Pleasanton Corporate Commons
Manual for Tenant Improvement Work

Revised November 2008

6200 Stoneridge Mall Road, Pleasanton, CA  94588  /  Tel 925.734.8400  /  Fax  925.734.8408
INTRODUCTION

Purpose of the Manual

This Manual has been prepared to assist the tenant, tenant’s designer and contractor by describing the procedures and responsibilities of the tenant, the tenant’s designer, the tenant’s contractor and the landlord. It is not intended to change the tenant’s lease agreement. If any part of the manual is in conflict with the provisions of the tenant’s lease, the provisions of the lease shall apply.

The tenant, tenant’s designer, tenant’s contractor and landlord must work in cooperation to keep the tenant improvement process on schedule. The schedules given in the manual are necessary in order to occupy the space on time; tenant and tenant’s designer are urged to make every effort to meet the schedules described herein. It will not usually be possible to make up time lost in one activity in another part of the process.

The Pleasanton Corporate Commons (PCC) staff is available to answer questions. For information, please contact the Construction Manger at:

Hines
6200 Stoneridge Mall Road, Suite 130
Pleasanton, Ca  94588
925-734-8400
925-734-8408 fax

The Property Management office for Pleasanton Corporate Commons is at the same address.

LEED-EB Silver-Certified Campus

In October 2008, PCC was labeled LEED-EB Silver Certified¹. There are very few buildings, much less multi-tenant campuses in the nation that have reached this level of “green”. There are many requirements involved with construction that must be incorporated into the design and actual construction of all Tenant and Building Improvements. These are requirements of the site and are not optional. Green requirements have been woven into this Manual. However, an overview of the green requirements is included in Section VII.

All Tenant Improvement projects are encouraged to achieve LEED-CI certification². As the campus is LEED-EB certified, achievement of a LEED-CI rating is easily attainable. See the construction manger for more information.

¹ LEED-EB - Leadership in Energy and Environmental Design for Existing Buildings, visit www.usgbc.org for more info.
² LEED-CI – Leadership in Energy and Environmental Design for Commercial Interiors
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SECTION I
PRE-CONSTRUCTION INFORMATION

Pleasanton Corporate Commons
Tenant Improvement Manual
I. PRE-CONSTRUCTION INFORMATION

I.1 Signature Page

Tenant, Tenant’s Designer, and Tenant’s Contractor hereby acknowledge receipt of the Manual for Tenant Improvement Work at Pleasanton Corporate Commons (PCC) and agree to the provisions contained herein:

TENANT

Company Name________________________________________________________________________

Acknowledged and Agreed by: ____________________________________________________________

Print or type name

Signature

Title

Date

TENANT’S DESIGNER

Company Name____________________________________________

Acknowledged and Agreed by: ____________________________________________________________

Print or type name

Signature

Title

Date

TENANT’S CONTRACTOR

Company Name________________________________________________________________________

Acknowledged and Agreed by: ____________________________________________________________

Print or type name

Signature

Title

Date
I.2 Insurance Requirements

This Agreement shall evidence the obligation of Contractor to be bound by the terms of this Agreement as condition to being permitted to perform work. The Contractor agrees that the Owner shall be entitled to the benefits of this Agreement and may enforce it directly against Contractor.

Contractor shall be bound by the “Rules and Regulations” of the Site (see Section VI.2) for Contractor’s work as amended from time to time, a copy of which has been provided to the Contractor.

Contractor shall, at its own expense, maintain in effect at all times during the performance of the work not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policies satisfactory to the Owner:

**CERTIFICATE HOLDER:** Hines Interests Limited Partnership  
6200 Stoneridge Mall Road, Suite 130  
Pleasanton, CA 94588

**ADDITIONAL INSUREDS:**  
6200 Stoneridge Mall Road Investors LLC  
Hines Interests Limited Partnership  
UBS Realty Investors LLC

**COVERAGE:**

1) Workers Compensation: In kind and amount as prescribed by statute

2) Employers Liability: $500,000

3) Commercial General Liability: $2,000,000 or greater per occurrence with combined single limits for personal injury or death and property damage

4) Commercial Automobile Liability: $1,000,000 or greater per occurrence with combined single limits for personal injury or death and property damage

5) Product & Completed Operation Liability: $1,000,000 or greater per occurrence with combined single limits for personal injury or death and property damage

6) Contractual Liability: $1,000,000 or greater per occurrence with combined single limits for personal injury or death and property damage

7) Excess Umbrella Liability: $5,000,000 or greater per occurrence

Please note that these policies must not be canceled or changed until thirty (30) days after written notice of any cancellation or change has been delivered to the Pleasanton Corporate Commons Property Management Office.
1.3 Indemnity Agreement

To the fullest extent permitted by law, Contractor will indemnify and hold harmless the Owner, their agents and employees from and against liability claims, damages, losses and expenses, including but not limited to attorney’s fees, arising out of, resulting from, or in anyway related to the performance of work pursuant to Contractor’s contract with Owner, its subcontractors, or persons directly or indirectly employed by any of them on or about the project site provided that such liability, claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death of any person (including Contractor’s employees), or injury to or destruction of tangible property, including the loss of use resulting therefrom. Contractor’s aforesaid indemnity and hold harmless agreement shall apply to any acts or omissions, willful misconduct or negligent conduct, whether active or passive, including Contractor’s agents, subcontractors, or employees, except that said agreement shall not be applicable if injury, death, or damage to property arising from the sole negligence or willful misconduct of the Owner or their officers, agents and servants. Contractor’s aforesaid indemnity and hold harmless agreement shall not be construed to negate, abridge or otherwise exist as to any party or person describe in this Paragraph 1.

In any and all claims against Owner, or any of their agents or employees by any employee of Contractor, any of its subcontractors, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation set forth in Paragraph 1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for Contractor or any of its subcontractors under worker’s compensation acts, disability benefits acts or other employee benefit acts.

Contractor will name the Owner and Owner’s agents as additional insureds on Contractor’s bodily injury and property damage liability insurance policy or policies and will also require that each of its subcontractors also name that Owner and Owner’s agents as additional insured on their bodily injury and property damage liability insurance policies. All such liability insurance policies shall include the further provision that such insurance as is afforded by those policies shall be primary insurance as respects the interest of the Owner and that any other insurance in force for the owner shall not require to contribute with such insurance.

All casualty insurance policies carried by Tenant’s Contractor or its subcontractors shall contain a clause waiving the insurer’s right of subrogation against Owner and Tenant. Tenant Contractor hereby waives all rights it may have against Owner and Tenant and their employees, agents, officers, partners and affiliates for any injury to property which is or should have been covered by insurance required to be carried by Tenant Contractor, and Tenant Contractor shall obtain a similar waiver from its subcontractors.

Accepted:

Name: ______________________
Title: ______________________
Signature: ___________________
Date: ______________________
I.4 Project Representation

A project directory for the Pleasanton Corporate Commons job is included (see Section I.10). The Tenant should provide a similar directory which states at a minimum the names and phone numbers of the Tenant’s Representative, the Tenant’s Designer and other design consultants.

In general, it is best for the Tenant to assign one person to be the point of contact for all correspondence, submittals, cost changes and planning. This Tenant Representative should be available at all meetings and should have the authority to act on behalf of the Tenant.

I.5 Orientation Meeting

After the lease agreement has been signed, an orientation meeting will be held among the Tenant, Tenant’s Designer and the Landlord in order to define specific procedures. Critical dates, schedules, payment procedures and special needs will be discussed. The time and procedures for progress meetings will be set at the orientation meetings.

I.6 Permit Process

It is the responsibility of the Tenant to obtain all necessary approvals, permits and certificates of occupancy. These are to be obtained by the Tenant at Tenant’s cost. The Tenant is responsible for all delays and costs caused by the late receipt of required permits. Please note that the permit process will require many types of equipment and materials to have Pleasanton Research Report Numbers. All numbers required by the City of Pleasanton are to be provided by the Tenant’s Designer.

I.7 Working Drawing Requirements

Working drawings for Tenant Work should at a minimum include Architectural, Mechanical, Electrical and Plumbing (if any) sheets. The Tenant’s Designer shall submit these Working Drawings to the Landlord for the Landlord’s review and approval. All Mechanical, Electrical and Plumbing (MEP) and Structural design is to be done at the Tenant’s expense. MEP and structural plans must be prepared by a registered mechanical, electrical and plumbing engineer approved by the Landlord (see Section VI.10).

MEP and structural design must be reviewed by the appropriate base building engineers. All engineering costs and review costs are the tenant’s costs. The base building MEP and structural engineers are listed in the Project Directory (Section I.10).

The appropriate tenant engineers must provide Title 24 energy calculations for each lease space to the Landlord for incorporation into the base building calculations. If Tenant is pursuing LEED-CI, calculations based upon ASHRAE 90.1-2004 must also be provided.
1.8 Tenant Design and Construction Schedule

<table>
<thead>
<tr>
<th>Scheduled Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease signed</td>
<td>After signing of Lease</td>
</tr>
<tr>
<td>Orientation Meeting</td>
<td>As specified in lease</td>
</tr>
<tr>
<td>Working Drawings Due</td>
<td>Within 2 weeks from date Working Drawings are submitted</td>
</tr>
<tr>
<td>Approval of working Drawings by LL</td>
<td>Upon approval of Working Drawings</td>
</tr>
<tr>
<td>Permit submission</td>
<td>Approx 2-3 weeks after working drawings are approved</td>
</tr>
<tr>
<td>Construction Pricing</td>
<td>One week after submittal of pricing</td>
</tr>
<tr>
<td>Tenant Approval of Pricing</td>
<td>Subject to permit issuance</td>
</tr>
<tr>
<td>Start of construction</td>
<td>Lease specified date</td>
</tr>
<tr>
<td>Substantial Completion</td>
<td>Lease specified date</td>
</tr>
</tbody>
</table>

1.9 Payment Terms

Pleasanton Corporate Commons is funded on a 15-day draw cycle, which begins on the 1st day of each calendar month. All invoices received after the 15th day of any calendar month shall be reviewed and processed for payment on the 1st business day of the next calendar month following the month of the receipt thereof. Any invoice which is deemed inaccurate by the Construction Manager will be returned to the submitting party for correction, resubmittal and inclusion in the next draw cycle. No interest or penalties will be paid on any invoice, which is processed for payment in accordance herewith.
I.10 Project Directory

Owner/Landlord: 6200 Stoneridge Mall Road Investors, LLC

Manager / Construction Manager:
Hines Interests, L.P.
6200 Stoneridge Mall Road, Suite 130
Pleasanton, CA 94588
Attn: Anne Sparks
925.734.8400

Base Building Architect: HOK
71 Stevenson Street, Suite 2200
San Francisco, CA 94105
Attn: Steve Slosek
415.356.8581

Base Building MEP: Flack & Kurtz
405 Howard Street
San Francisco, CA
Attn: Saied Nazeri

Base Building Structural: Middlebrook & Louie
71 Stevenson Street, Suite 2100
San Francisco, CA 94105
Attn: Navin Amin
415.546.4900

Building Space Planner: ID Architecture
7020 Koll Center Pkwy
Pleasanton, CA 94566
Attn: Carmen Campos
925.484.5245
SECTION II
ESTABLISHED STANDARDS FOR TENANT IMPROVEMENTS

Pleasanton Corporate Commons
Tenant Improvement Manual
II. ESTABLISHED STANDARDS FOR TENANT IMPROVEMENT DOCUMENTATION

II.1 Plan Sheet Format

A reproducible copy of the documents that which Tenant Designer prepares will eventually be kept on file in the building engineer’s office. These documents will be a standard size 34” x 44” and formatted so that the building engineers can quickly find and assist tenants with problems, and so that emergency personnel can quickly locate information for each floor in an emergency situation. The right side of the drawing will accommodate the Tenant’s Designer’s name and information, a Pleasanton Corporate Commons symbol and base building information.

Each floor plan will include the floor number and the North arrow symbol, which shall remain as issued on all plans. Please do not erase or remove this designation, as it will be used to index all of the tenant drawings for the entire building.

II.2 Base Building Dimensions

A partial set of base building drawings and specifications is available for review in the Hines office. You may contact the Manager at 925.734.8400 to review these documents. Copies can be obtained from the Manager at the Tenant’s expense.

The Base Building documents show dimensional information but IT IS THE DESIGNER’S AND CONSULTING ENGINEERS’ RESPONSIBILITY TO FIELD VERIFY ALL DIMENSIONS AND REVIEW EXISTING CONDITIONS TO OBTAIN EXACT INFORMATION.

II.3 Sheet Index Scheme

The standard size for all drawings is to be 34” x 44”. Designers should include all information on the plan sheets so that engineers or emergency personnel do not have to refer to separate specification booklets to obtain information.

II.4 Working Drawings Labeling Scheme

Drawing Type.Floor.Sheet.Index Numerical Sequence.Sheet Title
A.4.1 Cover Sheet
A - indicates these are Architectural drawings
4 – floor level
1 – Numerical sequence in sheet index
Sheet Description

The letter(s) in the sheet number will follow this format:
A – Architectural
E – Electrical
M – Mechanical
P – Plumbing
L – Lighting
S – Specification
Tenant’s Designer shall provide to the Landlord:
- Cover sheet: Sheet Index, Symbols, Project Title, Key Plan, Occupancy Loads, Exit Diagram and Misc Information requested.
- Path of Travel / Accessibility Plan (parking, toilets, drinking fountains, and elevator)
- Construction / Partition Plan
- Reflected Ceiling Plan
- Telephone / Electrical / Communications Plan
- Additional plans as required to indicate furniture, millwork, finishes, etc
- Elevations / Sections as required
- Door scheduled: hardware, finishes, details, specifications
- Details (standard / non-standard)

**II.5 Background sheets for MEP Engineers**

Tenant’s Designer shall provide the mechanical, electrical, plumbing and structural engineers with the following at Tenant’s cost:

Provide the MEP Engineers with the following:

I. CAD Disks (at least AutoCAD Release 14) with:
   - I.1 Partition Plan (showing related walls)
   - I.2 Reflected Ceiling Plan
   - I.3 Furniture Plan (if available, or as block layout)
   - I.4 Power/signal Plan

II. (2) Complete sets of blueline of architectural drawings listed above.

Drawings can be e-mailed to MEP engineers.

Provide structural engineers with the necessary drawings to perform the design as required.

**II.6 Telephone System**

Any telephone equipment required by the Tenant will be located within the Tenant’s space. All individual telephone wiring provided by the Tenant or Tenant’s vendor shall be approved by the City of Pleasanton for installation in the ceiling return air plenums, fastened at a minimum of every four (4’) feet. The Tenant should identify any special air conditioning requirements (temperature, humidity, 24 hour need, etc) required by the Tenant’s telephone equipment.

**II.7 Typical Office Area Light Fixture Orientation Plan**

See detail provided in standard Detail Section V.

**II.8 Typical Corridor Light Fixture Orientation Plan**

See detail provided in standard Detail Section V.

**II.9 Path of Travel Documentation**

Tenant’s Designer shall be responsible for reviewing and documenting all accessibility items along the Path of Travel to the area of improvements. This documentation shall show what currently exists and which items (if any) require modification. Any new work shall be shown in bold text and brought to the attention of the Landlord.
II.10 Structural System Design

As stated in the Lease Agreement, the Tenant must advise the Landlord, in a timely fashion, of all unusual floor loads, such as filing systems, library shelving, heavy equipment, etc., which may exceed the design capacity of the base building structural system as noted below. This is extremely important and must not be overlooked. Specific locations for unusually heavy equipment must be coordinated with the Landlord. In addition, any modifications to the base building structural system, due to the unusually heavy loads or due to stairwells located within the Tenant’s leased premises, must be designed at Tenant expense by the Landlord’s structural engineer. The design live load for typical floors is 50 lbs per sf and is 20 lbs per sf for superimposed dead loads (partitions).
SECTION III
MEP STANDARDS AND SPECIFICATIONS

Pleasanton Corporate Commons
Tenant Improvement Manual
III. MEP STANDARDS AND SPECIFICATIONS

III.1 HVAC System

III.1.1. General

All heating, ventilating and air conditioning systems will be in accordance with California Administrative Code, Title 24 regulations, ASHRAE 62.1-2007 and 55-2004 and constructed in accordance with the best general practice.

III.1.2. Design Criteria

The building air conditioning systems is capable of maintaining the following design standards:

**Summer outdoor design conditions:**
Data: 94°F db, 67°F wb

**Winter outdoor design conditions:**
Data: 34°F db

**Office Areas**

- **People**
  200 BOMA rsf per person

- **Lights**
  1.2 watts/BOMA rsf

- **Equipment**
  2.5 watts/BOMA rsf

- **Indoor Temperature**
  **Summer** 75°F (± 1°F)
  **Winter** 70°F (± 1°F)

- **Humidity**
  Variable. One direct control of humidity sensor required per suite or floor.

- **CO₂**
  Required in areas which are greater than 25 people per 1,000 sf; must be able to be calibrated to an accuracy of 75ppm or 5%; located between 3’ and 6’ from the floor

- **Outside Air**
  20 cfm/person minimum (7 people/1000 BOMA rsf) can be increased to 100% outside air with air economizer cycle operation.

- **Extended Hours**
  Air system can be programmed to operate after-hours by the tenant.

- **Air Conditioning**
  Request for office areas.

- **Tenant Supplemental**
  Split system, air-cooled DX shall be provided by tenants.
  Roof space is available for outdoor condensing units.

- **Acoustical Criteria**
  NC-45 (± 2) within 15 feet of supply air shafts.

III.1.3. HVAC Systems

III.1.3.1. Building 6210 is served by four 33,500 cfm, 83 ton, roof-top packaged DX, variable air volume (VAV), direct expansion (DX) air handling units. Buildings 6210, 6220, and 6230 are served by two each 100,000 cfm, 234 ton, rooftop water-cooled units. Each system provides ventilation and cooling. Rooftop units are connected in pairs and feed common supply and return ductwork. Conditioned air is delivered to each floor via supply and return air shafts. The return air riser is not ducted. Commercially available rooftop equipment that contain supply fans, return/exhaust fans, filtration, compressors, air-cooled...
condensers, integral controls and related appurtenances to provide a complete and self-contained system. The rooftop air handlers have MERV 13 filters, multiple compressors, multi-circuit direct expansion cooling coil, external spring vibration isolation, external sound silencers and factory mounted Variable Speed Drive.

Outside air for the rooftop air handling system is provided via economizer dampers. Economizer dampers modulate to permit minimum or up to 100% outside air. Return/exhaust air will be provided by variable volume fans. Supply and return fan systems automatically tack the outside and exhaust air quality to maintain proper building pressure and economizer operation. Static pressure sensors in the duct riser will sense fluctuating flow conditions, as the demand varies and controls the speed of the fans accordingly.

III.1.3.2. The rooftop air handling manufacturer is: McQuay Roof Pack or Mammoth. The air handle’s compressor system uses a low ozone depletion refrigerant (HCFC-22).

III.1.3.3. Supply ducts from each riser are stubbed out at each floor for tenant connection.

III.1.3.4. A heating hot water riser provides valved connections on every floor for future tenant hot water connection and distribution.

III.1.3.5. Air ducts are constructed to the following standard:

- Primary supply riser and floor duct upstream of boxes will be constructed in accordance with the 1995 SMACNA 3” wg construction. Seal Class A standard.
- Exhaust ductwork and supply ducts downstream from boxes will be constructed in accordance with the 1995 SMACNA 2” wg. Seal Class B.
- All primary supply ducts to be sealed and insulated on the exterior. All ductwork within 20 feet of the AHU supply shall have 2 inch acoustical lining. All exhaust ducts to be sealed.

III.1.4. Heating Systems

Two forced-draft, natural gas-fired hot water boilers are located in the boiler room on the roof and provide heating for hot water. Two hot water circulation pumps, one per boiler and miscellaneous equipment are provided to complete the system. The hot water system is equipped with outdoor air reset controls. One set of insulated copper water supply/return riser located at the core provides heated hot water to the building. One set of capped and valved connection is provided on each floor for future tenant connection to single duct VAV box reheat coils.

III.1.5. Tenant HVAC System Requirement

III.1.5.1. Base building provides for capped supply/return ducts and heating hot water onto each floor at the shaft. Each tenant shall provide their own horizontal distribution ductwork, hot water piping, VAV boxes and branch distribution, associated controls and connect to the building systems.

III.1.5.2. All tenant improvement work shall comply with Tenant Standard Specifications.

III.1.5.3. All VAV boxes shall be pressure independent and equipped with electronic controls. VAV zones serving perimeter diffusers shall be equipped with hot water heating coils with 2-way control valves. Manufacturer: Nailer or Titus.

III.1.5.4. Each tenant shall install their own insulated hot water distribution piping serving the perimeter zones and connect to base building capped connection.

III.1.5.5. Tenant return air will be through 2x2 perforated ceiling grilles and lighting fixtures. Tenant supply will be coordinated with base building DDC building
management systems. Morning warm-up and after-hours functions shall be coordinated with base building systems.

**III.1.6. Toilet Ventilation System**

Each toilet room is ventilated through a toilet exhaust riser connected to a roof mounted exhaust fan.

**III.1.7. Electric Closet Ventilation System**

Each electrical room on typical floors is ventilated. Each electrical closet is provided with a return air opening.

**III.1.8. Switchgear Room Ventilation System**

The switchgear room is provided with an air-cooled DX air conditioning unit.

**III.1.9. Electric Motors**

All electric motors is premium efficiency type and suitable for use on inverter drive systems where applicable.

**III.1.10. Elevator Machine Rooms**

The elevator machines room is air conditioned using a roof-top, air-cooled, direct expansion rooftop unit. Proposed manufacturer: Carrier (3-ton unit).

**III.1.11. Miscellaneous HVAC Items**

Miscellaneous HVAC items as listed below will also be included for the project:

- Full maintenance brochure for all equipment and all controls, including Owner’s operating instructions.
- Full shop drawings, full temperature controls drawings, complete equipment submittals and cut sheets.
- Chemical pipe cleaning and treatment of water systems.
- Instruction seminars for operations personnel.

**III.2 Plumbing**

**III.2.1. Water Supply**

Separate domestic and sprinkler water supplies are provided for each building on the site from the City utility mains. A water meter and reduced pressure backflow preventer is required for the domestic water. A double check valve assembly is required for the fire protection.

Water pressure at the fixtures is limited to a maximum of 80 psi through pressure reducing valve assemblies as required and 25 psi minimum pressure.

Domestic water systems shall be sized on copper type L pipe using a maximum of 3 psi pressure drop per 100 feet of pipe and a maximum velocity of 8.0 feet per second.
Civil Engineer will connect the water lines from a point 5 feet from each building to the water meter and back-flow preventer and double check valve assembly locations.

**III.2.2. Domestic Hot and Cold Water**

Domestic hot and cold water system will be connected to base building plumbing fixtures.

Domestic hot water is supplied from localized electric-type water heater located on the first, second and fourth floors in the men’s room ceiling space. The ground floor water heater serves only that floor to handle additional shower load on the floor. Other heaters each serve two floors. Heaters will be provided with a pressure and temperature relief valve.

**III.2.3. Natural Gas System**

Medium pressure natural gas service with meter and pressure regulator is provided as per PG&E at a utility island on the parking/trash island. Pressure is reduced as required for use.

**III.2.4. Sanitary Sewer and Waste System**

A complete sanitary waste and vent system will be provided in accordance with 2006 Uniform Plumbing Code (UPC) throughout the building, arranged for gravity flow. Soil, waste and vent lines will be sized per UPC using good engineering practice. The civil engineer will take the sewer lines from a point 4 feet from each building to the street sewer.

**III.2.5. Storm Drainage System**

Complete roof drainage system will be provided. System design based upon 2.0 inches per hour rainfall intensity and on local code requirements.

The building storm drain system will be run from the building and connect to the site/City storm drainage system. The civil engineer will take the storm drain lines for each building from a point 5 feet from the building to the City/site storm sewer.

**III.2.6. Tenant Wet Stacks**

Provide 2 wet stacks in the building to extend through all floors of the building. Wet stacks to be 4-inch soil stack with a 40inch soil plugged outlet on each floor and a 4-inch vent stack with a 3-inch capped outlet at each floor.

**III.2.7. Hose Bibs**

Hose bibs will be provided at a minimum in accordance with the following:

- Mechanical equipment rooms
- Mens’ and womens’ toilet rooms.

**III.2.8. Plumbing Fixtures (Similar to American Standard)**

<table>
<thead>
<tr>
<th>Water Closets</th>
<th>Wall hung, flush valve and open front seat-less cover.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lavatories</td>
<td>Enameled, cast iron counter top with single handles mixing faucets. All lavatories will have insulated offset waste.</td>
</tr>
</tbody>
</table>
Urinals                      Wall hung, siphon jet with flush valve.
Drinking Fountains           Wall hung, push button valve.

Each water supply is to be roughed in with an isolation valve at the fixture.

Provide chrome plated escutcheon on all pipe passing through walls. Owner is to approve all fixture selections.

All fixtures shall comply with ADA requirements.

**III.2.9. Floor Drains**

Drains will be provided at a minimum for the following, or as specified by Code or the local building authority.

- Plumbing equipment rooms and roof top Mechanical equipment areas.
- Each toilet room.

**III.3 Electrical**

**III.3.1. General**

All work shall be installed in accordance with:

- 1998 California Building Code
- 1996 National Electrical Code
- Fire Code with local amendments
- California State Fire Marshal Requirements
- California Administrative Code, Title 24
- National Fire Protection Association (NFPA), all applicable standards.
- PG&E Company Rules and Regulations.
- AT&T Rules and Regulations.
- Applicable Cable Television Rules and Regulations
- Other applicable codes, as necessary.

Materials and equipment shall be listed and labeled by Underwriters Laboratories or approved testing laboratory.

**III.3.2. Basic Materials**

**III.3.2.1.** All feeder wiring for systems covered by this Division shall be in conduit. Branch circuit wiring in exposed locations shall also be in conduit.

**III.3.2.2.** Branch circuit wiring in concealed locations shall be MC type cable.

**III.3.2.3.** Conduit below grade or in slab on grade shall be PVC. In exposed exterior locations PVC coated RSC shall be used.

**III.3.2.4.** EMT shall be used throughout except where another material is specified. Steel set-screw fittings for branch circuits. Steel compression fittings for feeders.

**III.3.2.5.** Conductors shall be copper, THW, THHN, THWN or XHHW are required for #8 AWG and smaller. For #6 or larger use THW, RHW, XHHW or THHN. Aluminum conductors with compression lugs may be used for #1/0 and larger where permitted by the manufacturer of the equipment to which it is connected.
III.3.2.6. Branch circuit panelboards shall be bolt-on circuit breaker type with 10,000 AIC rating for 120/208 volt service and 14,000 AIC rating for 277/480 volt service. Panels shall include 20A-1P circuit breakers for tenant build out.

III.3.2.7. Switchboards shall be rear and front accessible group mounted circuit breakers. Provide ground fault protection and metering on main breaker. Building 6210 GE, 6210, 6220, and 6230 Siemens. Devices 80 amps and larger shall be UL listed for continuous load at 100% rating. Switchboard assembly shall be completely self-supporting, of the required number of vertical sections bolted together to form one continuous switchboard 90 inches high.

III.3.3. Power Distribution

III.3.3.1. Electrical Service

PG&E has extended their 12kV distribution system to the campus. The distribution system includes capacity and facility to be extended to 4 buildings on campus.

The 12kV distribution supplies the installed PG&E outdoor pad mounted transformer and switch adjacent to the building.

The main switchgear room is located adjacent to the PG&E transformer on the ground floor. One 300amp service rated at 277/480 volt, 3-phase, 4-wire is provided to the main switchboard.

III.3.3.2. Electrical Distribution

The main switchboard will supply the following loads:
- (2) 800A busduct risers
- (1) 1600/2000 amp feeder serving the roof top A/C units and elevator distribution equipment
- 400A feeder to house loads
- (2) 800A spaces for future loads

An electrical rise closet will be provided adjacent to each core. Each will house the following equipment:
- The 800A bus riser
- 100A bus riser tap off
- 480/277v, 3-phase, 4-wire, 100A panelboard
- 45kVA, K-13, 480-120/208V transformer
- (1) 120/208V 225A panelboard with a 150 mp, 3-pole main breaker
- (2) spaces for additional panelboards

III.3.4. Emergency Power System

Emergency power to lighting and exit signs will be provided with individual battery packs integrated within the fixtures.

III.3.5. Lighting Fixtures, Lamps and Controls
Lighting will be provided in Landlord areas only, such as lobby areas, restrooms, equipment rooms and the building exterior.

Illumination will be in accordance with the mandated CAC Title 24 Energy Conservation Code. In general, lighting systems shall utilize energy efficient long life services such as fluorescent or high intensity discharge lighting.

External lighting will be provided with a simple time clock and photocell control. Restrooms and equipment rooms will be provided with occupancy sensors.


(4) 4” empty conduits are provided underground from the AT&T street pullbox to the main telecom room located at the lowest level of the building. Conduit is provided from the service entrance room to the riser location.

(4) 4” empty conduits are provided from the main telecom room to the edge of the exterior building site for future connection.

Within each riser closet (4) 4” conduit sleeves are provided for the communication risers from the ground floor to the top occupied level. The risers stack vertically.

Beyond the main telecom room, space is allocated for riser cables and terminations only. Communications equipment is provided by the occupant and must be accommodated within their premises.

III.3.7. Fire Detection and Alarm System

As required by the City of Pleasanton, a fire alarm system is provided as described below:
- Analog addressable Fire Detection and Alarm Control Panel (FACP) with alphanumeric zonal display. This is installed in the main electrical room.
- Monitor circuit for sprinkler system
- Smoke and duct detectors for controlling fire smoke dampers and AHU’s over 2000cfm.
- Smoke detectors for elevator recall
- Smoke detectors for door hold opens
- Tenants are required to install additional fire smoke dampers and smoke detectors within their space as required by code.
- Remote annunciator panel by the Fire Department entry point.
- Additional smoke/heat detectors in electrical and mechanical equipment rooms and closets.
- Pull stations at each exit, stairwell and elevator lobby
- Horn/Strobes in all space

III.3.8. Grounding System

An equipment ground riser is provided in the core electrical rooms for bonding of transformers and electrical equipment.

III.3.9. Lightning Protection System
Risk evaluations of buildings in the San Francisco Bay Area shows that a lightning protection system is not required unless the building houses contents with a special risk or value.


III.3.10.1. The building’s 480/277v service provides up to 16w/sf to the building systems.
III.3.10.2. The main switchboard serves the base building loads such as elevators and air-conditioning and supplies the (2) 800amp tenant bus risers.
III.3.10.3. The 800amp bus risers can accommodate up to 8w/sf for tenant loads. 3w/sf is available at the 120/208v panel provided.
III.3.10.4. A 100amp, 480/277v tap off and panelboard is provided in each electrical closet accommodating up to 4.4w/sf for tenant loads. 3w/sf is available at the 120/208v panel provided.
III.3.10.5. Additional tenant loads can be supplied by installing tap-off units in the rising bus or installing an additional service from the main switchboard as appropriate. The additional services will require a check meter.
III.3.10.6. Tenants are required to provide all branch circuits to lighting and equipment within the tenant space. This includes providing circuit breakers in the existing panels and additional panels if required.

III.4 Sprinkler System

III.4.1. Water Supply

The fire main is connected to the water distribution system.

A double check valve assembly is installed to protect the water system from contamination.

III.4.2. Building Fire Protection

The building is protected by a hydraulically calculated automatic Combination Fire Standpipe/Sprinkler system. The fire sprinkler system design is based upon Pleasanton Fire Department’s requirements. Each floor is considered as a separate sprinkler zone with its own sprinkler control valve assembly consisting of a supervised valve, flow switch and drain valve with riser.

A 2½ inch valved fire department connection in each stairway and at each level is provided as required by the City of Pleasanton Fire Department. Where pressure reducing valves are utilized on the fire standpipe system a dedicated 3-inch drain riser at each fire standpipe is provided with a capped outlet.

Sprinkler heads in finished areas are semi-recessed fast response type, chrome finish with white escutcheons.

As required by the City of Pleasanton, upright sprinkler heads will be provided in the ceiling. Sprinklers will be provided above and below ceiling.
SECTION IV
TENANT IMPROVEMENT STANDARD SPECIFICATIONS

Pleasanton Corporate Commons
Tenant Improvement Manual
IV. TENANT IMPROVEMENT STANDARD SPECIFICATIONS

This is a general outline of standard finished. Any deviation from building standard items, including but not limited to lighting, HVAC and hardware, will require express written consent from Landlord prior to installation.

IV.1 Common Areas – Ground Floor

IV.1.1. DOORS

- Tenant Double entry
  - Solid Core Wood, Cherry Veneer, Grade AA
- Lobby/Toilet Room Corridor
  - Painted Wood
- Secondary Corridor
  - Solid Core Wood, Cherry Veneer, Grade AA
- Core
  - Painted Wood

IV.1.2. DOOR FRAMES

- Tenant Double Entry
  - Stainless Steel, brushed finish
- Lobby/Toilet Room Corridor
  - Painter hollow metal
- Core
  - Painter hollow metal

IV.1.3. WALLS

- Primary Lobby/Corridor
  - Paint/Fabric Panels/Artisan Plaster
- Secondary Corridors
  - Paint
- PAINT COLORS
  - Lobby
    - P1 Zolotone “Illuminations” #ZFK-J F115
  - Secondary Corridors
    - P2 ICI “White Whisper” #2015
  - Core Doors
    - P2 ICI “White Whisper” #2015
  - Core Frames
    - P2 ICI “White Whisper” #2015
  - Elevator Lobby Doors
    - Stainless Steel, brush finish

IV.1.4. FLOORING

- Lobby and Toilet Rm Corridor
  - Granite (1) Gris Carmel, hones finish
  - (2) Impala Black, plasma jet finish
- Secondary Corridor
  - Concrete

IV.1.5. BASE

- Lobby and Toilet Rm Corridor
  - Combination of wood (Paint finish P2) and Stainless steel, #4 finish
- Secondary Corridor
  - None

IV.1.6. CEILING

- Lobby
  - Painted Gypsum Board, P2
- Restroom
  - Armstrong, “Minaboard Fissured” 24” x 24” x 5/8” with Donn “DXF” grid; Flat white

IV.1.7. LIGHT FIXTURES

- Toilet Downlight
  - Capri Lighting PL6-S2-T4625L
- Toilet Cove Lighting Fixture
  - Daybrite 1P3GS-132-19SL-EB101

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3 All doors indicated should comply with Door Legend on A5.1 and Door Hardware notes 1 through 8.
IV.1.8. ADDITIONAL MATERIALS

**METAL**
- Elevator Lobby Call Buttons: Stainless Steel #4 finish, brushed; Plate insert

**STONE**
- Toiler Counter: Granite, Gris Carmel, polish finish

**TILE**
- Restroom Floor: Ceramic Tile: Crown Tile “Aurora” Series #AAPS.AA202-A202
- Restroom Walls: Ceramic Tile: Lanka Tile LAP 1/36, white, polish finish

**IV.2 Elevator Finishes – Cab Interior**
- **DOORS**: Stainless steel, brushed finish #4
- **WALLS**: Plastic laminate, “Pearlescence” #2100-T
- **BASE**: Stainless steel, polish finish
- **FLOORING**: Carpet, Constantine Commercial “Commercial Square”
- **CEILING**: Plastic laminate, Nevamar “Bone White Textured” #S-7-32T
- **LIGHTING**: Cove

**IV.3 Multi-Tenant Upper Floor Elevator Lobby**
- **DOORS**: Solid Core Wood, painted
- **DOOR FRAMES**: Painted Hollow Metal
- **WALLS**: Fabric Wrapped Panel, paint
- **BASE**: Painted Wood
- **FLOORING**: Carpet, Constantine Commercial “Commercial Square”
- **CEILING**: Painted Gypsom board, P2
- **LIGHTING**: Recessed compact fluorescent prescolite: CFR 813U-EB-ST492A

**IV.4 Multi-Tenant Floor Corridors**
- **DOORS**: Flush Wood, cherry veneer
- **DOOR FRAMES**: Painted Hollow Metal – P2
- **WALLS**: Painted Hollow Metal – P2
- **BASE**: Varies
- **FLOORING**: Armstrong 2x2 Silhouette, heavy duty; low gloss white with Armstrong Dune 2x2 lay in, non-directional beveled edge tile, white
- **CEILING**: Focal Point, Luna 2x2 luminaire, FW22BX40E277GPSNO
**IV.5 Building Standard Finished for Tenant Spaces**

**IV.5.1. PARTITIONS**

**Standard Partitions**

- **2½” sheet metal, 25-gauge steel studs at 24” on center, 5/8” gypsum board each side, grid height, taped with 3/8” continuous foam sound isolation tape between top track and ceiling. Use batt insulation in cavity. All gypsum board shall be Type X even if not used in fire rated partition. Note: for 1st floor, 3 5/8” sheet metal, 25 gauge studs at 24” on center.**

**Demising Partitions**

- **2½” sheet metal, 20-gauge steel studs at 24” on center, 5/8” gypsum board each side, full height, taped with 3/8” continuous foam sound isolation tape between top track and ceiling. Use batt insulation in cavity, taped smooth and ready to finish. All gypsum board shall be Type X even if not used in fire rated partition. Note: for 1st floor, 3 5/8” sheet metal, 25 gauge studs at 24” on center.**

**1-Hour Corridor and Compartment Partition**

- **2½” sheet metal, 20-gauge steel studs at 24” on center, 5/8” Type X gypsum board each side, full height, taped smooth and ready to finish. Note: for 1st floor, 3 5/8” sheet metal, 25 gauge studs at 24” on center.**

**Plumbing & 1st Floor Partitions**

- Same as Interior Partition above, except 3 5/8” sheet metal studs.

**Glass Partitions**

- **¼” thick up to 2’-0” width; 3/8” over 2’-0” width; tempered glass; in extruded aluminum clear anodized frame integral with door frame.**

**IV.5.2. DOORS, FRAMES AND HARDWARE**

**Entry Door**

- **3’-0” x 8’-0” x 1¾” cherry vertical grain, premium quality, book matched, solid core, edge banded, with transparent finish. Manufacturer: Warerauser or VTI.**

**Entry Frames**

- Painted/welded hollow metal to match shell corridor frames

**Interior Doors**

- **3’-0” x 8’-0” x 1¾” plain sliced cherry stain grade, solid core, with transparent. Manufacturer: Warerhauser or VTI.**

**Interior Frames**

- Aluminum knockdown; Clear anodized aluminum. Manufacturer: Western Integrated materials.

**Hardware**

- **Butt hinges** Hager 1279. 4½” x 4½”, ball bearing at rated doors
- **Closer** LCN
- **Entry lockset** Schlage L9000 Series 06C Trim
- **Keying** 6-pin tumbler, Schlage cylinder
- **Interior Latchset** Schlage D Series, Rhoades
IV.5.3. ACCESS CONTROL SYSTEM

Pleasanton Corporate Commons has building perimeter control points for after hours access. Tenant access control systems may be provided by the Tenant at their expense, and are not to be interfaced with or monitored by the base building access control system. Written approval or integration must be given by Landlord.

IV.5.4. SUSPENDED CEILING SYSTEM

Grid
Armstrong: 2’x2’ Silhouette, heavy duty; low gloss white
Ceiling shall be 8’-9’ clean from floor slab

Ceiling Tile
Armstrong: Dune, 2’x2’, lay-in, regular, non-directional tile, bevel edge, white

IV.5.5. FLOORS

Carpet, cut pile
Shaw, Design Series IV Cut Pile, Solutia LXI Nylon, 36oz; color to be selected from manufacturer’s standard range; or Shaw/Stratton Solaris patterned cut pile, 32oz; or Shaw/Stratton Website patterned loop 28oz

Capet Pad
Interloc III 5/16” regenerated nylon pad

Optional Pad
Attached Cushion

Vinyl Tile
Armstrong, 12’x12”x1/8”, Excelon Vinyl Tile

Base
Mercer 4” top-set straight over carpet and cove base over vinyl tile.

IV.5.6. PAINT

Primer
One coat: flat acrylic, no-VOC latex paint

Finish Coat
Benjamin Moore Flat acrylic (2-3 coats) – no-VOC

IV.5.7. EXTERIOR BLINDS

Building standard window coverings are the only coverings permitted at the perimeter windows. Alternative shades or reflective materials of other type of material of any other type of material may not be installed.

Levelor Riviera, 1” mini-blind, controls: left cord & tilt wand, Color: ___________. Mount blinds inside exterior window frames custom punch opening.

IV.5.8. HEATING, VENTILATION & AIR CONDITIONING

Basic system
The 6200 Building heating, ventilation and air conditioning (HVAC) system consists of four McQuay air-cooled DX air conditioning units equipped with variable frequency speed drives, and return/relief fans.
The 6210, 6220, and 6230 buildings are equipped with two Mammoth water-cooled air conditioning units. Each building is equipped with two gas fired boilers and two heating water pumps. Distribution to each floor is by two sets of supply and return air shafts, one at each wing. Tenant areas are conditioned by VAV units to provide air conditioning and zoning flexibility for normal office use. The Building Management direct digital controls (DDC) manage the HVAC system.

Zoning Design
Tenant suites will be divided into thermostatically controlled zones, the number of which will be determined by specific tenant layouts. Typical Perimeter Zone: 800 sf of perimeter area. All corner offices shall be a separate zone. Typical Interior Zone: 1,200 sf of interior area.

Additional Zoning
Additional cooling requirements beyond these designs or cooling limits will be considered (above standard) and developed for the tenant’s specific needs. These may be separately monitored and charged to the tenant.

Thermostats/Zone Sensor
Color shall be building standard. Trane Company, DDC System in Building 6200 or Andover DDC in buildings 6210, 6220, & 6230. Match existing model humidity sensors. CO2 sensors may be required.

After Hr Air Conditioning
The normal hours of building operation are from 7am to 6pm, Monday through Friday. The building is provided with an energy management system that can provide air handling after normal business hours to each floor. Requests for after hours conditioning shall be processed through the Property Management Office. The cost associated with this after hour air handling are computer recorded and charged to the tenant on an hourly basis. (Subject to Additional Hourly Rates.)

24-Hour Cooling Requirement
The building has provided limited auxiliary condenser water stubbed out to each floor for special tenant 24 hour cooling load requirements (above standard). The tenant may install their own water cooled, self-contained unit, subject to review and approval by the building.

Equipment Schedule
The Tenant shall complete an Equipment Schedule supplied by the Architect detailing all of their significant heat generating (BTU/s/hr) equipment to be used in the suite. This schedule will form the basis for the engineering design.
Metering

Significant or concentrated tenant power and air cooling loads will be subject to separate metering and tenant cost.

**IV.5.9. PLUMBING**

**Breakroom Sinks**

Elkay GECR-2521, 22”x25”x5¼”, 20-gauge stainless steel, self rim

**Faucet**

Delta Gourmet 151-WF 9 1/8” swing spout, single lever; flow shall be no greater than 1.8gpm

**Hot Water Heaters**

- **Point of Use**
  - ISE W-152 2½ gal utility in-line water heater, w/o drain
- **Dishwasher**
  - AO Smith ELJF, 6-gal, cabinet mounted w/ overflow drain. Confirm heater size with equipment requirements.
- **Instant Hot**
  - ISE HOT-1, gooseneck spout and lever handle, 1¼” water line tap, 1/3-gal tank capacity

**IV.5.10. POWER/COMMUNICATION**

**Duplex Wall Outlet**

110v AC box, conduit, standard receptacle and plate; Color-white

**Dedicated Duplex Outlet**

110v AC or 220v AC box, conduit, 20A receptacle and standard plate; Color-gray (above standard)

**Isolated Ground**

110v AC box, conduit, Leviton Decora Series, 20A receptacle and standard plate, Color-orange (above standard)

**Duplex Floor Monument**

110v AC RCI or equal, monument, conduit, plate, brushed aluminum; Color-black (above standard)

**Alternate**

3” flush outlet

**Tele/Data Wall Outlet**

Gypsum board metal ring and pull string; box and conduit at insulated and rated partitions to ceiling plenum

**IV.5.11. LIGHTING**

**Fluorescent Light Fixture**

Day-Brite; 2UGH-232-29-SL-277 2’x4’ luminare, 3” deep, 18 cell specular aluminum parabolic louver, white reflector 90% reflectivity; 2- 4ft fluorescent tubes: Sylvania FO28/835/XP/SS/ECO (Syl NAED# 22178) , electronic instant start switched ballast, 277v quick connect.

**Fluorescent Light Fixtures (Above Standard)**

Same as above except: 2’x2’ luminare, 3” deep x 6 cellspecular aluminum parabolic louver, straight F028/835/XP/XXECO (T8) lamps.

**Fluorescent Downlight**

(s above standard)

Sylvania CF26DD/E/835

**Under-Cabinet Lights**

Alkco: Little Inch, T5 fluorescent lensed light fixture, 120v, wall switched, white (above standard)

**SWITCHING**

Office/Breakrooms/Conf

Watt Stopper infra-red motion sensor with integral rocker switch, single pole.
Open plan areas Standard rocker switch, single pole. Three and four-way switched shall have standard coverplate and switch.

Fan Switch Single pole engraved “FAN”, color-white

Dimmers Standard dimmer and coverplate suitable for control of load controlled. (above standard)

After-hrs Lighting Switch (Energy Mgmt) The building is equipped with a lighting sweep system. In each of the suites tenant’s architect shall locate one after-hr switch to re-light premises.

Exit Sign McPhilben: LED, Edge-lit acrylic sign panel, clear/mirrored panel, green lettering

Emergency Lights Bodine: B100 emergency ballast; “switched fixture” wired or equal.

Common Corridor Light Focalpoint Focal Pint: “Luna” FLU22B2BX40E277GPSNO, 2x2 luminaire

**IV.5.12. TELEPHONE AND DATA CABLING**

Throughout Telephone and data cabling provisions and installation is the responsibility of the Tenant, and is not included as part of the Building Standard Improvements. All equipment must be located within Tenant’s space. Tenant shall identify to designer any special electrical or HVAC requirements (Temperature, humidity, 24-hour needs, etc.) Tenant’s vendor shall be responsible for obtaining phone/cabling permit at Tenant’s expense. It is the responsibility of the Contractor to coordinate and identify the period of time during construction in which this communication cable work should be completed. Cable run in the return-air plenum shall be plenum rated and suspended at a minimum of every 4’-0”. Dial tone is available on the first floor Tenant shall coordinate with their telephone and cable company to bring this dial tone in to the suite.

**IV.5.13. LIFE SAFETY SYSTEM**

Sprinkler System The return air plenum space above the suspended ceilings is sprinkled.

Sprinkler Head: chrome with white escutcheon

Fire Alarm & Communication The base building’s fire alarm system is a state of the art addressable system. The base floor design for the fire alarm system provided manual pull stations at each exit and smoke detectors in each elevator lobby. The base building fire alarm was designed to meet most additional requirements for tenant smoke detectors and magnetic door holders. All tenant devised must be supplied and installed by the base building fire alarm contractor to maintain system operation. Any such additional
detectors, system wiring and connection to the fire alarm shall be at tenant’s cost.

Visual fire strobes and horns are provided in elevator lobbies and stairways. Future tenant occupancies requiring horns/strobes as required by local code can be provided to the base fire alarm system at cost to the new tenant. The base building fire alarm system was designed with additional provisions for tenant fire horns, speakers and fire strobe devices.

Smoke Detectors

Cerebrus ILT Series; color White. (Smoke detectors may also be used to substitute for 1-hr corridor construction, approx 30’ on center in circulation areas.)

Strobe, Visual Warning

Sentex GX5 Series; clear lamp lens, off-white housing with red “FIRE” lettering, wall mounted at +80” AFF; Synchronized flash rate.

Horns

Wheeloch Series 30

Fire Extinguisher

Semi-recessed 2A-10BC fire extinguisher, strategically located per code. Cabinet to be glass and painted metal to match wall.

Fireproofing

WC Grace Monocoat; all modifications to the continuity and integrity of the existing fireproofing shall be patched to maintain the building’s fireproofing.

IV.5.14. CASEWORK

Cabinets

Semi-modular, plastic laminate, reveal overlay, melamine interiors.

Casework Hardware

Hinges/Pivots
Blum Module 90, self-closing or equal

Pulls
Stanley 3½” wire pull or equal

Glide, standard
Accuride C3800, 75lb, full extension or equal

Glide, file
Accuride C4005A, 1½” overtravel or equal

Adj Shelf Hardware
KV#255 MP strip, #256 NP clip or equal

Grommets
Doug Mockett & Co, SG Series, black, or equal

Locks
Corbin Cabinet Lock, 4-pin tumbler as required

Heavy Duty Shelf Stds
KV#85 ANO double slotted standards

Brackets
#185 ANO double brackets

Closet Pole
KV chrome pole and painted brackets as required

Finish
Exposed: US26 brushed chrome

Laminate
Nevamar, Wilsonart Formica or equal

Telephone Backboard
5/8”x4’x4’, fire treated plywood, paint to match wall, label to be left exposed

IV.5.15. APPLIANCES

All appliances must be Energy Star rated.

Garbage Disposal
ISE 66 with wall switch

Full-sized Refrigerator
GE TBX24ZP
<table>
<thead>
<tr>
<th>Item</th>
<th>Model/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment Refrigerator</td>
<td>GE TBX14ZP</td>
</tr>
<tr>
<td>Under-counter Refrigerator</td>
<td>U-Line: 75 white exterior, aluminum frame and plastic laminate panel to match cabinets</td>
</tr>
<tr>
<td>ADA Dishwasher</td>
<td>Asko 1385</td>
</tr>
<tr>
<td>Microwave</td>
<td>GE JE 45A</td>
</tr>
<tr>
<td>Vending Machines</td>
<td>Must be equipped with “VendingMisers” or “SnackMisers” (or similar occupancy sensors) for energy conservation</td>
</tr>
</tbody>
</table>
SECTION V
TENANT IMPROVEMENT STANDARD DETAILS

Pleasanton Corporate Commons
Tenant Improvement Manual
V. TENANT IMPROVEMENT STANDARD DETAILS

Included Architectural Details:

Typical Lighting Layout
General Device Alignment
Partition Wall Head
Partition Wall Base
Acoustic Partition Head
Demising Wall Base
Demising Wall Head
One-Hr Partition Base
One-Hr Wall Head
One-Hr Corridor
Low Wall Detail
Typical Wall Bracing Detail
Suspended Ceiling – Seismic Bracing
Light Fixture Support
Suspended Gypsum Board Ceiling
Interior Door Head
Sidelight Head/Sill
Sidelight / Door Jamb
Wall to Mullion Detail
Column Furring Detail
Typical Breakroom
Typical Work / Copy Room
Cabinet Section 1
Cabinet Section 2
Cabinet Section 3
Cabinet Section 4
V.1 Typical Lighting Layout

Typical Corridor Lighting Layout
Typical Tenant Lighting Layout

Pleasanton Commons
Hines

DETAIL TILE: TYPICAL LIGHTING LAYOUT
DETAIL NO.: XX-XX

CAD FILE: C:\Hines\STD\TYP_RCP.dwg
DATE: 10-12-99
V.2 General Device Alignment

NOTES:

1. LOCATE SWITCHPLATES, ELEC. & TEL. WALL OUTLETS AT NEAREST STUD FROM SCALED LOCATION ON PLAN, UNLESS SPECIFICALLY DIMENSIONED ON PLAN, ELEVATION, OR LOCATED AS PER DIAGRAM ABOVE.

2. CENTER FIRE ALARM STROBES DIRECTLY ABOVE FIRE EXTINGUISHER CABINETS WHERE BOTH OCCUR.

GENERAL DEVICE ALIGNMENT

9/8" = 1'-0"
V.3 Partition Wall Head

NOTE: SEE FOR BRAC'G DETAILS
1/8"-9" A.F.F.

BLDG. STD. T-BAR
CEILING & PANELS

UNPUNCHED TRACK
TO CEILING GRID
RUNNERS W/ 1/2"
S.M.S. AT 4'-0" O.C.

BATT SOUND
INSULATION

2 1/2" BLDG. STD.
MTL. STUDS (3 5/8"
STUDS @ 1ST FLOOR)

5/8" TYPE "X" GYP.
BD. EACH SIDE

PARTITION WALL HEAD

3" = 1'-0"

*\hines\STD\HEAD-P1_4.dwg

Pleasanton
Commons

Hines

PARTITION WALL BASE

XX-XX

CAD FILE: *\hines\STD\HEAD-P1_4.dwg
DATE: 10-12-99

PCC TI Manual
Revision: November 2008
Section V - 39
V.4 Partition Wall Base

BATT INSULATION

2 1/2"x BLDG. STD. MTL. STUDS (3 5/8" AT 1ST FLOOR)

5/8" TYPE 'X' GYP. BD. EA. SIDE

TRACK (UNPUNCHED) W/ 9/64" DIA. DRIVE PINS AT 48" O.C. MAX.

(E) CONCRETE SLAB

NOTE:
SEE STUD SCHEDULE THIS SHT. FOR GAUGE & SPACING

PARTITION WALL BASE

3" = 1'-0"

*\Hines\STD\BASE-P1_4.dwg

Pleasanton Commons

Hines

DETAIL TILE : PARTITION WALL BASE

DETAIL NO. : XX-XX

CAD FILE : *\Hines\STD\BASE-P1_4.dwg DATE : 10-12-99
V.5 Acoustic Partition Head

3/8" FOAM SOUND ISOLATION TAPE

NOTE: SEE FOR BRAC'S DETAILS

+-8"-9" A.F.P.

LAY 2 1/2" SOUND INSUL. BLANKET ABOVE CLG. FOR 4'-0" EA. SIDE OF WALL

BLDG. STD. T-BAR CEILING & PANELS

UNPUNCHED TRACK TO CEILING GRID RUNNERS W/ 1/2" S.M.S. AT 4'-0" O.C.

BATT SOUND INSUL.

2 1/2" BLDG. STD. MTL. STUDS (3 5/8" STUDS @ 1ST FLOOR)

5/8" TYPE "X" GYP. BD. EACH SIDE

NOTE: SEE STUD SCHEDULE FOR GAUGE & SPACING

ACOUSTIC PARTITION HEAD

5" = 1'-0"

ACOUSTIC PARTITION HEAD

Hines

CAD FILE: \Hines\STD\HEAD-AP1_4.dwg

DATE: 10-12-99

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Section V - 41
V.6 Demising Wall Base

- Batt insulation
- 2 1/2" x BLDG. STD. MTL. STUDS (3 5/8" AT 1ST FLOOR)
- All openings for outlets, etc. shall have acoustic sealant surrounding tel. & elec. boxes
- 5/8" TYPE 'X' GYP. BD. EA. SIDE
- Track (unpunched) 1/4" 9/64" Dia. drive pins at 48" O.C. max.
- (E) concrete slab

NOTE: See stud schedule this sheet for gauge & spacing

DEMISING WALL BASE

3" = 1'-0"

DEMISING WALL BASE

Hines

Pleasanton Commons

DETAIL TILE: DEMISING WALL BASE

DETAIL NO.: XX-XX

CAD FILE: \Hines\STD\BASE-D1_A.dwg

DATE: 10-12-99
V.7 Demising Wall Head

NOTE:
SEE STUD SCHEDULE THIS SHT.
FOR GAUGE AND SPACING

DEMISING WALL HEAD
3" = 1'-0"

CAD FILE: \\Hines\STDS\HEAD-D1_4.dwg
DATE: 10-12-99

Hines

Pleasanton Commons

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Revision: November 2008
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V.8 One-Hour Partition Base

- Batt Insulation

- 2 1/2" x BLDG. STD.
- MTL. STUDS (3 5/8" AT 1ST FLOOR)

- 5/8" TYPE 'X' GYP. BD.
- APPLIED VERT. W/ 1"
- LG. #6 DRYWALL
- SCREWS EA. STUD.
- SCREWS ARE 8" O.C.
- AROUND PERIMETER &
- 12" O.C. AT
- INTERMEDIATE STUD.

- TRACK (UNPUNCHED) W/
- 9/64" DIA. DRIVE PINS
- AT 48" O.C. MAX.

- (E) CONCRETE SLAB

NOTE:

SEE STUD SCHEDULE THIS SHT. FOR GAUGE & SPACING

ONE-HR. PARTITION BASE

5" = 1'-0"

Hines

Pleasanton Commons

DETAIL TILE :  
DETAIL NO. :  
ONE-HR PARTITION BASE  

CAD FILE :  
DATE :  10-12-09

Hines
V.9 One-Hour Wall Head

(V) CONCRETE SLAB ON MTL. DECK
FIRE SAFING
FIRE CAULKING - CONT. BOTH SIDES
+12'-4" TO +14'-4"
1/2" CLR

16 GA. SHT. MTL. CAP
CONT. 1 1/2" DEEP LEG TRACK W/ 5/8" SELF-TAPPING S.M.S.
UNPUNCHED STL. RUNNER
2 1/2" MTL. STUDS W/ BATT INSUL. (B 1/2" STUDS @ 1ST FLR.)
5/8" TYPE 'X' GYP. BD. EACH SIDE

* NOTE: SEE STUD SCHEDULE THIS SHT. FOR GAUGE AND SPACING

ONE HOUR WALL HEAD
3" = 1'-0"

Hines Commons
Pleasanton

DETAIL Tile: XX-XX
DETAIL NO.: 10-12-99

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Section V - 45
V.10 One-Hour Corridor

5/8" TYPE "X" GYP. BD.

1" THICK SHEET ROCK BRAND GYP.
LINER PANELS SET BETWEEN USG C-H
MTL. STUDS (SHAFT WALL - 1 HR.)

2 1/2" MTL. RUNNER
(3 5/8" @ 1ST FLR.)

T-BAR CLG.
4 PANELS
5/8" TYPE "X" GYP. BD.

5/8" TYPE "X" GYP. BD. BOTH SIDE

2 1/2" MTL. STUDS
(3 5/8" @ 1ST FLR.)

NOTE: SEE FOR BRACING DETAIL

ONE HOUR CORRIDOR
1/2" = 1'-0"

Hines

Pleasanton Commons

DETAIL NO.: XX-XX

DETAIL TILE:

ONE HOUR CORRIDOR

CAD FILE: \Hines\STD\CLG-R1_24.dwg

DATE: 10-12-99
V.11 Low Wall Detail

LOW WALL DETAIL

3" = 1'-0"

\( R = 1/4'' \)

1 1/2'' STAINED WD.
CAP

1/2'' REVEAL W/ PAINT
FINISH

5/8'' TYPE "X" GYP.
BD. BOTH SIDE

2 1/2'' MTL. STUD
(3 5/8'' AT 1ST
FLOOR)

AT END
WALL COND.

\( \text{LOW WALL DETAIL} \)

Hines
V.12 Typical Wall Bracing Detail

TYP. WALL BRACING DET.

1/2" = 1'-0"

WHERE REQ'D:
BRACE AT 8'-0" O.C. IN ALTERNATING DIRECTIONS & PERPENDICULAR TO WALL FOR 2 1/2" METAL STUDS, AT 12'-0" O.C. FOR 3 5/8" METAL STUDS OR GREATER.

BRACING NOT REQ'D WHEN INTERSECTING WALLS ARE LESS THAN 12' O.C. FOR 3 5/8" MTL. STUDS, AND LESS THAN 8' O.C. FOR 2 1/2" MTL. STUDS.

*T:\Hines\STD\BRACING1_24.dwg
V.13 Suspended Ceiling Seismic Bracing

**General Notes:**

1. Lateral bracing is not required in independent ceiling areas of 144 sq. ft. or less. Main runners shall be installed perpendicular to the side walls at corridors and hallways.

2. Connections to overhead structure: all hanger and splayed bracing wires shall be firmly anchored to overhead support with a minimum of 3 turns. Connection devices shall have a capacity of 100 lbs. minimum.

3. Bracing occurs at 12'-0" O.C. each direction.

**Typical Lateral Force Bracing Detail**

- 12 GA. VERT. WIRE @ 48" O.C. EMT. V. W. TUBING FIT SNUGLY TO STRUCTURE AND GRID, OR ANGLE STEEL. SEE SCHEDULE BELOW. LEVEL GRID PRIOR TO SETTING TUBE.

- 3 TURNS IN 1/2", TYP.
- 4-12 GA. SPLOTTED WIRES, BRACED IN SAME PLANE AS RESPECTIVE RUNNER (TYP.)

**Tubing**

<table>
<thead>
<tr>
<th>Trade Size</th>
<th>ALLOWABLE LENGTH</th>
<th>Size</th>
<th>ALLOWABLE LENGTH</th>
</tr>
</thead>
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<tr>
<td>1/2&quot;</td>
<td>5'-10&quot;</td>
<td>L 1 X 1 X 1/8&quot;</td>
<td>9'-4&quot;</td>
</tr>
<tr>
<td>3/4&quot;</td>
<td>5'-2&quot;</td>
<td>L 1 1/4 X 1/4 X 1/8&quot;</td>
<td>4'-0&quot;</td>
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<tr>
<td>1&quot;</td>
<td>6'-6&quot;</td>
<td>L 1/2 X 1/2 X 1/8&quot;</td>
<td>5'-0&quot;</td>
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<tr>
<td>1 1/2&quot;</td>
<td>8'-6&quot;</td>
<td>L 1 3/4 X 3/4 X 1/8&quot;</td>
<td>5'-6&quot;</td>
</tr>
<tr>
<td>2&quot;</td>
<td>11'-2&quot;</td>
<td>L 2 X 2 X 1/8&quot;</td>
<td>6'-6&quot;</td>
</tr>
<tr>
<td>EMT: ELECTRICAL METALLIC TUBING</td>
<td>L 2 1/2 X 2 1/2 X 1/8&quot;</td>
<td>8'-2&quot;</td>
<td></td>
</tr>
<tr>
<td>IMC: INTERMEDIATE METAL CONDUIT</td>
<td>L 3 X 3 X 3/4&quot;</td>
<td>9'-0&quot;</td>
<td></td>
</tr>
<tr>
<td>RMC: RIGID METAL CONDUIT</td>
<td>L 4 X 4 X 1/4&quot;</td>
<td>10'-2&quot;</td>
<td></td>
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</tbody>
</table>

**Steel Angle**

<table>
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<tr>
<th>Size</th>
<th>ALLOWABLE LENGTH</th>
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<td>11'-4&quot;</td>
</tr>
<tr>
<td>L 4 X 4 X 1/4&quot;</td>
<td>13'-4&quot;</td>
</tr>
</tbody>
</table>

**Suspended Ceiling Seismic Bracing**

- N.T.S.

**Details:**

- SUSPENDED CEILING SEISMIC BRACING

**Hines Corporate Commons**

**Detail Tile: SUSPENDED CEILING SEISMIC BRACING**

**Detail No.: XX-XX**

**CAD File:** Hines\STD\BRACING02.1.dwg

**Date:** 10-12-08
V.14 Light Fixture Support

NOTE:
Each lay-in fixture shall be firmly affixed to the ceiling suspension system with the attachment devices having a capacity of 100% of the lighting fixture wt. In any direction, add 2 - 12 ga. wires at opposite corners of lay-in or surface-mounted light fixture and securely attach to structure above.

Supports at lay-in diffusers up to 20 lbs.; ea. diffuser shall be affixed to the ceiling suspension system with the attachment device having a capacity of 100% of the diffuser in any direction. For diffusers between 20 and 56 lbs. provide the same plus 2-12 ga. wires. All attachments shall comply with current code requirements.

LIGHT FIXTURE SUPPORT

Pleasanton Commons
Hines

FILE: \Hines\STD\BRACING3_1.dwg
DATE: 10-12-99
SUSPENDED GYP. BOARD CEILING

1 1/2" = 1'-0"

8 GA. HANGER WIRES @ 4' O.C.
SADDLED-TIED AROUND MAIN RUNNERS

1 1/2" X 1 1/2" CONT. ANGLE

SADDLE-TIED CROSS FURRING TO MAIN RUNNERS W/ 2 STRANDS OF 18 GA.
WIRE OR 1 STAND OF 16 GA. WIRE

1 1/2" X 16 GA. HOT ROLLED MAIN RUNNER CHANNELS @ 4' O.C. - 1.125/FT. MIN.

#12 DIAGONAL WIRE TIES @ 12' O.C. EA. WAY

5/8" TYPE "X" GYP. BD.

7/8"X 26 GA. CROSS FURRING CHANNELS @ 16" O.C.

Hines

Pleasanton Commons

CORPORATE

Hines

DETAIL TILE:
SUSPENDED GYP. BOARD CEILING

DETAIL NO.:
XX-XX

CAD FILE:
\Hines\STD\CLG-GB1_8.dwg

DATE:
10-12-99

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V.17 Sidelight Head / Sill

BLDG. STD. T-BAR CEILING & PANEL

3/8" CONT. FOAM SOUND ISOLATION TAPE

BLDG. STD. FRAME W/ TEMPERED WINDOW / GLAZING

BLOCKING AS REQ'D.

FINISH FLOOR

SIDEIGHT HEAD/SILL

3" = 1'-0"

XX-XX

Hines
V.18 Sidelight Door / Jamb

2 1/2" MTL. STUD
(3 5/8" AT 1ST FLOOR)

BLDG. STD. FRAME W/ TEMPERED WINDOW / GLAZING

BLDG. STD. DOOR

SIDELIGHT/DOOR JAMB
8" = 1'-0"

Hines

Pleasanton Commons

Cad File: *\Hines\STD\SL2_4.dwg

Detail Tile: SIDELIGHT/DOOR JAMB
Detail No.: XX-XX

Date: 10-12-99
WALL TO MULLION DET.

3" = 1'-0"

\Hines\STD\FRM-1_4.dwg
V.20 Column Furring Detail

COLUMN Furring DETAIL

1 1/2" = 1'-0"

Pleasanton Commons
Hines

DETAIL TILE: Hines
DETAIL NO.: XX-XX
CAD FILE: *\Hines\STD\FRM-3_8.dwg
DATE: 10-12-99

2 1/2" MTL. STUDS
(3 5/8" @ 1ST FLOOR)

5/8" TYPE "X" GYP.
BDs, TYP.

(E) COLUMN
CORNER BEAD, TYP.
V.21 Typical Breakroom

TYPICAL BREAK ROOM

3/8" = 1'-0"

*\hines\STD\CAB-EL1_32.dwg

Hines

Pleasanton Commons

CORPORATE

TYPICAL BREAK ROOM

XX-XX

DETAIL FILE : \hines\STD\CAB-EL1_32.dwg

DATE : 10-12-99

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V.22 Typical Work/Copy Room

TYPICAL WORK/COPY ROOM

Hines

Pleasanton Commons

CAD FILE: \Hines\STD\CAB-EL2_32.dwg
DATE: 10-12-99

DETAIL TILE: TYPICAL WORK/COPY ROOM

DETAIL NO.: XX-XX
CABINET SECTION

3/8" = 1'-0"

*C\hines\STD\CAB-SEC1_32.dwg

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CABINET SECTION

3/8" = 1'-0"

\"\text{P. LAM. UPPER CABINET W/ OPEN ADJ. SHELF}\"

\"\text{P. LAM. BACKSPLASH & COUNTER}\"

\"\text{ADJ. SHELVES W/ P. LAM. FINISH}\"

\"\text{TOPSET BASE}\"

Hines

Pleasanton Commons

CABINET SECTION

DETAIL TILE : 

DETAIL NO. : XX-XX

CAD FILE : \"Hines\STD\CAB-SEC4_32.dwg\"

DATE : 10-12-99

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SECTION VI
CONSTRUCTION STANDARDS

Pleasanton Corporate Commons
Tenant Improvement Manual
VI. CONSTRUCTION STANDARDS

VI.1 Tenant/Contractor Checklist for Pleasanton Corporate Commons

Before commencement of any Tenant Improvement Work at Pleasanton Corporate Commons, the following checklist must be completed by the Tenant and Tenant’s Contractor. All forms, Certificates of Insurance, etc., must be received and accepted by the Owner.

In addition, both Tenant and Tenant’s Contractor must acknowledge their understanding and acceptance of the attached Considerations and Specifications for Tenant Improvement Work at Pleasanton Corporate Commons by signing in the appropriate areas and returning an executed copy to Hines. Tenant Improvement Work will not be allowed to begin until these items have been completed.

REQUIRED ITEMS CHECKLIST

_____ A complete set of drawings approved by Owner, and subsequently, the City of Pleasanton Bureau of Building Inspection

Acceptable and complete Certificates of Insurance for:

_____ Tenant

_____ Tenant’s General Contractor

_____ All subcontractors/vendors/suppliers

_____ A fully executed Indemnity Agreement (attached as part of this Manual)

_____ A job schedule of the work to be accomplished, detailed by trade

_____ A complete list of all proposed Contractors, Subcontractors and Suppliers. All Contractors and Subcontractors must be approved by Owner prior to commencement of their work.

_____ The name and telephone number (including emergency telephone numbers) of persons authorized to represent Tenant, Tenant’s Contractor and/or his Subcontractors in contest of the Tenant Improvement Work.

_____ Material Safety Data Sheets (MSDS) for all chemicals or products used on-site as part of the Tenant Improvement Work.

_____ Hazard Communication Standard Program as required by Cal-OSHA
VI.2 Building Rules and Regulations

VI.2.1. The following rules of the Site for the Tenant’s Contractor’s Work (Rules of the Site) shall govern the operation of the Tenant’s Contractor and are issued as additional Building Rules and Regulations pursuant to the Lease between Pleasanton Corporate Commons (Owner) and Tenant. For purposes of this document, Owner shall also mean Hines and the Management Office.

VI.2.2. A copy of these Project Site Rules and Regulations Governing the Work, acknowledged and accepted by the Contractor, must be posted at the Project Site in a location clearly visible to all workers. It is the Contractor’s responsibility to instruct its employees and all subcontractors to familiarize themselves with these rules and regulations and to enforce compliance with these rules at all times.

VI.2.3. Tenant will be responsible for all actions done on its behalf by Tenant’s Contractor or its Subcontractors including but not limited to damage to the tenant areas, the loading dock, indoor and outdoor public areas, freight elevators, mechanical areas, and any exterior elements of Pleasanton Corporate Commons (Collectively referred to as the “Building”). Any such damages will be promptly repaired to the Owner’s satisfaction at the sole cost of Tenant and its Contractor.

VI.2.4. Within a reasonable time prior to the start of any on-site work, delivery of materials, equipment or personnel, Tenant’s Contractors will submit to Owner these items listed in the Required Items checklist (Section VI.1).

VI.2.5. No revisions or changes of any kind may be made to the construction plans without the consent of the Owner. Any proposed revisions or changes must be submitted to Owner, for Owner’s review and approval prior to commencement of such changes.

VI.2.6. All Tenant’s Contractor’s Work must be scheduled so that it in no way conflicts with, or impedes the quiet and peaceful enjoyment of other tenant’s or the progress of Owner’s work or operations. Any work that is in conflict with the above conditions will be rescheduled by Owner. Additionally, Owner shall have no liability for any costs or expenses incurred by Tenant or Tenant’s Contractor in connection with such rescheduling. Any construction activities which create excessive noise, such as core drilling must be done before or after Building Standard Operating Hours (7:00am – 6:00pm, or as Owner allows). Any activities which create odors (i.e. direct glue carpet, wall finished, etc.) must be scheduled after 6:00pm on week days or weekends, or as Owner allows. Any costs related to overtime HVAC required to exhaust the odors from the floor will be charged to the Tenant to Tenant’s Contractor.

VI.2.7. Construction workers will park at the perimeter of the parking lot away from the buildings and will be subject to towing if in violation thereof. Handicap parking stalls should not be used/blocked for loading or unloading under any circumstances. Notwithstanding the foregoing, Owner is not obligated to provide any parking spaces for Contractor or its subcontractors.

VI.2.8. Before commencing any of the Work, the Contractor shall erect construction barriers acceptable to Owner between the area where the Work is being conducted (the “Work Area”) and any public areas at and around the building in which the Work is constructed (“Project Site”). The Contractor will keep the Work Area closed from public view until completion and occupancy by Tenant. The Contractor shall perform all construction activities and all storage of materials inside the Work Area.

VI.2.9. Tools or materials will not be loaned to construction personnel at any time. Tenant’s Contractor’s materials and tool storage will be limited to the areas for which access has been granted (i.e. the specific job site). No flammable liquids, highly combustible liquids or hazardous materials will be allowed to be stored on any floor.
VI.2.10. Clean-up and rubbish removal shall be performed by the Tenant’s Contractor at Tenant’s Contractor’s expense. Tenant’s Contractor must remove daily all rubbish, surplus and waste materials resulting from the performance of their Work. At the request of Owner, Tenant’s Contractor shall relocate any materials causing an obstruction as directed by Owner. Use of the Building’s debris box or trash compactor is prohibited.

VI.2.11. In general, Owner will interact/coordinate activity with Tenant’s Contractor to the extent necessary for work to be completed within the guidelines of project specifications and for the enforcement of Building Rules and Regulations.

VI.2.12. Tenant’s Contractor shall be provided access to loading dock space and freight elevator facilities in a similar manner consistent with the Building Rules and Regulations, which provides a 20 minute parking limit in the dock area. Otherwise, Tenant’s Contractor will make arrangements for unloading and hoisting after normal working hours (6:00pm – 7:00am). At no time during normal working hours will the Tenant’s Contractor be given use of the elevator.

VI.2.13. The use of an elevator shall be scheduled by the Contractor with the Owner. Typically, all major materials, equipment, gang box, and tool stocking and removal is required to be performed on off-hours at no additional cost to the Owner. Only tools/materials carried by hand, in buckets, or on work-belts may be transported during normal working hours. Any work or hauling of materials or trash shall be conducted so as to leave unobstructed all times public corridors and elevator lobbies. At no time may the Contractor or its subcontractors block the elevator open. In the event that any damage occurs to the elevator or lobbies, the Contractor will bear the total cost of all repairs.

VI.2.14. Tenant’s Contractor shall be provided access to unloading areas as prearranged with Owner. All materials unloaded at these areas will be moved to an area of use immediately and shall not be stored or used in a way which diversely impacts use or operation of the Building.

VI.2.15. Tenant’s Contractor shall be responsible for the security of their own materials, equipment and work and that of their subcontractors.

VI.2.16. Tenant’s Contractor shall comply with all applicable codes, laws and regulations pertaining to the work of Tenant’s Contractor including all safety and health regulations.

VI.2.17. Tenant’s Contractor will not engage in any labor practice that may delay or otherwise impact the work of the Owner or any other Contractor of the building.

VI.2.18. No Building systems will be turned off, disengaged or otherwise affected by Tenant’s Contractor or any Subcontractor without approval and supervision by Owner. Said systems include but are not limited to sprinklers, electrical circuits, lighting, emergency lighting, life safety systems, air-handling units, smoke detectors and water supply. Access to any Building area will be at the direction and approval of the Building Management Office and Building engineers only. No construction personnel will be permitted to operate, activate or in any way manipulate the HVAC or other base building equipment.

VI.2.19. All electrical cable shall be run in a solid metal conduit from the electrical closets to the junction boxes on the floor. From those junction boxes flexible conduit may be used to case the electrical cable, which shall be no longer than 50ft to each connection on the floor.

VI.2.20. Doors to all work areas, including mechanical and electrical closets, will remain closed at all times. Propping doors open is expressly prohibited.

VI.2.21. All gang boxes, tool boxes, tool chests and other containers are subject to inspection when moved in or out of the Building, all Tenant Contractor and Subcontractor personnel, materials, tools and equipment are to enter and exit the Building
through the service corridor and freight elevator only. Use of the passenger elevators is expressly prohibited.

VI.2.22. Before ordering materials or doing work which is dependent upon proper size or installation, the Tenant’s Contractor shall field verify all dimensions for accessibility with Building conditions, and shall be responsible for the same.

VI.2.23. Tenant’s Contractor shall not be permitted any identifying signage or advertising within the Building or visible from outside the Building.

VI.2.24. During any construction activity, Tenant’s Contractor shall maintain supervisory personnel on site at all times. Such personnel shall be fully authorized to coordinate and authorize Tenant’s Contractor’s Work as necessary to enable all work to proceed in a timely and well-ordered fashion. Should Tenant’s Contractor perform work which would cause or require Owner to provide personnel to be present or otherwise perform any work, Tenant’s Contractor shall reimburse Owner for the expense of Such personnel, plus a fifteen (15%) percent cost recovery fee.

VI.2.25. Tenant’s Contractor shall be responsible for the protection of their work and the areas adjacent to their work.

VI.2.26. Tenant’s Contractor will ensure that all mechanical rooms, electrical and telephone closets and other Building and common area, entered by Tenant’s Contractor or Subcontractors in conjunction with Contractor’s work, will be cleaned and free of debris nightly.

VI.2.27. Public areas adjacent to the premise where Contractor’s work is being performed shall remain free of dust and debris and materials at all times.

VI.2.28. All materials that have any potential for hazard (paints, glues, polishes, solvents, etc.) must have their associated MSDS sheets available at the Project Site during the performance of the Work.

VI.2.29. The Contractor shall notify Owner prior to the commencement of any extremely dusty work (e.g., sheetrock cutting, sanding, extensive brooming, etc.) such that Owner may arrange for additional filtering capacity on the affected HVAC equipment. Failure to make such prior notification will result in the Contractor absorbing any costs associated with returning any HVAC equipment and any other existing improvements damaged by dust to their original condition.

VI.2.30. Tenant’s Contractor shall be responsible for all their actions on site and their Subcontractors shall indemnify, defend and hold harmless the Owner against any and all claims, losses or damages threatened or incurred, arising from the actions or omissions to Tenant’s Contractors or it Subcontractors.

VI.2.31. If keys are required by Contractor, they must be checked out from the Building management Office. No keys will be distributed if proper identification and Tenant authorization is not provided.

VI.2.32. No cutting or patching of Owner’s premises and installations or those of any other Building tenant shall be permitted without the prior written consent of Owner. Request for permission to do cutting shall include explicit details and description of work and shall not under any circumstances diminish the structural integrity of the Building components or systems. If any work is to be done in another tenant’s space or in any public area, such work is to be done only with explicit written permission of Owner and at times directed by Owner. Such work is to be done only under the direct supervision of a competent member of the Tenant’s Contractor staff. Any such area is to be promptly repaired and returned to a fully functioning, complete and clean condition.

VI.2.33. No welding, burning or cutting torch work is to be performed at the Project Site without the prior approval of Owner. If such approval is granted by Owner, the Contractor must have a firewatch, fire blankets, and a fire extinguisher present in the Work Area at all times when the equipment is being used. Additionally, the Contractor
may, at Owner’s request, be required to perform any such work after-hours because of the fumes which may be associated with such welding/cutting torch usage.

VI.2.34. No varnishes/lacquers or similar products are to be sprayed in the Project Site without the prior approval of the Owner. Because of their potential combustible nature, this type of work should normally be done off-site. Anyone found spraying these compounds in or around the Project Site without the prior written approval of the Owner will be required to cease such work.

VI.2.35. It is the responsibility of the Tenant’s Contractor to be fully knowledgeable of the Building Drawings and Specification. Materials, equipment and/or quality of work which do not meet the standards of Building Drawings and Specification, as well as specifications listed in this Manual, will be corrected at Tenant’s Contractors sole expense.

VI.2.36. All Life Safety Systems of the Building are to be maintained and all of the Tenant’s Work is to be properly interfaced with and connected to the Base Building Systems as required by Code, or by Building operations and warranties. See Section III.

VI.2.37. To the extent possible, light fixture switching shall be provided and maintained during construction and lights should be turned off at the end of the day.

VI.2.38. When work is performed by Tenant’s Contractor or Subcontractor, certain charges may apply for additional services performed by Owner which include, but are not limited to the following:

- Elevator usage which requires the assistance of an elevator technician
- Coordination of freight elevator
- Utility usage for construction activities, including power and water
- Extra and continuous clean-up of common areas including but not limited to elevators, hallways, restrooms, stairwells, lobbies and staging areas as required due to construction activity. Tenant’s Contractor and Subcontractors are still expected to provide the usual protection of existing improvements and exercise good care and good sense.
- The use of the Building’s debris box and use of the parking lot for Tenant’s Contractor’s debris box.
- Review of construction drawings and verifying adherence to the Base Building Drawings and Specifications and Building Standards.
- Daily supervision to ensure Contractor’s adherence to the rules of the Site.
- Review of changes in the initial scope of work.
- Assistance in resolution of field condition conflicts.
- Inspection and approval on all work affecting building systems (i.e. mechanical, electrical, life safety, fire protection, etc.)
- Provisions and coordination of Building Engineers for the disconnection and reconnection of Life Safety Systems affecting the area under construction.
- Coordination of entry into occupied tenant space and additional security services as needed.
- Enforcement of terms of the Lease Agreement between Tenant/Subtenant and the Owner.
- Coordination of loading dock activity and access into and out of the Building.

VI.2.39. In addition to cleaning requirements as described above, Tenant’s Contractor shall, in preparation for substantial completion or occupancy of the project by Tenant, perform the final cleaning of Tenant’s Contractor’s work.

VI.2.40. When Tenant’s Contractor commences construction activity, the Tenant’s Contractor shall maintain the area as necessary (at its sole cost and expense) in a safe
and sanitary condition and to a standard meeting all applicable laws, regulations and Building Standards as determined by Owner.

VI.2.41. The Owner may require job progress meetings. The Tenant’s Contractor, if requested, shall attend with a representative authorized to speak and act on the Tenant’s Contractor’s behalf. Additionally, the Tenant’s Contractor shall notify the Owner of all job progress meetings.

VI.2.42. All on-site activity will be coordinated in advance with the Owner. Such approval will be granted only upon submission of the written access request by the Tenant or Tenant’s Contractor.

VI.2.43. At no time will the Tenant’s Contractor perform activities on the project site without the insurance in force as required in Section I.2 or as may be accepted by Owner.

VI.2.44. No radios, headsets or other audio devices are allowed in the Building at any time.

VI.2.45. Failure to perform work in a manner consistent with tenant Rules of the Site may result in immediate work stoppage by Owner. Owner shall have no liability for any costs or expenses incurred by Tenant, Tenant’s Contractor or Subcontractors in connection with or as a result of such stoppage.

VI.2.46. The Rules of the Site may be amended or revised at any time. The amended or revised Rules of the Site shall become effective upon delivery to Tenant and Tenant’s Contractor or publication by posting at the project site whichever is earlier.

VI.2.47. No smoking is permitted in the Building at any time.

VI.3 Record Drawing Requirements

“Record Drawings” should be maintained by the Contractor. At the end of the construction period, “Record Drawings” should be transmitted to the Tenant’s Designer for incorporation onto the Tenant Improvement Drawings by the Tenant’s Designer. One Mylar and one blueline of the updated “As-Built” drawings will be transmitted to the Landlord for the permanent building reference sets.

VI.4 Elevator Access Information

The Pleasanton Corporate Commons office building 6200 is served by two passenger elevators. Buildings 6210, 6220 & 6230 are served by two passenger and one freight elevator.

The passenger elevators are rated at 3,500 lbs - capacity at 350 fpm. The freight elevator is rated at 4000 lbs - capacity at 350 fpm.

The elevators are equipped with door closures, hall lanterns ad gongs at all floors, car position indicators with directional arrows, car and corridor push-button register lights, emergency car lighting and hands-free telephone communication. Inside clear dimensions of the passenger elevators are approximately 6’-8” wide by 5’-5” deep by 9’-9” high. The freight elevator is 7’-8” wide by 5’-5” deep.

VI.5 Building Hours of Operation

Monday through Friday except holidays: 8:00am – 6:00pm. Tenant’s Contractor should assume that the access to the building will be unavailable any other hours unless advance arrangements have been made with the Construction manager.
VI.6 Ingress/Egress

The delivery entrance to the building shall be identified by the Owner prior to construction. All contractor’s must promptly unload materials and equipment and move them into the space they are improving. Materials or vehicles that are not promptly moved will be moved at the contractor’s expense.

VI.7 Materials Storage

Material is to be stored in the area leased by the Tenant. Tenant must make arrangements to secure their materials and equipment. Pleasanton Corporate Commons Owner and Owner’s agents are not responsible for tenant items lost, stolen or damaged by others.

VI.8 Base Building Punchlists

A pre-construction punchlist of the building core will be conducted with the Contractor, a Tenant Representative and the Landlord.

A post-construction punchlist will be conducted. The Tenant must clean and repair (if necessary) the core area damaged during the construction process, at Tenant’s expense. The permanent toilets may be used by the Tenant Improvement Contractor must be clean, stocked and maintained by them as well as assure that all permanent facilities are repaired and returned to a wholly new condition.

VI.9 Record Drawing Set

The General Contractor shall maintain a record of any/all field changes from the approved plans. These redmarked plans shall be given to the designer and engineers at the end of the project. Designer and engineers shall update their plans based upon Contractor’s record sheets and submit to building stamped with “As-Built” notation.

VI.10 Qualified MEP Contractors

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<tr>
<th>ELECTRICAL</th>
<th>HVAC</th>
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<td>Cansino</td>
<td>Legacy</td>
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<td>Cuppertino</td>
<td>Cal Air</td>
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<td>Sasco</td>
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<tr>
<td>Nutter</td>
<td>AC Logix</td>
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<th>PLUMBING</th>
<th>FIRE SPRINKLERS</th>
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<td>Therma</td>
<td>Grinnel</td>
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<td>Valley Plumbing</td>
<td>Aquamatic</td>
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<tr>
<td>SG Plumbing</td>
<td>Superior</td>
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The Following two (2) trades must be performed by the subcontractors listed below:

<table>
<thead>
<tr>
<th>LIFE SAFETY</th>
<th>HVAC AIR BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siemens</td>
<td>Circo</td>
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</table>

VI.11 Keying System
Building Engineers are the only personnel allowed to change door cylinders. Keys and cylinders required for doors must be coordinated through Owner. Any unauthorized door cylinders will be removed and replaced with Building Standard at Tenant’s expense.

Schlage Cylinders	Building Keyway is “6-Pin”

The Building keying system uses the following keyways:
All tenant spaces and restrooms “C”
All mechanical spaces “EF”
(telephone, electrical, stairs, air-handler room)

Restrooms and stairwell locks should be a double cylinder classroom function style that may be left unlocked by the use of the inside key or left unlocked so the outside key is required to unlock the door.

Mechanical areas should be a storeroom function mortise style. A key is required for entry.
VI.12 **Contractor Project Close-Out Documentation/Checklist**

**DRAWINGS**

- [ ] As-Built Architectural – CAD and hard copy
- [ ] As-Built MEP – CAD and hard copy
- [ ] As-Built Structural, if possible – CAD and hard copy

*The above must incorporate latest revisions and all field conditions.*

- [ ] The blueline permit set of drawings with City of Pleasanton, Department of Building and Safety stamp of approval.

**OTHER** – *Provide the following in a neatly bound package:*

- [ ] Table of Content
- [ ] Original permit/inspection card with final inspections/signatures
- [ ] Certificate of Occupancy
- [ ] Name(s) of General Contractor, all Subcontractors with appropriate contacts, addresses, telephone numbers. Indicate area/trade of work performed for future reference by Tenant and Building Owner.
- [ ] General Contractor’s and all Subcontractor’s (and manufacturer’s) warranties.
- [ ] Final HVAC air balance report for all space.
- [ ] All O&M manuals for special HVAC units or other equipment as applicable and copies of required maintenance schedules/agreements for such equipment (i.e. HVAC, water filtration, or other).
- [ ] “Attic” stock finished, such as carpet, base, ceiling tile, paint, special hardware, etc.
- [ ] A copy of the punchlist for the space with the Tenant’s or Owner’s Architect’s and General Contractor’s signature for final acceptance.

Note: General Contractor’s final payment will not be released until the above documents are received and accepted by the Owner of the Building.
SECTION VII
LEED-EB STANDARDS

Pleasanton Corporate Commons
Tenant Improvement Manual
VII. TENANT SPACE PLAN REQUIREMENTS FOR LEED-EB

VII.1 Overview

Pleasanton Corporate Commons is a Silver-Certified Leadership in Energy and Environmental Design for Existing Buildings (LEED-EB) building. Tenants on campus doing new, retrofit, demolition, renovation or modification construction projects shall be subject to the following requirements and guidelines.

LEED-CI (commercial interiors) certification should be considered for all projects. If it is not, the requirements listed below must be followed and incorporated into the space plan. Architectural firm shall have a LEED-AP (accredited professional) on staff, or consulting, to help guide the project in terms of energy savings, sustainable purchases and occupant health paybacks. If a LEED-AP is not available, contact the building management office for guidance.

For more information about LEED-EB and LEED-CI, please see www.usgbc.org

VII.2 Requirements

ARCHITECTS

1. Recycling collection must be incorporated into space plan. PCC requires all cans under desks to be for paper only; these cans will not be lined. A limited amount of “trash” cans for wet trash, non-recyclable plastics, Styrofoam, etc will be located only in the kitchen for spaces under 3,000rsf. For suite larger than 3,000rsf, “trash” cans will be limited and scattered through the suite for ease of use by the occupants. One container for bottles & cans is also required.

2. All faucets in tenant space shall be water efficient and at least meet EPACT 1992 requirements.

3. Tenants are encouraged to install Energy Star dishwashers to eliminate disposable utensils, cups & plates.

4. Weighted average of all lamps shall contain no more than 70 picograms per lumen hour of light output of mercury. See LEED-EB O&M MR credit 4 for further clarification. No fluorescent tubes shall be larger than T-8. For a list of compliant lamps, contact the Project’s engineering manager.

5. HVAC
   a. CO2 monitors, tied into the BMS, are required in spaces with a designed occupancy greater than or equal to 25 people per 1,000rsf. Monitors shall be located as defined in ASHRAE 62.1-2004 and have an accuracy of no less than 75ppm.
   b. At least one humidity sensor, tied into the BMS and incorporated into a thermostat, must be present in each suite.

6. In accordance with LEED-EB O&M MR credit 2.1, 2.2 & 3, architect shall optimize the use of and provide documentation of alternative materials for furniture, furnishing and building materials including, but not limited to:
   a. Electric-Powered Equipment: 40% of all purchases must meet the following criteria:
      i. Energy Star labeled
   b. Furniture: 40% of all purchases must meet the following criteria:
      i. 70% salvaged material from off-site
ii. 70% salvaged materials from on-site through internal organization materials &
equipment reuse program

iii. 10% post-consumer or 20% post-industrial material

iv. 50% rapidly renewable materials

v. 50% Forest Stewardship Council (FSC) certified wood

vi. 50% materials harvested and processed or extracted and processed within 500
miles of the project

7. In accordance with LEED-EB O&M MR credit 3, architect shall specify permanent and semi-
permanent attached building elements including, but not limited to wall studs, insulation, doors,
windows, panels, attached furnishings, drywall, trim and ceiling panels which meet the following:

   a. 70% salvaged material from off-site
   b. 70% salvaged materials from on-site through internal organization materials & equipment
      reuse program
   c. 10% post-consumer or 20% post-industrial material
   d. 50% rapidly renewable materials
   e. 50% Forest Stewardship Council (FSC) certified wood
   f. 50% materials harvested and processed or extracted and processed within 500 miles of
      the project
   g. *Mechanical, electrical & plumbing components are excluded.*

8. In accordance with LEED-EB O&M MR credit 3, architect shall specify IAQ compliant products
including, but not limited to:

   a. VOC emissions for *adhesives and sealants* that meet the requirements of a VOC content
      less than the current VOC content limits of South Coast Air Quality Management District
      (SCAQMD) Rule #1168, or *sealants* used as fillers that meet or exceed the requirements
      of the Bay Area Air Quality Management District Regulation 8, Rule 51.
   b. VOC emissions for *paints or coatings* that meet the requirements of VOC emissions that
donot exceed the VOC and chemical component limits of Green Seal’s Standard GS-11
      requirements.
   c. *Non-carpet finished flooring* is FloorScore-certified and constitutes 25% of the finished
      floor area.
   d. Carpet that meets the requirements of the CRI Green Label Plus Carpet Testing Program.
   e. Carpet cushion that meet the requirements of the CRI Green Label Testing Program.
   f. Composite panels and agrifiber products that contain no added urea-formaldehyde resins.

9. Space Plan shall conform to LEED-EB O&M EQ credit 2.4-2.5 to allow at least 45% of
occupants views and at least 50% of occupants with daylighting.

**CONTRACTORS:**

All Contractors’ work must conform to the following Plans and Policies attached hereafter:

1. Construction, Demolition & Renovation Waste Management Plan
2. IAQ Purchasing Plan
3. Erosion & Sediment Control Policy

All forms must be completed and submitted to Property Manager before final payment is issued.
Pleasanton Corporate Commons
Construction, Demolition & Renovation
Waste Management Plan

Requirement

All new, retrofit, demolition, renovation or modification Tenant and Building construction projects shall be subject to this Plan. All contractors and subcontractors shall be required to fill out the attached form, based upon tonnage, for each project and/or create a similar spreadsheet for submittal to the Building Owner at the conclusion of all construction projects.

All contractors are required to have a plan in place at the onset of the project which shall allow them to recycle, reuse on the project site, reuse on another site or divert from the landfill at least 75% (by volume) of demolished or unused materials taken from the project. All materials not recycled, reused or diverted shall be accounted for, in tons, as incinerated or sent to the landfill.

At the conclusion of all construction projects and as part of the Close-Out Package, Contractors are required to provide Bills of Lading from the recycling company(s) to the Building Owner as proof of recycling. Projects shall not be considered complete until all documentation is received.

Collection:

- Contractor shall provide at least two (2) collection areas at the job site for the collection of construction materials. One shall be for recycling, the other for landfill. The recycling area can be divided into separation categories, included, but not limited to: scrap metal, plastic, glass, wood, etc.

- This policy shall apply only to permanently or semi-permanently attached items. Examples include, but are not limited to: wall studs, insulation, doors, windows, panels, drywall, trim, ceiling panels, carpet & other flooring, materials, adhesives, sealants, paints and coatings.

- Items excluded from calculations include: furniture, fixtures & equipment (FF&E), mechanical, electrical & plumbing components, and specialty items, such as elevators.

- Contractor shall provide at least two (2) debris boxes outside the building for the removal of construction materials. One shall be for recycling, the other for landfill.

- Contractor shall be responsible for securing these boxes to prevent contamination.

- It is the Contractor’s responsibilities to find a recycling facility for the recyclables.

- Building Owner shall dictate where box(es) shall be located on the property.

- All materials removed from the building shall be done after 6pm. Items may only be removed if they meet the following requirements:
  - Contained in a covered container (i.e. covered cart with wheels)
  - Transported in a dedicated, padded elevator, as designated by Building Owner
  - If moved across stone floor, floor must be protected with masonite.

- For a list of licensed haulers, processors and salvagers, contact the management office.

- All light fixtures should be offered to Owner to be reused and stored in building stock before recycling. Lamps should be removed from fixtures and given to Engineering Manager for reuse.
### Construction, Demolition & Renovation

#### Waste Management Submittal

*This form along with receipts must be returned to Building Owner with the Close-Out Package. Project is not considered finished and Final Payment will not be made until all waste management documentation is returned to Owner.*

- **Project Name:** ___________________________________________________________________________________
- **Contractor:** ___________________________________________________________________________________

<table>
<thead>
<tr>
<th>Type of Waste to Landfill or Incineration</th>
<th>Type of Disposal*</th>
<th>Tonnage of Waste</th>
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*Total Waste

*Type of Disposal: Landfill or Incineration*

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<th>Type of Diversion**</th>
<th>Tonnage of Diverted Material</th>
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*Total Diverted

**Type of Diversion: Recycled, Reused on Project Site, Reused for Other Site, Other*
Pleasanton Corporate Commons
Sustainable and IAQ Purchasing Policy for All Construction Projects

Requirement

The IAQ Purchasing Plan directly reflects the requirements of USGBC LEED O&M MR Credit 3: Sustainable Purchasing: Facility Alterations and Additions. Prior to all tenant and building construction including upgrades, retrofits, renovations or modifications, architects, contractors and sub-contractors must familiarize themselves and abide by the principles and methods of documentation described in the aforementioned literature.

At a minimum, 60% of construction related material (based upon cost) must conform to the following Sustainability Criteria:

- 10% postconsumer or 20% postindustrial material.
- 70% materials salvaged from off-site or outside the organization.
- 70% material salvaged from on-site, through an internal organization materials and equipment reuse program.
- 50% rapidly renewable material.
- 50% Forest Stewardship Council (FSC)-certified wood.
- 50% material harvested and processed or extracted and processed within 500 miles of the project.
- Non-carpet finished flooring is FloorScore-certified and constitutes a minimum of 25% of the finished floor area.
- VOC emissions for adhesives and sealants that meet the requirements of a VOC content less than the current VOC content limits of South Coast Air Quality Management District (SCAQMD) Rule #1168, or sealants used as fillers that meet or exceed the requirements of the Bay Area Air Quality Management District Regulation 8, Rule 51.
- VOC emissions for paints or coatings that meet the requirements of VOC emissions that do not exceed the VOC and chemical component limits of Green Seal’s Standard GS-11 requirements.
- Non-carpet finished flooring is FloorScore-certified
- Carpet that meets the requirements of the CRI Green Label Plus Carpet Testing Program.
- Carpet cushion that meet the requirements of the CRI Green Label Testing Program.
- Composite panels and agrifiber products that contain no added urea-formaldehyde resins.

Tracking & Reporting

The following worksheet must be completed for all construction projects:

<table>
<thead>
<tr>
<th>Date of Purchase</th>
<th>Description of Product</th>
<th>Sustainable Purchases ($)</th>
<th>Sustainability Criteria that was Met (above)</th>
<th>Non-Sustainable Purchases ($)</th>
</tr>
</thead>
<tbody>
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* A separate sheet with the same headings may be used. Please do not list sustainable & non-sustainable items on the same line.*
Pleasanton Corporate Commons
Erosion & Sedimentation Control Policy

Overview

Pleasanton Corporate Commons uses the following to govern the Erosion and Sedimentation controls onsite:

- California Stormwater BMP Handbook – Construction: Section 3 Erosions and Sediment Control BMPs
- EPA Storm Water Management for Construction Activities: Developing Pollution Prevention Plans and Best Management Practices – Chap 3: Sediment and Erosion Control

Landscape & Parking Lot

All trimmings from Campus landscaping are collected by the landscape contractor and taken off-site for green composting. This helps eliminate cuttings that potentially could find their way into the stormdrains.

The Campus also has parking lot sweeping performed twice a month during the year with weekly sweeping performed during the fall when leaves fall from the deciduous trees. This also reduces the amount of debris, leaves and sediment entering the storm drains.

Fossil Filters

To prevent sediment from entering the stormwater drains, Pleasanton Corporate Commons has installed Fossil Filters throughout the Campus. This collects sediment & debris before it goes into drains which flow to the San Francisco Bay. Filters are on a maintenance schedule for semi-annual cleaning. The following is a description of service provided by Revel Environmental Manufacturing, Inc. per our service agreement:

- Removal of debris, in and around filters. Will also include the replacement and disposal of spent filter media. (Does not include debris resting below filter.)
- This inspection and cleaning of the filtration system, shall be conducted two times through the service year.
- The removal and disposal of filter medium shall be deposited of in accordance with all appropriate rules, laws and regulations. An EPA ID number may be needed for the given location, which will be used for all manifesting, record keeping, and reporting.
- Replacement of filter medium as deemed necessary (50% saturation of medium). Standard program includes one medium replacement per filter, per year. Additional medium replacement, if necessary, can only be authorized by the Owner or his representative at an additional cost.
- A complete maintenance record of all services shall be kept on file for all filters. A second set of records will be offered to the contract holder, for their owner tracking.
A bright yellow weatherproof lock-out tag will be placed on each filter showing the date of the last cleaning/inspection.

A certificate will be issued after each year’s service ends stating the service that was performed.

**Onsite Plan**

Anytime land is disturbed for any reason other than the installation of small landscaping projects, an Erosion Control Plan must be submitted to the City of Pleasanton for approval. This Plan must at least conform to EPA and City ordinances, and as follows:

- Erosion and sediment control measures shall be effective for construction during the rainy season (October 1 through April 15). If rain is forecasted during any other time of the year, this Control Policy will be enforced.
- During the rainy season, all paved areas shall be kept clear of earth materials and debris. The site shall be maintained so as to minimize sediment-laden run-off to any storm drainage system.
- All erosion control measures shall be maintained until disturbed areas are stabilized. Changes to the erosion and sediment control plan shall be made to meet field conditions only with the approval of or at the direction of the City Engineer.
- This plan may not cover all the situations that arise during construction due to anticipated field conditions. Variations may be made to the plan in the field subject to the approval of the engineer.
- After underground storm drains are installed, catch basins will be installed (as soon as practical) and straw bales will be placed around those catch basins until site is paved.
- Around existing underground storm drains, straw wattles and bags will be placed around those drains (See Diagrams 1-3).
- Should the on-site storm drains not be installed completely by October 15, the contractor shall construct temporary sediment basins at the existing storm pipes stubbed to the site.
- All erosion control facilities must be inspected ad repaired at the end of each working day during the rainy season.
- Borrow areas and temporary stockpiles shall be protected with appropriate erosions control measures to the satisfaction of the City Inspector.
- All cut and fill slopes are to be protected to prevent overbank flow.
- Inlets which are not used in conjunction with sediment filters should be covered, or otherwise adjusted to prevent inflow, unless the area is undisturbed or stabilized.

See Diagrams 1-3 below for further information:
California Regional Water Quality Control Board, San Francisco Bay

In addition, The California Regional Water Quality Control Board, San Francisco Bay Region’s Erosion and Sediment Control Field Manual, 4th Edition shall be used. This identifies controls for:

- Preservation of Existing Vegetation
- Slope Grading
- Temporary/Permanent Seeding and Mulching
- Dust Control
- Erosion Control Blankets & Geotextiles
- Fiber Rolls
- Temporary Stream Crossing
- Stabilized Construction Entrance
- Entrance / Exit Tire Wash
- Silt Fencing
- Sand / Gravel Bag Barrier
• Brush or Rock Filter
• Storm Drain Inlet Protection
• Catch Basin Inlet Filters
• Sediment Basin
• Sediment Traps
• Dewatering

Prior to a job beginning, a Storm Water Pollution Prevention Plan Checklist shall be used to evaluate the adequacy of the Plan.

A Pre-Storm, Post-Storm & Weekly Inspection Report shall be required during construction.