSURANCE COVERAGE

3. Condition of Work

As a condition of work within the [Jefferson Tower](#), evidence of insurance in the minimum amounts shown below IS REQUIRED to be delivered to Sabey Corporation **PRIOR TO COMMENCEMENT OF ANY WORK**. This letter contains information your insurance agent will need in preparing the **Certificate of Insurance and Endorsement**. Please instruct your insurance agent to fax a copy of the certificate INCLUDING 2nd PAGE ENDORSEMENT to: Attn –Construction Coordination Manager, RE: *(name of tenant)*, at Fax (206) 281-0920, and mail a hard copy to:

Sabey Corporation

ATTN: Construction Coordination Manager, RE: (name of tenant)
12201 Tukwila International Blvd, 4th Floor
Seattle, WA 98168-5121

TYPE OF CERTIFICATE	MINIMUM LIMIT
✓ Commercial General Liability - General Aggregate - Products/ Completed Operations Aggregate - Bodily Injury and Property Damage -- Each Occurrence All aggregates apply on a per project basis	\$2,000,000 \$2,000,000 \$1,000,000
✓ Automobile Liability – Per Occurrence Auto liability insurance on any auto, or all owned, non-owned, and hired vehicles.	\$1,000,000
✓ Umbrella (Excess) Liability -- Per Occurrence	\$1,000,000
✓ Stop Gap (Washington Employer’s Liability)	\$1,000,000
✓ Builder’s Risk or Installations Coverage/ All Risk Improvements	Full Contract Price for

-----*Also Required Information*-----

✓ Worker’s Compensation – Washington State Provide Premium status letter from Dept. of L. & I. OR provide L&I acct number	STATUTORY
---	-----------

-----*Also Required for Over-Water & out of WA State Construction*-----

_____ Worker’s Compensation – Projects outside Washington State	STATUTORY
_____ USL & H Worker’s Compensation Employer’s Liability (US Longshoremen and Harbor Worker’s coverage.)	STATUTORY

THE INSURANCE CERTIFICATE IS ALSO REQUIRED TO ADDRESS THE FOLLOWING:



- A.** Show Jefferson Tower, Sabey Corporation and David A. and Sandra Sabey as additional insured. Show Sabey Construction Inc. as additional insured if Sabey Construction Inc. is the general contractor.
- B.** Show the current A.M. Best Rating for the insurance company listed.
- C.** Show minimum prior cancellation notice of 45 days.
- D.** Show all deductibles and designate "per claim" or "per occurrence".
- E.** If using ACORD certificate, each appropriate box must be marked with an "X".
- F.** Certificate of Liability and Umbrella must state if coverage provided is "claims made" or occurrence form.
- G.** Insurance must state: Contractor's insurance to be primary to insurance carried by Sabey Corporation (and Sabey Construction Inc if applicable). Sabey insurance to be excess and non-contributory.