

# Pleasanton Corporate Commons Manual for Tenant Improvement Work



*Revised January 2016*



6200 Stoneridge Mall Road Suite 130, 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 Platinum-Certified Campus*

In 2013, PCC was labeled LEED-EB Platinum Certified<sup>1</sup>. 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 certification<sup>2</sup>. As the campus is LEED-EB certified, achievement of a LEED-CI rating is easily attainable. See the construction manger for more information.

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<sup>1</sup> LEED-EB - Leadership in Energy and Environmental Design for Existing Buildings, visit [www.usgbc.org](http://www.usgbc.org) for more info.

<sup>2</sup> 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

## ***1.2 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 INSURED:** 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' 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.

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**Accepted:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



#### ***1.4 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.

#### ***1.5 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.

#### ***1.6 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.

#### ***1.7 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.

### ***I.8 Tenant Design and Construction Schedule***

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

### ***I.9 Payment Terms***

Pleasanton Corporate Commons is funded on a 15-day draw cycle, which begins on the 1<sup>st</sup> day of each calendar month. All invoices received after the 15<sup>th</sup> day of any calendar month shall be reviewed and processed for payment on the 1<sup>st</sup> 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: Property Manager  
925.734.8400

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

Base Building MEP: Flack & Kurtz  
405 Howard Street  
San Francisco, CA  
415.398.3833

Base Building Structural: Middlebrook & Louie  
71 Stevenson Street, Suite 2100  
San Francisco, CA 94105  
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 blue-line 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:

ASHRAE 62.1-2007 & 55-2004 / T-24 design  
Data: 94°F db, 67°F wb

Winter outdoor design conditions:

ASHRAE 62.1-2007 & 55-2004 / T-24 Design  
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.
CO <sub>2</sub>	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) n 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, subject to lease approval.
Acoustical Criteria	NC-45 (± 2) within 15 feet of supply air shafts.

##### III.1.3. HVAC Systems

- III.1.3.1. Building 6200 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. Roof-top 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: Nailor 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 are premium efficiency type and suitable for use on inverter drive systems where applicable.

#### *III.1.10. Elevator Machine Rooms*

The elevator machine room is air conditioned using a roof-top, air-cooled, direct expansion rooftop 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. The ground floor water heater serves only that floor and shower load on the floor. Other heaters each serve two floors. Heaters are 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 is 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.

### *III.2.5. Storm Drainage System*

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

The building storm drain system is run from the building and connects to the site/City storm drainage system.

### *III.2.6. Tenant Wet Stacks*

2 wet stacks in the building extend through all floors of the building. Wet stacks are 4-inch soil stack with a 4 inch 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 are provided at a minimum in accordance with the following:

- Mechanical equipment rooms
- Men's and Women's toilet rooms.

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

Water Closets

Wall hung, flush valve and open front seat-less cover.

Lavatories	Enameled, cast iron counter top with single handles mixing faucets. All lavatories will have insulated offset waste.
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 are 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:

- 2013 California Building Code or most current version
- 2014 National Electrical Code or most current version
- 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 for all 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 supplies 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

The 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 LED fluorescent or high intensity discharge lighting.

Restrooms and equipment rooms will be provided with occupancy sensors.

### *III.3.6. Voice and Data Distribution Provisions*

(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. Vertical Pulls must be terminated by Riser Manager.

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. Tenant Electrical Provisions*

- 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 bus or installing an additional service from the main switchboard as appropriate. The additional services will require a metering and be charged to the tenant.
- 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<sup>3</sup>

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, honed 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

<sup>3</sup> 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, Bentley Prince Street, Hollywood Sequel,  
#8HQ320630R  
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    Modular Arts Panel (pattern varies), paint  
BASE    Painted Wood  
FLOORING    Carpet, Bentley Prince Street, Hollywood Sequel,  
#8HQ320630R  
CEILING    Painted Gypsum board, P2  
LIGHTING    Recessed compact fluorescent prescolite: CFR 813U-  
EB-ST492A

#### ***IV.4 Multi-Tenant Floor Corridors***

*DOORS*  
Stair/Toilet    Flush Wood, cherry veneer  
Tele/Elec    Flush wood, Paint P2  
*DOOR FRAMES*  
Stair/Toilet    Painted Hollow Metal – P2  
Tele/Elec    Painted Hollow Metal – P2  
*WALLS*    Varies  
*BASE*    Varies  
*FLOORING*    Carpet, Bentley Prince Street, Hollywood Sequel,  
#8HQ320630R  
*CEILING*    Armstrong 2x2 Silhouette, heavy duty; low gloss white  
with Armstrong Dune 2x2 lay in, non-directional  
beveled edge tile, white  
*LIGHTING*    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 1 <sup>st</sup> 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 1 <sup>st</sup> 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 1 <sup>st</sup> floor, 3 5/8” sheet metal, 25 gauge studs at 24” on center.
Plumbing & 1 <sup>st</sup> 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’-7½” x 1¾” cherry vertical grain, premium quality, book matched, solid core, edge banded, with transparent finish. Manufacturer: Wärerhauser or VTI.
Entry Frames	Painted/welded hollow metal to match shell corridor frames
Interior Doors	3’-0” x 8’-7½” x 1¾” plain sliced cherry stain grade, solid core, with transparent. Manufacturer: Wärerhauser 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 IC cylinder (interchangeable core)
Interior Latchset	Schlage L Series
Interior Lockset	Schlage L Series

Seal	Wool pile or S88W Pemko at hollow metal
Stop	Glynn Johnson FB-13 with FB-14 riser for carpet
Finish	US 26 polished chrome
Hold Open Device	Rixson Firemark or equal

#### *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' x 2' Silhouette, heavy duty; low gloss white
Ceiling Tile	Ceiling shall be 8'-9' clean from floor slab Armstrong: Dune, 2' x 2', 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' x 12" x 1/8", 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: Brushed Aluminum. 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
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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 energy management system that can provide HVAC after normal business hours to each floor. Requests for after hours HVAC shall be processed through the Genea Program. The cost associated with after hour HVAC are computer recorded and charged to the tenant on an hourly basis.

(Subject to Additional Hourly Rates.)

24-Hour Cooling Requirement

The 6200 building has 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. In buildings 6210, 6200, & 6230 appropriate self contained or split air systems may be installed. All supplemental cooling is subject to metering and bill-back for electric and water usage. The cost of all required metering will be the tenant's responsibility.

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 cooling loads will be subject to separate metering and tenant will be billed for cost of the utilities used.

*IV.5.9. PLUMBING*

Breakroom Sinks Elkay GEGR-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. 2'x4' LED fixtures are a suitable alternate.  
Fluorescent Light Fixtures (Above Standard) Same as above except: 2'x2' luminare, 3" deep x 6 cellspecular aluminum parabolic louver, (T8) lamps. 2'x4' LED fixtures are a suitable alternate.

Fluorescent Downlight (above standard) Sylvania CF26DD/E/835 LED fixtures are a suitable alternate.

*SWITCHING*

Office/Breakrooms/Conf	Watt Stopper Title 24 compliant system is the building standard, controlling lighting and receptacles as required.
Fan Switch Dimmers	Single pole engraved "FAN", color-white 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.

*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 the riser management company to bring this service to their suite.
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*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 devices 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 must be left exposed

IV.5.15. *APPLIANCES*

Garbage Disposal

All appliances must be Energy Star rated.  
ISE Badger 5, ½ HP with wall switch

Vending Machines

Must be equipped with “VendingMisers” or  
“SnackMisers” (or similar occupancy sensors) for  
energy conservation

SECTION V  
TENANT IMPROVEMENT STANDARD DETAILS

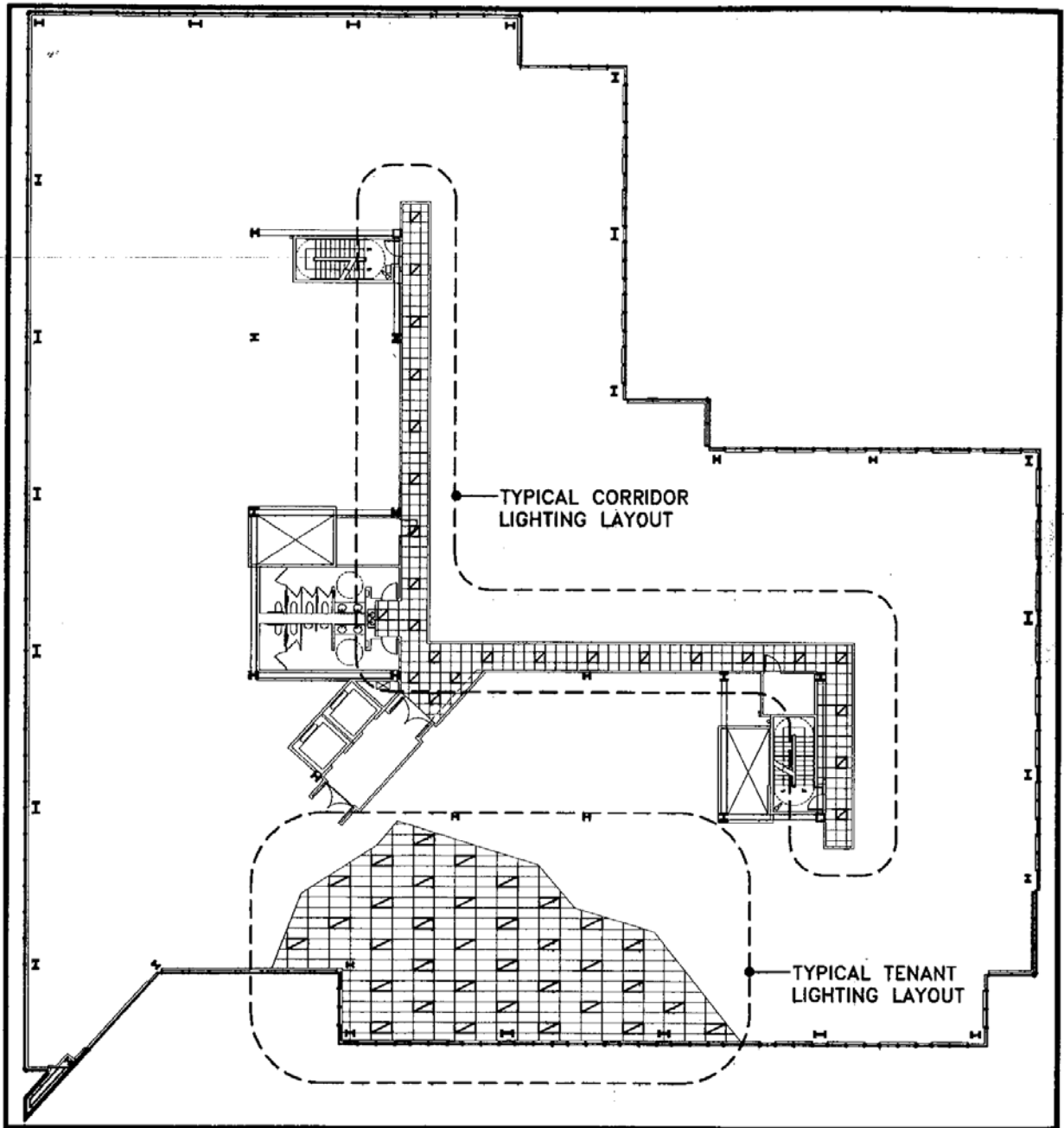
**Pleasanton Corporate Commons  
Tenant Improvement Manual**

## **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



Hines



DETAIL TILE :

**TYPICAL LIGHTING LAYOUT**

CAD FILE :

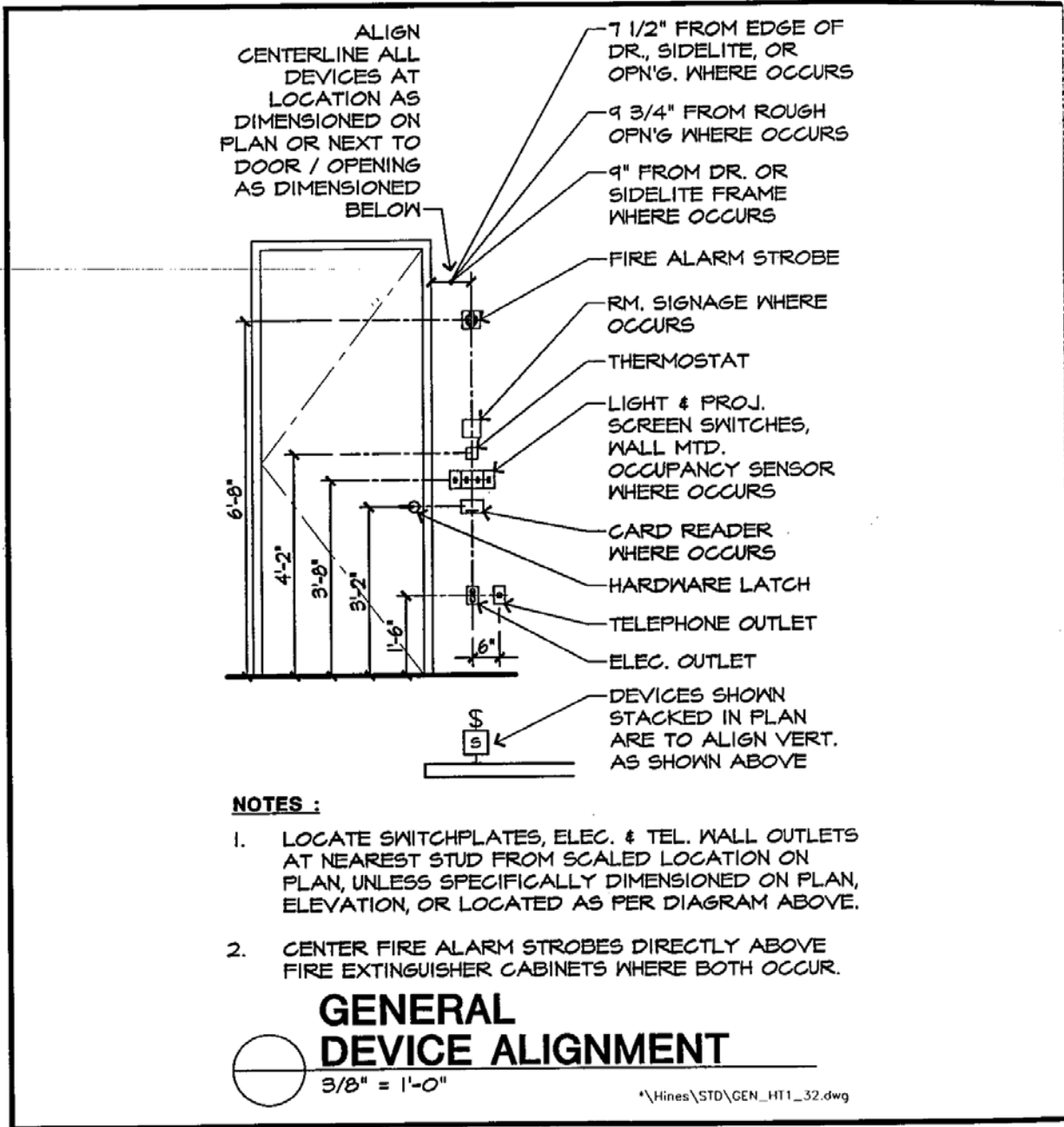
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DETAIL NO. :

**XX-XX**

DATE : 10-12-99

V.2 General Device Alignment



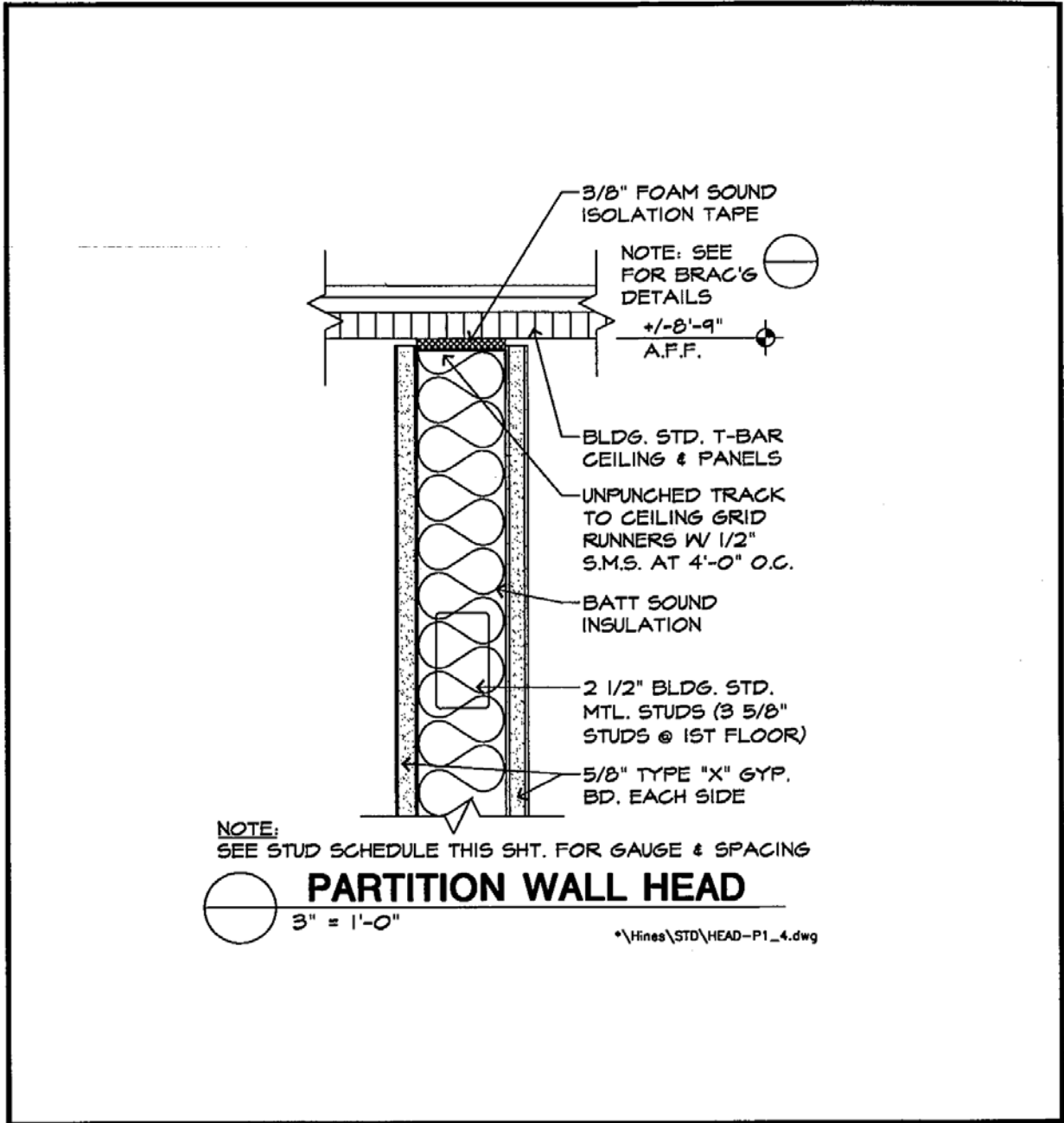
DETAIL TILE : **GENERAL DEVICE ALIGNMENT**

DETAIL NO. : **XX-XX**

CAD FILE : \*\\Hines\STD\GEN\_HT1\_32.dwg

DATE : 10-12-99

V.3 Partition Wall Head



Hines

DETAIL TILE :

DETAIL NO. :

**PARTITION WALL BASE**

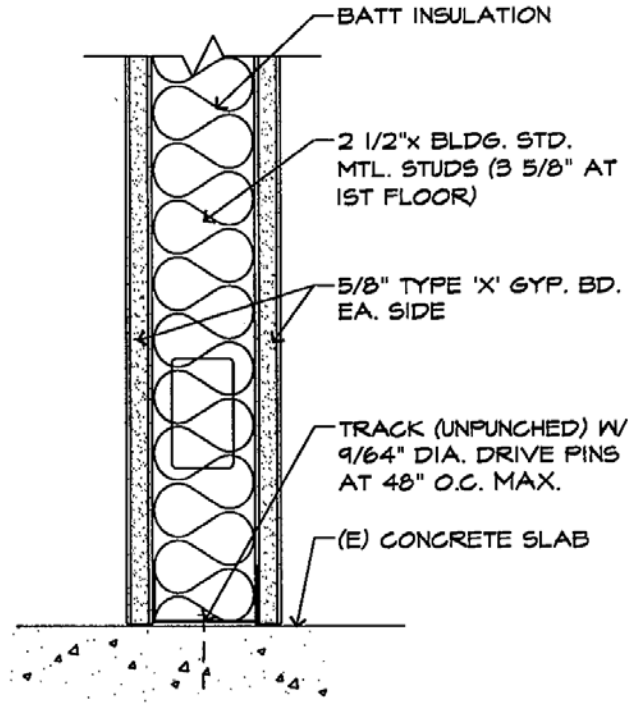
**XX-XX**

CAD FILE :

\*\Hines\STD\HEAD-P1\_4.dwg

DATE : 10-12-99

V.4 Partition Wall Base



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



**PARTITION WALL BASE**

3" = 1'-0"

\*\Hines\STD\BASE-P1\_4.dwg



Pleasanton  
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DETAIL TILE :

**PARTITION WALL BASE**

CAD FILE : \*\\Hines\STD\BASE-P1\_4.dwg

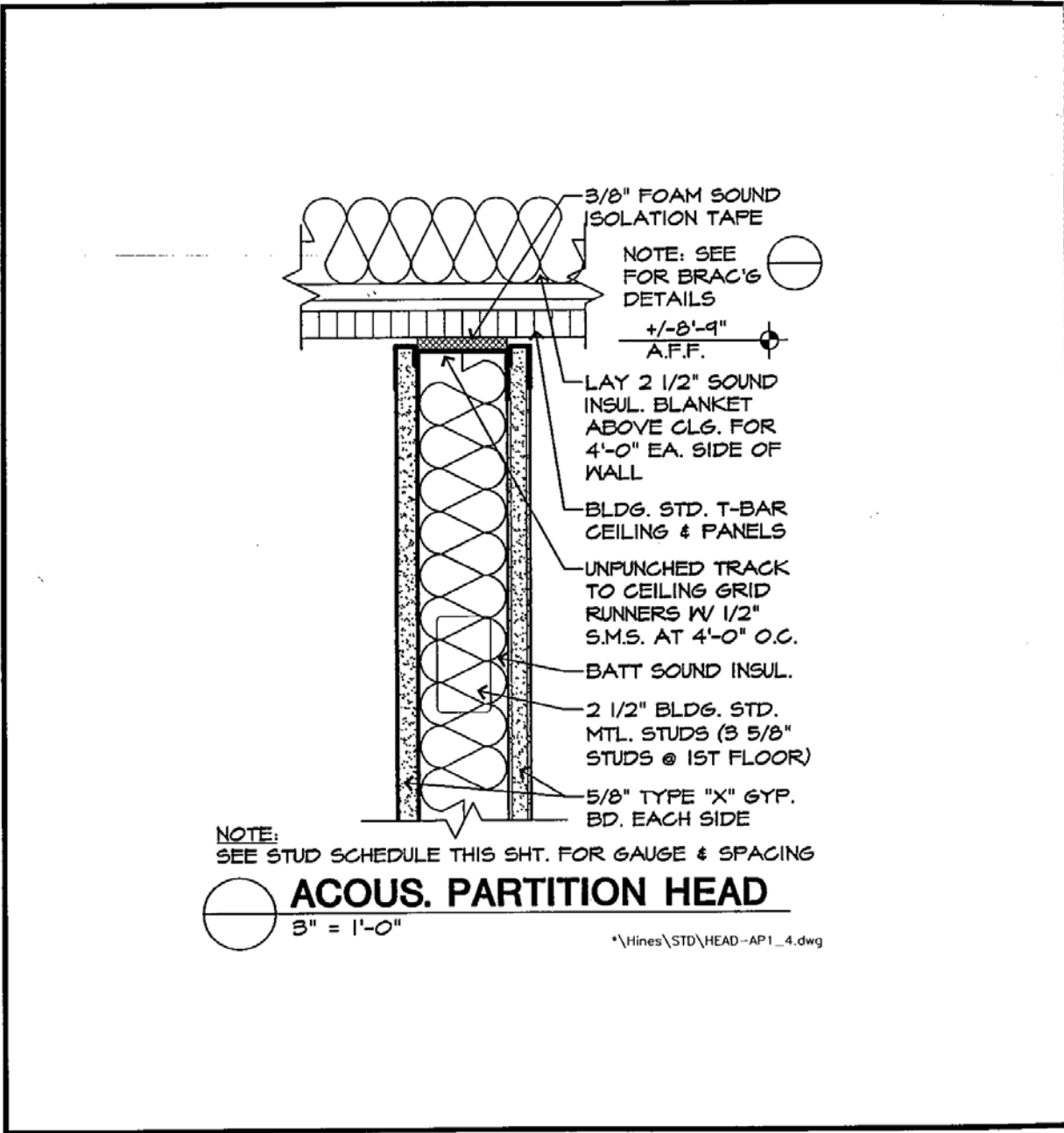
DETAIL NO. :

**XX-XX**

DATE : 10-12-99



V.5 Acoustic Partition Head



Hines

  
**Pleasanton**  
 CORPORATE Commons

DETAIL TILE :

**ACOUSTIC PARTITION HEAD**

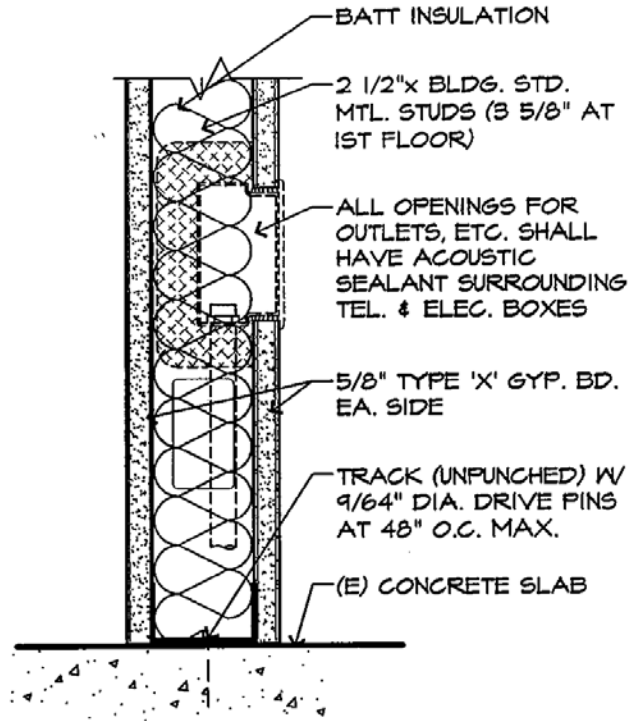
CAD FILE : \*\\Hines\STD\HEAD-AP1\_4.dwg

DETAIL NO. :

**XX-XX**

DATE : 10-12-99

V.6 Demising Wall Base



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



**DEMISING WALL BASE**

3" = 1'-0"

\*\Hines\STD\BASE-D1\_4.dwg



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CORPORATE Commons

Hines

DETAIL TILE :

**DEMISING WALL BASE**

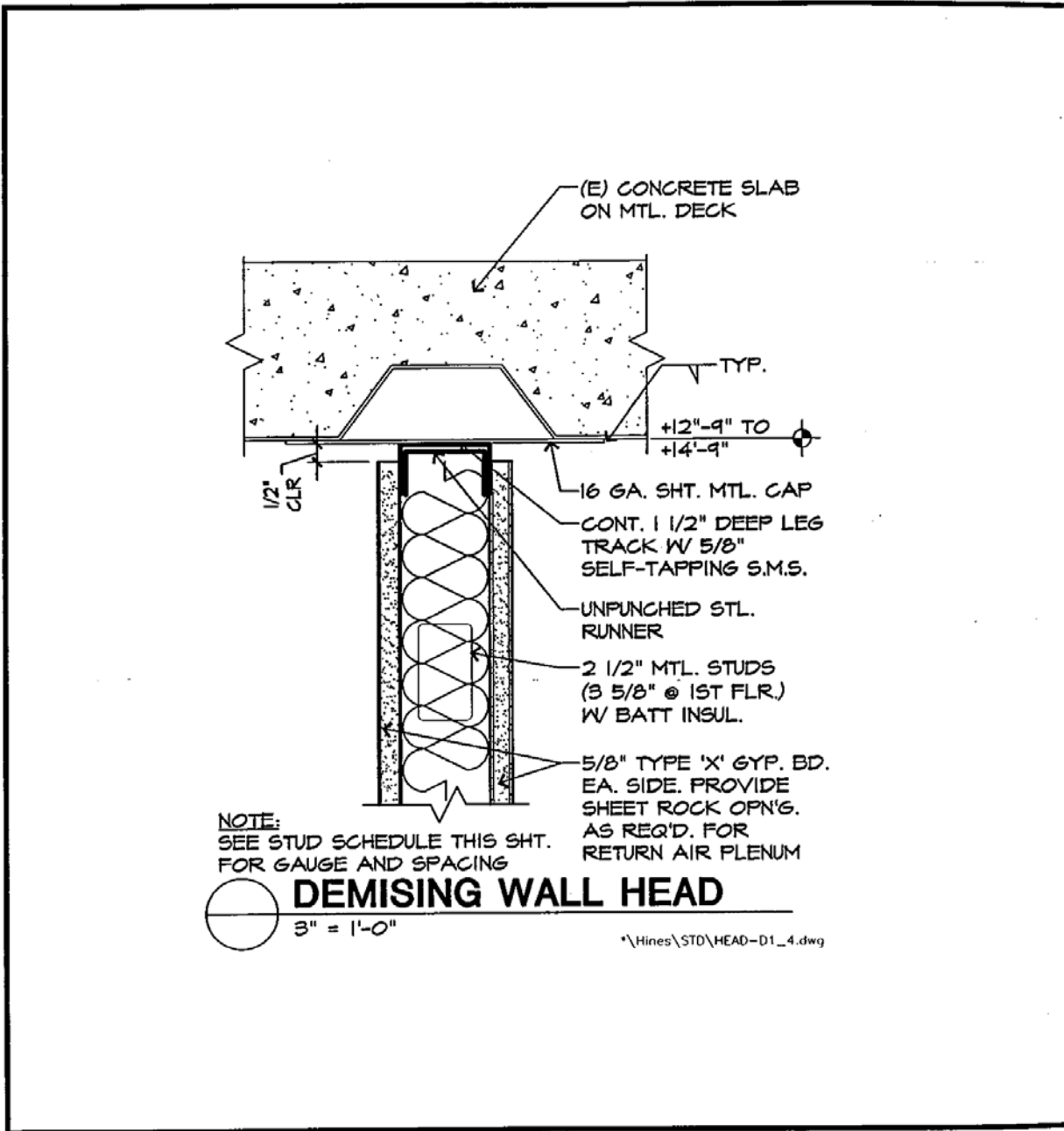
CAD FILE : \*\\Hines\STD\BASE-D1\_4.dwg

DETAIL NO. :

**XX-XX**

DATE : 10-12-99

V.7 Demising Wall Head



Hines



DETAIL TILE :

**DEMISING WALL HEAD**

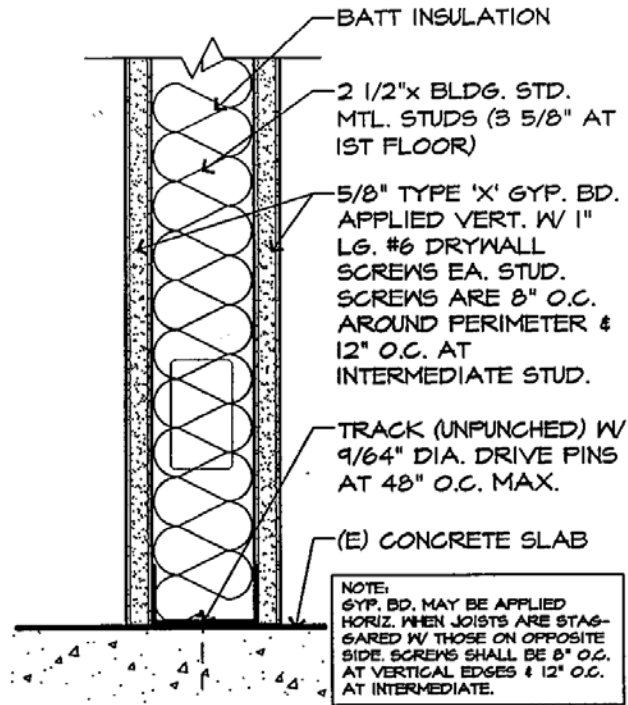
CAD FILE : \*\\Hines\STD\HEAD-D1\_4.dwg

DETAIL NO. :

**XX-XX**

DATE : 10-12-99

V.8 One-Hour Partition Base



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



**ONE-HR. PARTITION BASE**

3" = 1'-0"

\*\Hines\STD\BASE-R1\_4.dwg



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CORPORATE Commons

Hines

DETAIL TILE :

**ONE-HR PARTITION BASE**

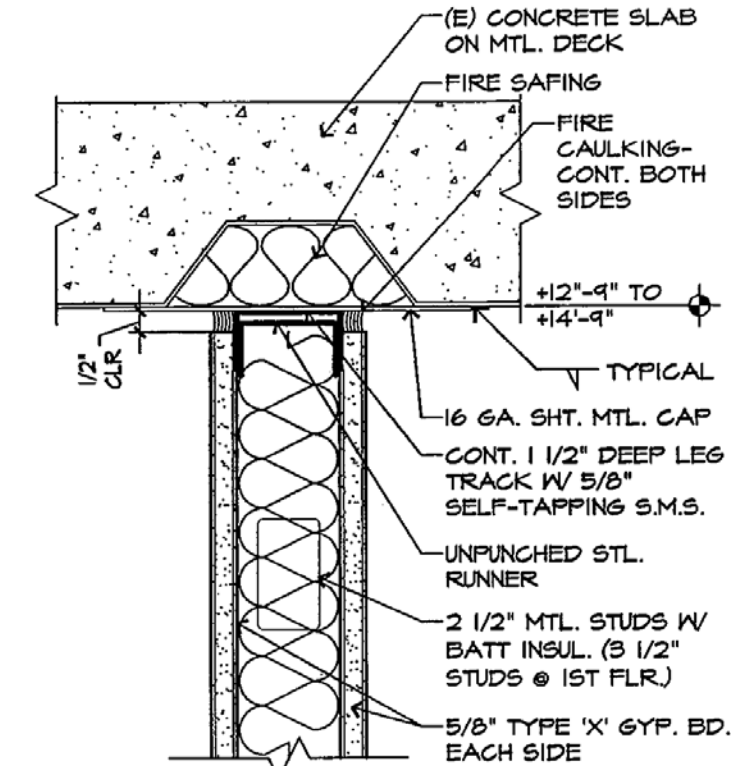
CAD FILE : \*\\Hines\STD\BASE-R1\_4.dwg

DETAIL NO. :

**XX-XX**

DATE : 10-12-99

V.9 One-Hour Wall Head



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

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

\*\Hines\STD\HEAD-R1\_4.dwg



Pleasanton  
 CORPORATE Commons

Hines

DETAIL TILE :

**ONE HOUR WALL HEAD**

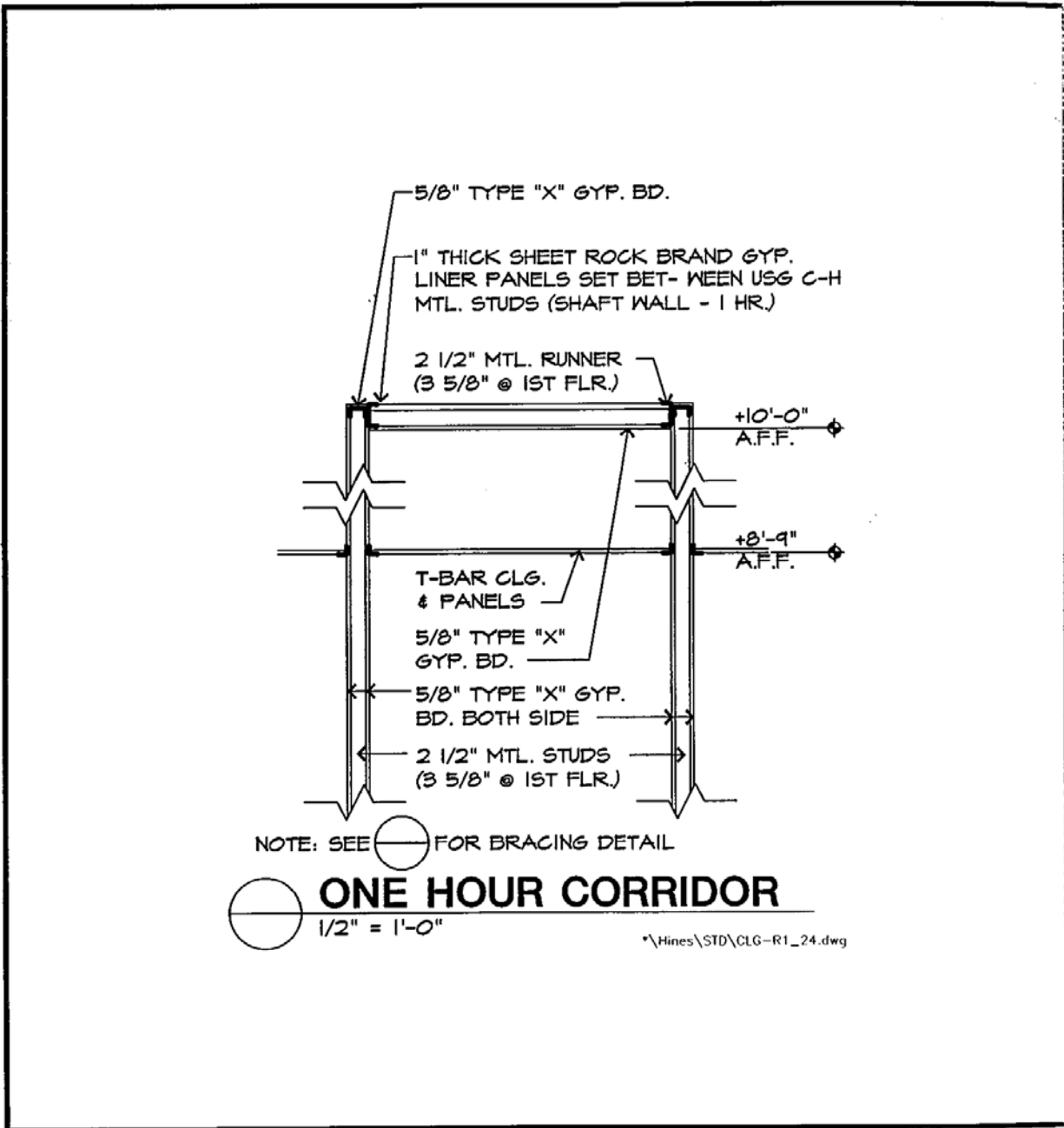
CAD FILE : \*\\Hines\STD\HEAD-R1\_4.dwg

DETAIL NO. :

**XX-XX**

DATE : 10-12-99

V.10 One-Hour Corridor



Hines



DETAIL TILE :

**ONE HOUR CORRIDOR**

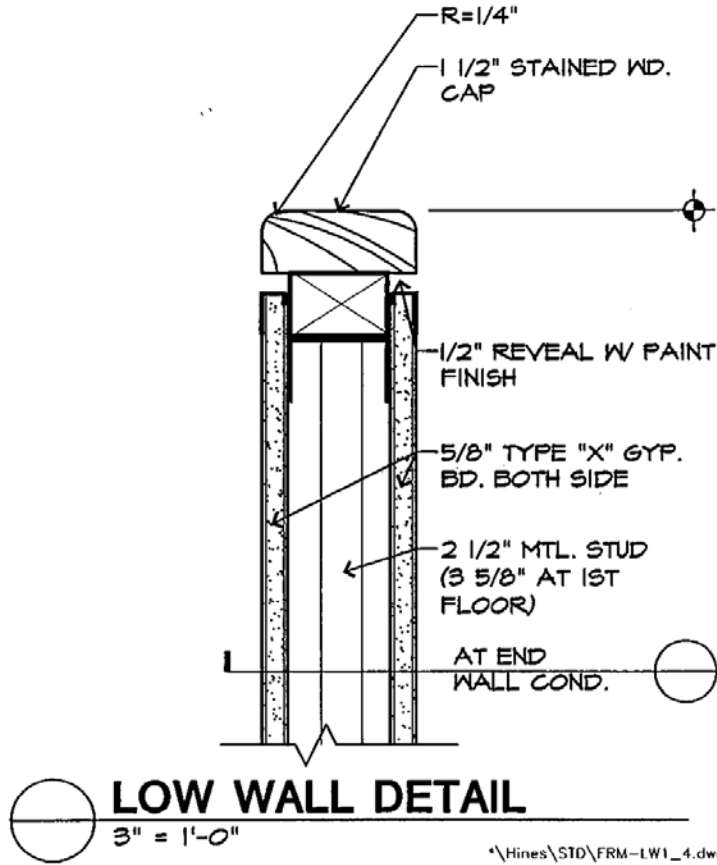
CAD FILE : \*\\Hines\STD\CLG-R1\_24.dwg

DETAIL NO. :

**XX-XX**

DATE : 10-12-99

V.11 Low Wall Detail



Hines



DETAIL TILE :

LOW WALL DETAIL

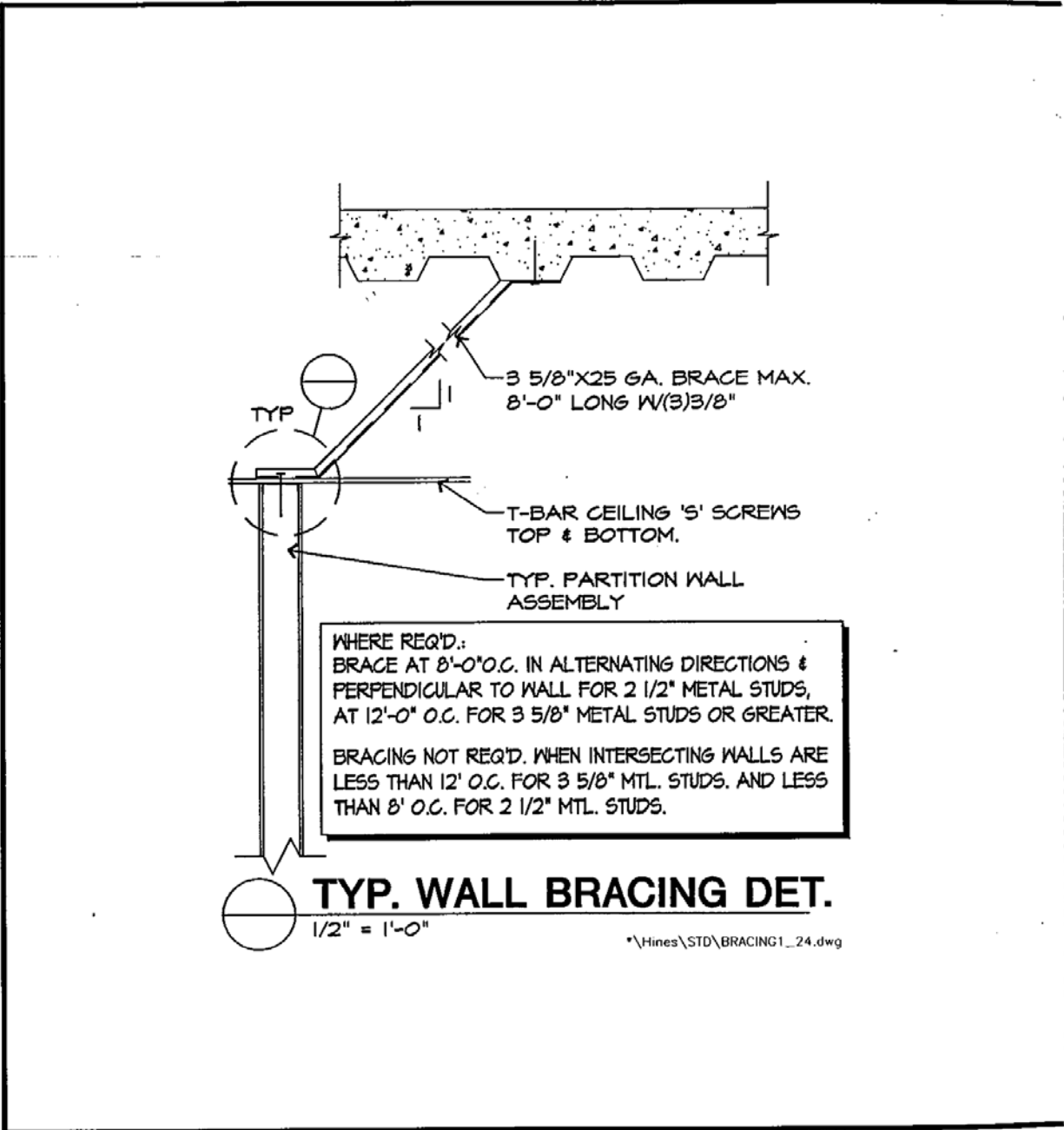
CAD FILE : \*\\Hines\STD\FRM-LW1\_4.dwg

DETAIL NO. :

XX-XX

DATE : 10-12-99

V.12 Typical Wall Bracing Detail



Hines



DETAIL TILE :

TYP. WALL BRACING DETAIL

CAD FILE : \*\\Hines\STD\BRACING1\_24.dwg

DETAIL NO. :

**XX-XX**

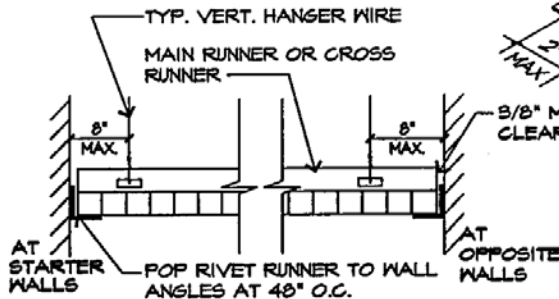
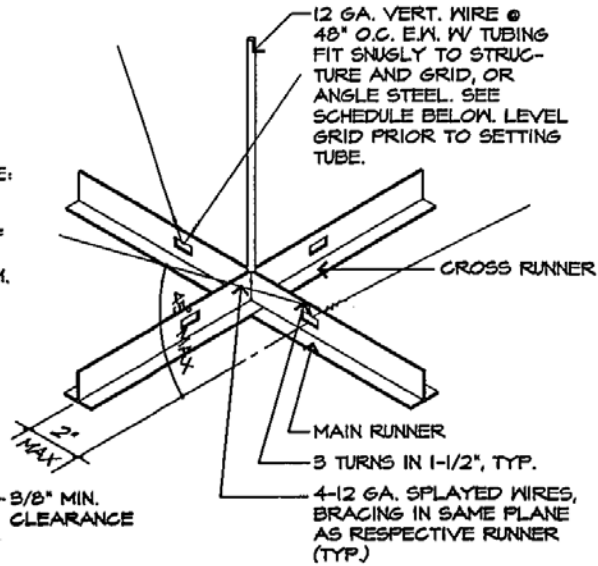
DATE : 10-12-99



V.13 Suspended Ceiling Seismic Bracing

**GENERAL NOTES:**

1. LATERAL BRACING IS NOT REQUIRED IN INDEPENDENT CEILING AREAS OF 144 S.F. 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**

NOTE: LATERAL FORCE BRACING TO COMPLY WITH U.B.C. SECTION: 25.21.2.3

**RUNNERS AT WALL DETAIL**

TRADE SIZE	TUBING		STEEL ANGLE	
	ALLOWABLE LENGTH		SIZE	ALLOWABLE LENGTH
1/2"	3'-10"	4'-4"	L 1 X 1 X 1/8"	3'-4"
3/4"	5'-2"	5'-7"	L 1 1/4 X 1 1/4 X 1/8"	4'-0"
1"	6'-6"	7'-0"	L 1 1/2 X 1 1/2 X 1/8"	5'-0"
1 1/4"	8'-6"	9'-0"	L 1 3/4 X 1 3/4 X 1/8"	5'-6"
1 1/2"	9'-10"	10'-5"	L 2 X 2 X 1/8"	6'-8"
2"	11'-2"	13'-2"	L 2 1/2 X 2 1/2 X 1/8"	8'-2"
EMT: ELECTRICAL METALLIC TUBING IMC: INTERMEDIATE METAL CONDUIT RMC: RIGID METAL CONDUIT			L 3 X 3 X 3/16"	9'-10"
			L 3 1/2 X 3 1/2 X 1/4"	11'-6"
			L 4 X 4 X 1/4"	13'-4"
METAL STUD				
SIZE	ALLOWABLE LENGTH			
3 5/8" X 18 GA.	12'-0"			



**SUSPENDED CEILING SEISMIC BRACING**

N.T.S.

\*Hines\STD\BRACING2\_1.dwg



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CORPORATE Commons**

DETAIL TILE :  
**SUSPENDED CEILING  
SEISMIC BRACING**

DETAIL NO. :

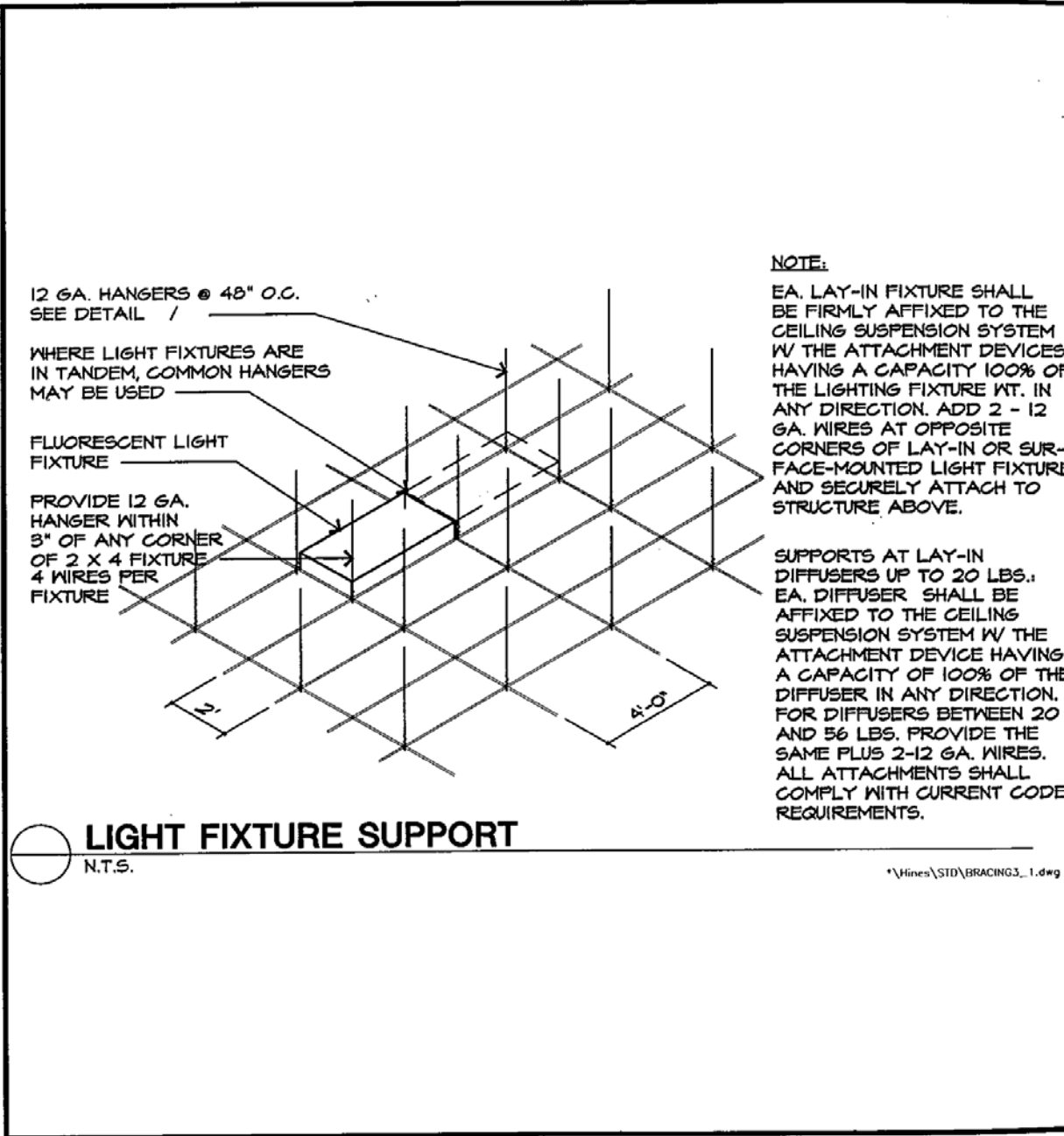
**XX-XX**

CAD FILE : \*Hines\STD\BRACING2\_1.dwg

DATE : 10-12-99

**Hines**

V.14 Light Fixture Support



Hines



DETAIL TILE :

DETAIL NO. :

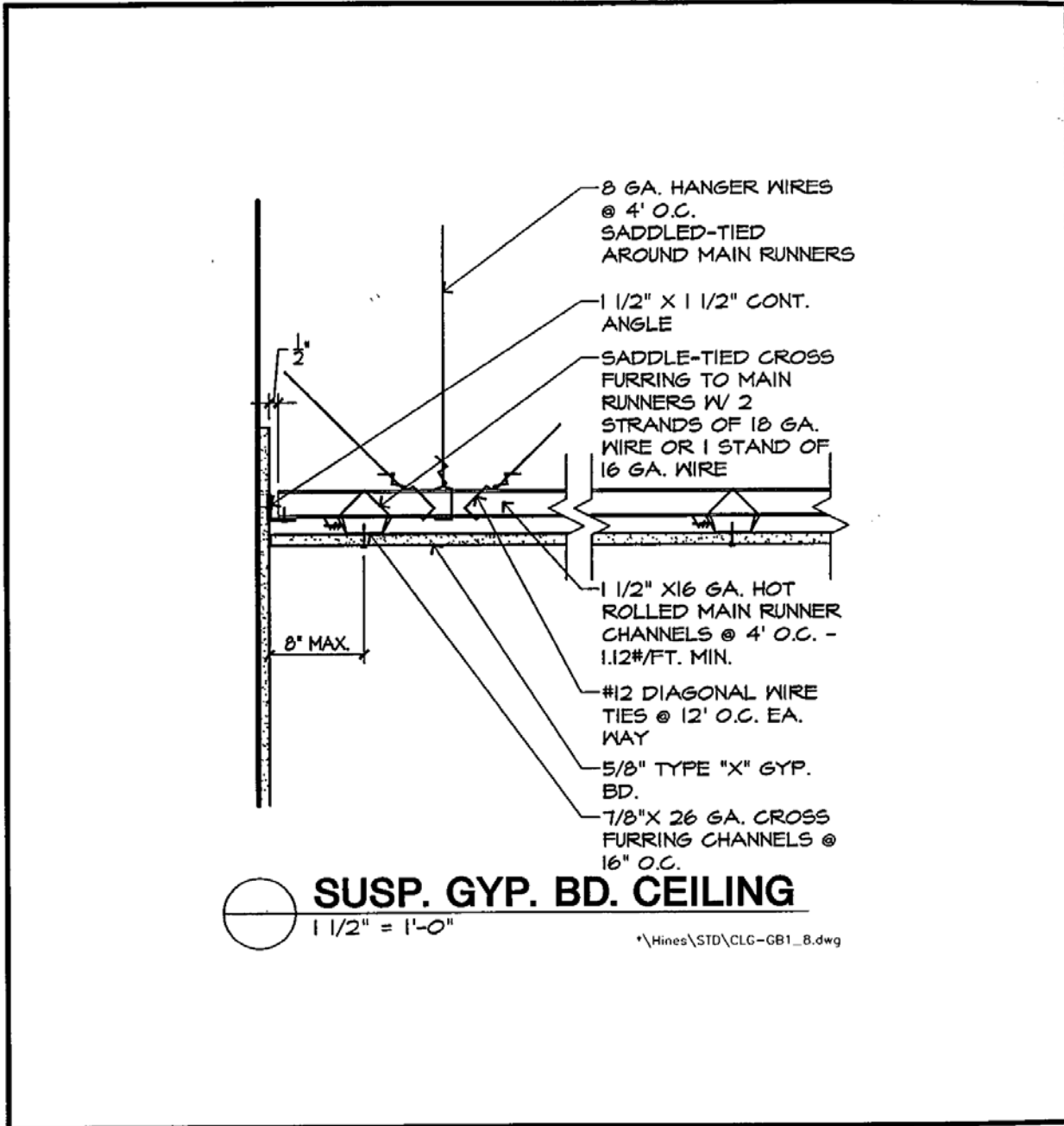
**LIGHT FIXTURE SUPPORT**

**XX-XX**

CAD FILE : \*\Hines\STD\BRACING3\_1.dwg

DATE : 10-12-99

V.15 Suspended Gypsum Board Ceiling



Hines



DETAIL TILE :  
**SUSPENDED GYP. BOARD  
CEILING**

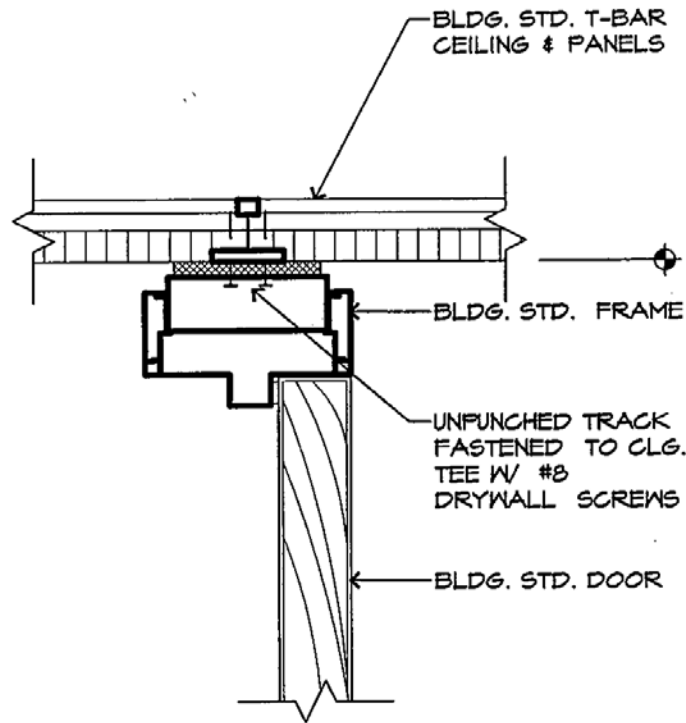
DETAIL NO. :

**XX-XX**

CAD FILE : \*\\Hines\STD\CLG-GB1\_8.dwg

DATE : 10-12-99

V.16 Interior Door Head




**INTERIOR DOOR HEAD**  
 3" = 1'-0"

\*\Hines\STD\DR-H1\_4.dwg



Pleasanton  
CORPORATE Commons

DETAIL TILE :

**INTERIOR DOOR HEAD**

CAD FILE :

\*\Hines\STD\DR-H1\_4.dwg

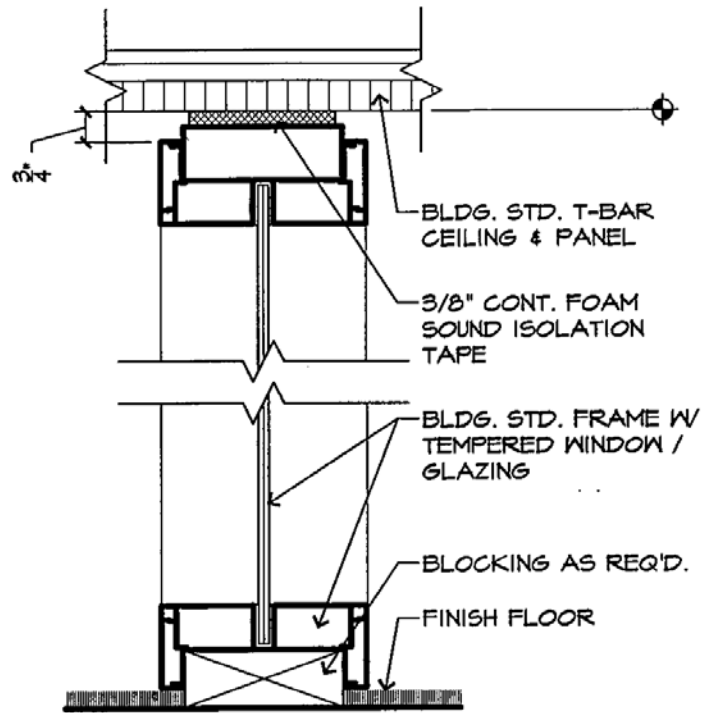
DETAIL NO. :

**XX-XX**

DATE : 10-12-99

Hines

V.17 Sidelight Head / Sill



 **SIDELIGHT HEAD/SILL**

3" = 1'-0"

\*\Hines\STD\SL1\_4.dwg



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CORPORATE Commons

DETAIL TILE :

**SIDELIGHT HEAD/SILL**

CAD FILE :

\*\Hines\STD\SL1\_4.dwg

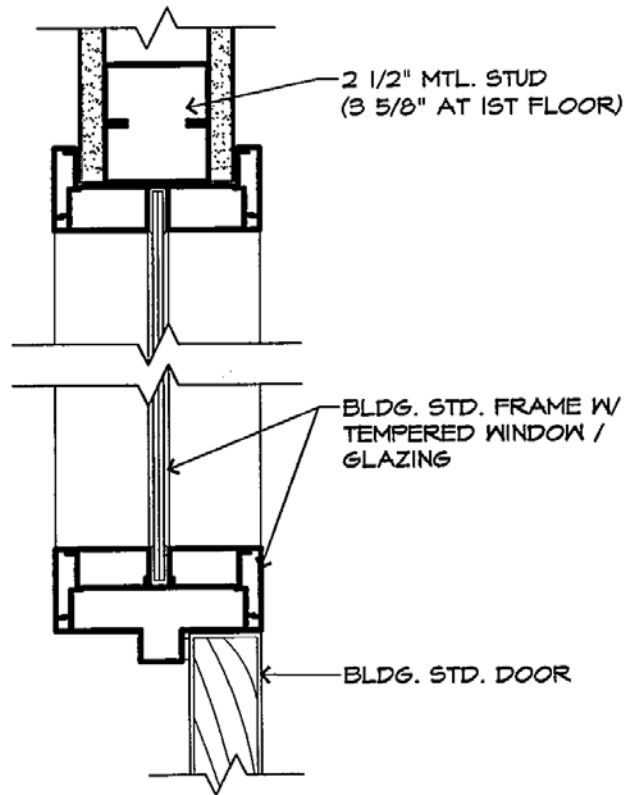
DETAIL NO. :

**XX-XX**

DATE : 10-12-99

Hines

V.18 Sidelight Door / Jamb



**SIDELIGHT/DOOR JAMB**

3" = 1'-0"

\*\Hines\STD\SL2\_4.dwg



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Hines

DETAIL TILE :

**SIDELIGHT/DOOR JAMB**

CAD FILE :

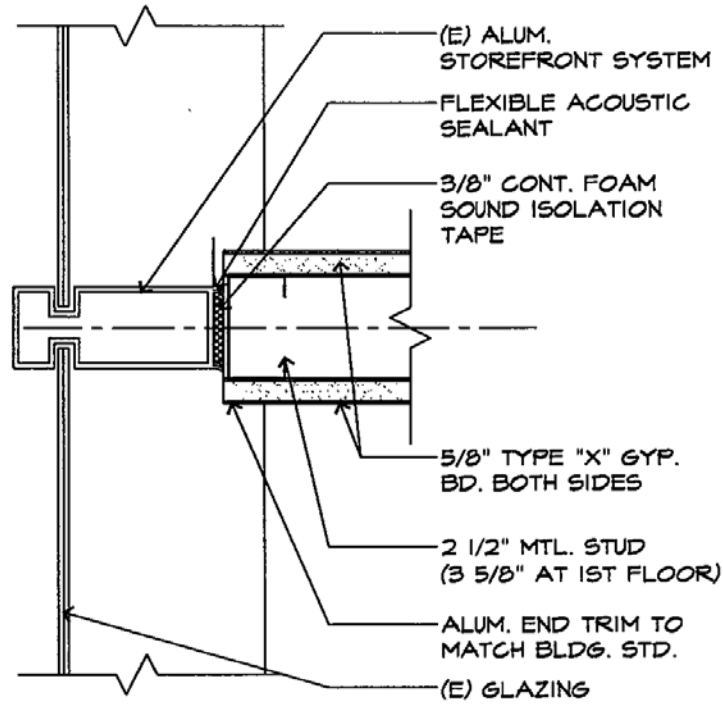
\*\Hines\STD\SL2\_4.dwg

DETAIL NO. :

**XX-XX**

DATE : 10-12-99

V.19 Wall to Mullion Detail



WALL TO MULLION DET.  
 3" = 1'-0"

\*\Hines\STD\FRM-1\_4.dwg



Pleasanton  
 CORPORATE Commons

Hines

DETAIL TILE :

WALL TO MULLION DETAIL

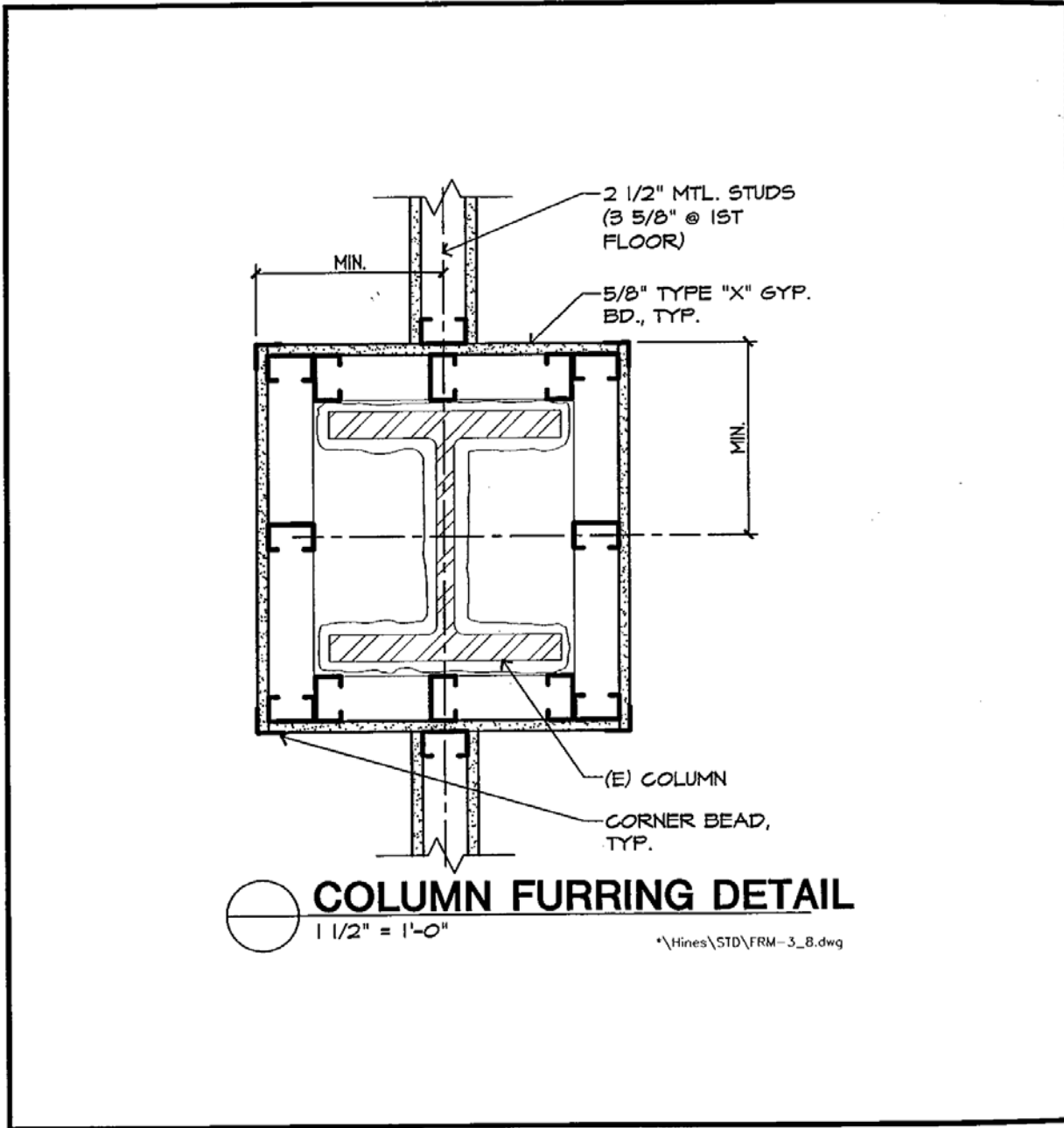
CAD FILE : \*\\Hines\STD\FRM-1\_4.dwg

DETAIL NO. :

XX-XX

DATE : 10-12-99

V.20 Column Furring Detail



Hines



DETAIL TILE :

**COLUMN FURRING DETAIL**

CAD FILE :

\*\Hines\STD\FRM-3\_8.dwg

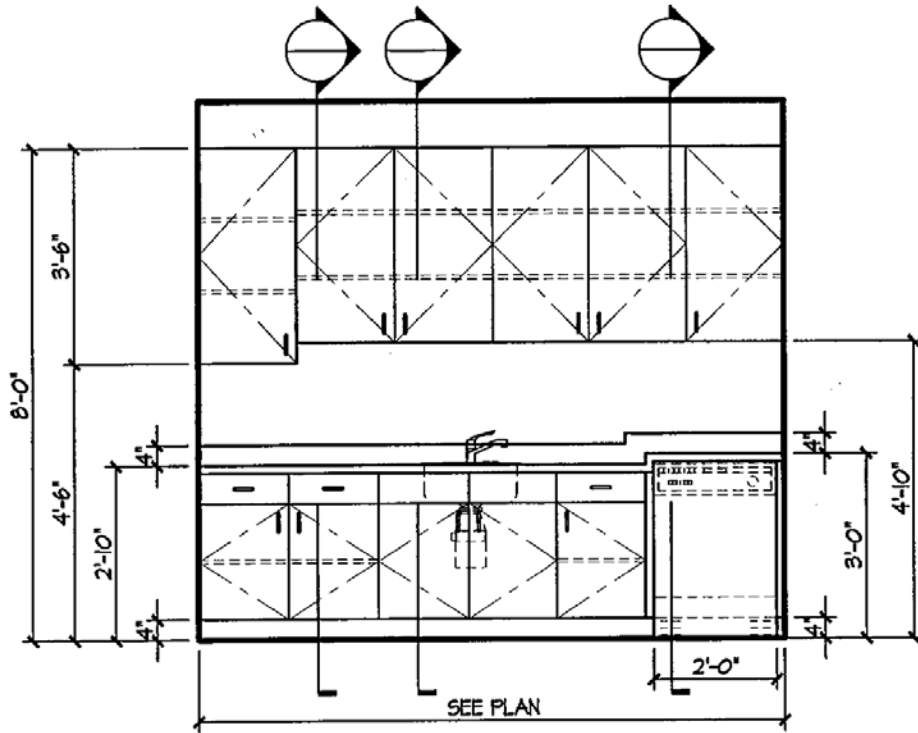
DETAIL NO. :

**XX-XX**

DATE : 10-12-99



V.21 Typical Breakroom



 **TYPICAL BREAK ROOM**  
 $3/8" = 1'-0"$

\*\Hines\STD\CAB-EL1\_32.dwg



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DETAIL TILE :

DETAIL NO. :

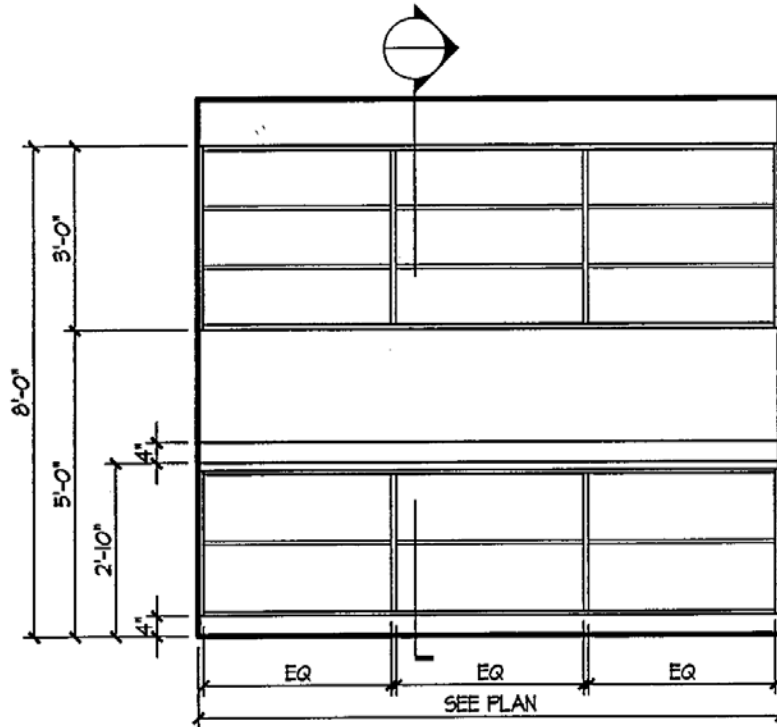
**TYPICAL BREAK ROOM**

**XX-XX**

CAD FILE : \*\\Hines\STD\CAB-EL1\_32.dwg

DATE : 10-12-99

V.22 Typical Work/Copy Room



 **TYP. WORK/COPY ROOM**  
 $3/8" = 1'-0"$

\*\Hines\STD\CAB-EL2\_32.dwg



**Pleasanton**  
 CORPORATE Commons

DETAIL TILE :  
**TYPICAL WORK / COPY ROOM**

DETAIL NO. :

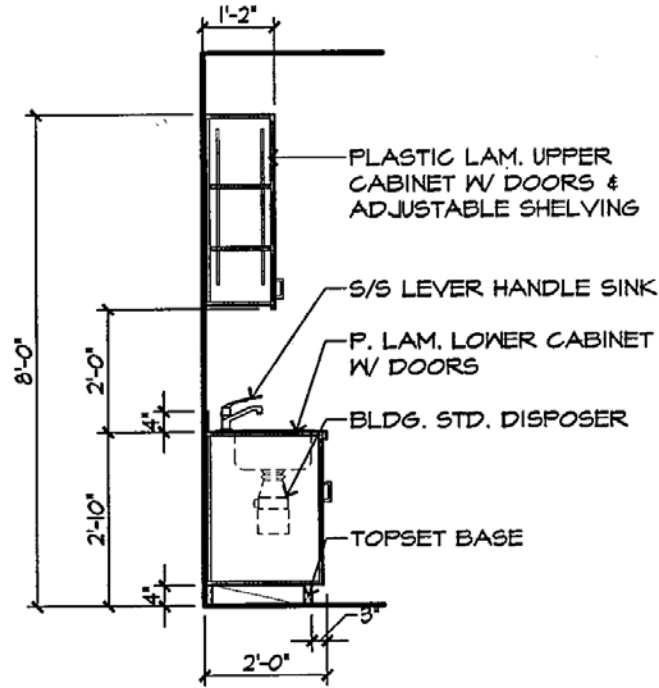
**XX-XX**

CAD FILE : \*\\Hines\STD\CAB-EL2\_32.dwg

DATE : 10-12-99

**Hines**

V.23 Cabinet Section 1



**CABINET SECTION**

3/8" = 1'-0"

\*\Hines\STD\CAB-SEC1\_32.dwg



Pleasanton  
CORPORATE Commons

Hines

DETAIL TILE :

**CABINET SECTION**

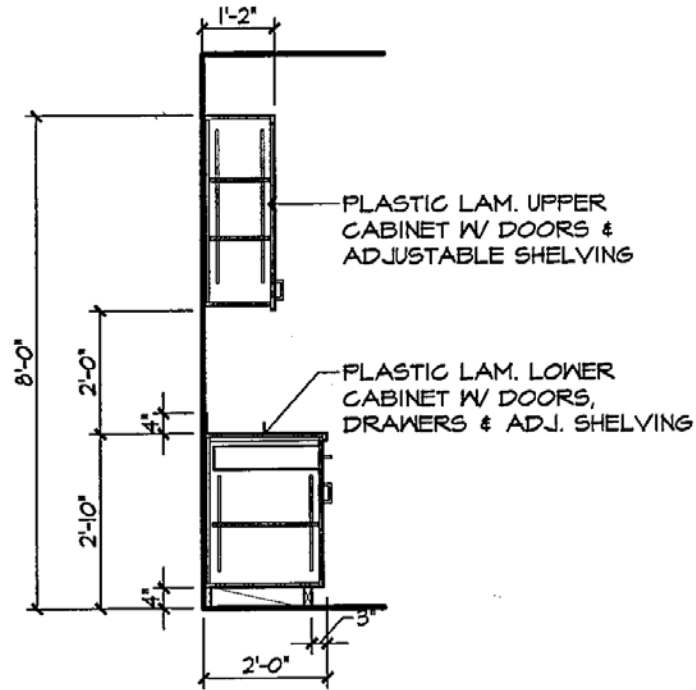
CAD FILE : \*\\Hines\STD\CAB-SEC1\_32.dwg

DETAIL NO. :

**XX-XX**

DATE : 10-12-99

V.24 Cabinet Section 2



**CABINET SECTION**

3/8" = 1'-0"

\*\Hines\STD\CAB-SEC2\_32.dwg



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CORPORATE Commons

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DETAIL TILE :

**CABINET SECTION**

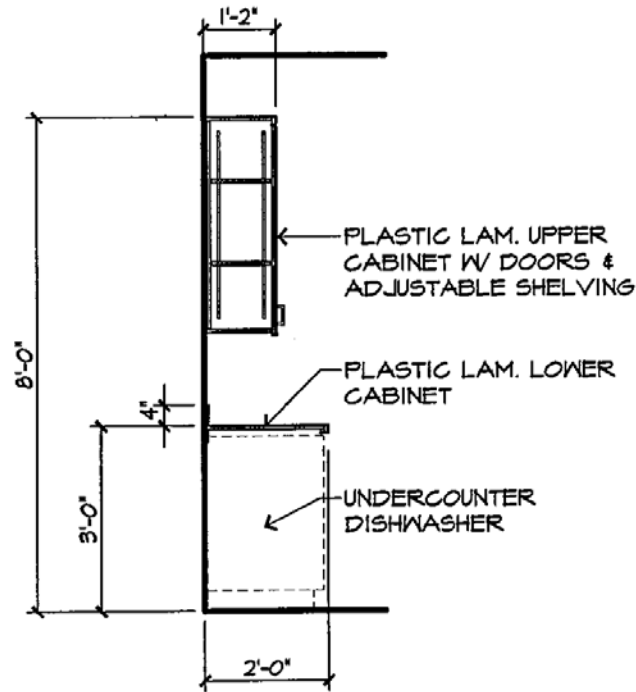
CAD FILE : \*\\Hines\STD\CAB-SEC2\_32.dwg

DETAIL NO. :

**XX-XX**

DATE : 10-12-99

V.25 Cabinet Section 3



**CABINET SECTION**

3/8" = 1'-0"

\*\Hines\STD\CAB-SEC3\_32.dwg



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DETAIL TILE :

**CABINET SECTION**

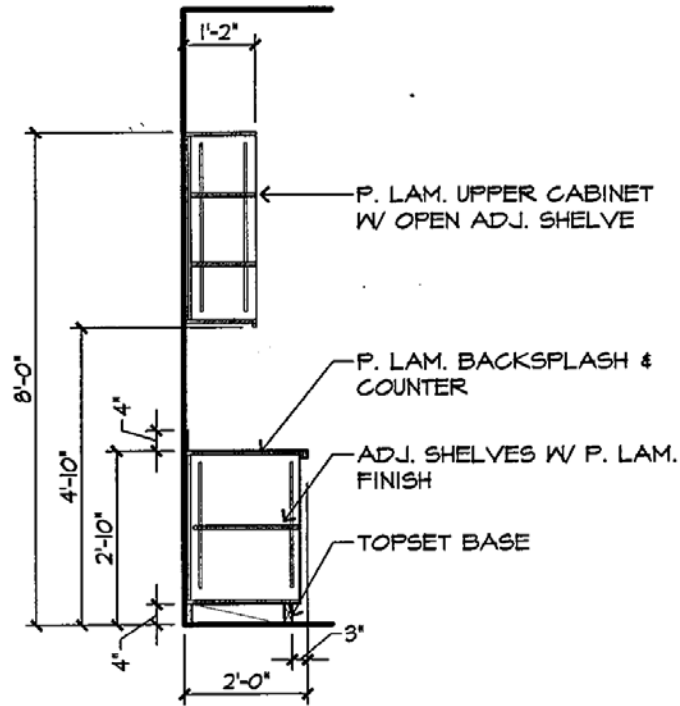
CAD FILE : \*\\Hines\STD\CAB-SEC3\_32.dwg

DETAIL NO. :

**XX-XX**

DATE : 10-12-99

V.26 Cabinet Section 4



**CABINET SECTION**

3/8" = 1'-0"

\*\Hines\STD\CAB-SEC4\_32.dwg



Pleasanton  
CORPORATE Commons

Hines

DETAIL TILE :

**CABINET SECTION**

CAD FILE : \*\Hines\STD\CAB-SEC4\_32.dwg

DETAIL NO. :

**XX-XX**

DATE : 10-12-99

**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.

**NOTE:** MEP subcontractors must be Union Labor.

\_\_\_\_ 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 weekdays or weekends, or as Owner allows. Any costs related to overtime HVAC required to exhaust the odors from the floor will be charges 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 material, 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 at 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 recover 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 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. As per check list one full size set & electronic version 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 and 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 Life Safety & HVAC Air Balance Contractors***

The Following two (2) trades must be performed by the subcontractors listed below:

#### **LIFE SAFETY**

Siemens

#### **HVAC AIR BALANCE**

RS Analysis

### ***VI.11 Keying System***

Building Engineers and building locksmith 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 IC 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 must be a classroom function style installed for safe egress with no special knowledge. Note: 5<sup>th</sup> floor stairwell locks must be automatically unlocked in an alarm condition per LPFD and code requirements.

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 Platinum-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](http://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 2005 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. Tenants are encouraged to install LED lights where possible.
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 do not 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

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## 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

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*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: \_\_\_\_\_

Type of Waste to Landfill or Incineration	Type of Disposal*	Tonnage of Waste
Total Waste		

*\*Type of Disposal: Landfill or Incineration*

Type of Diverted Materials	Type of Diversion**	Tonnage of Diverted Material
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

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### 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:

Date of Purchase	Description of Product	Sustainable Purchases (\$)	Sustainability Criteria that was Met (above)	Non-Sustainable Purchases (\$)

*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**

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### **Overview**

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

- California Regional Water Quality Control Board, San Francisco Bay Region's Erosion and Sediment Control Field Manual, 4<sup>th</sup> Edition
- 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.

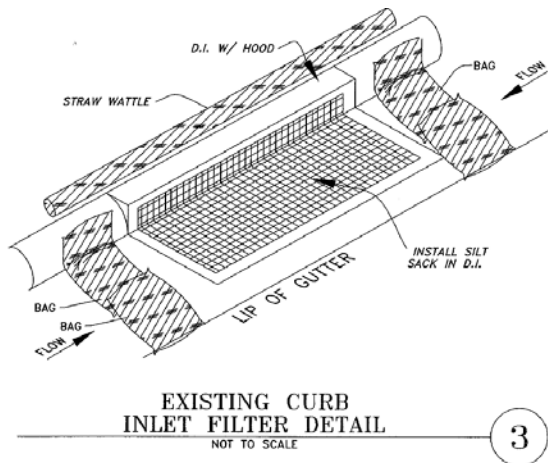
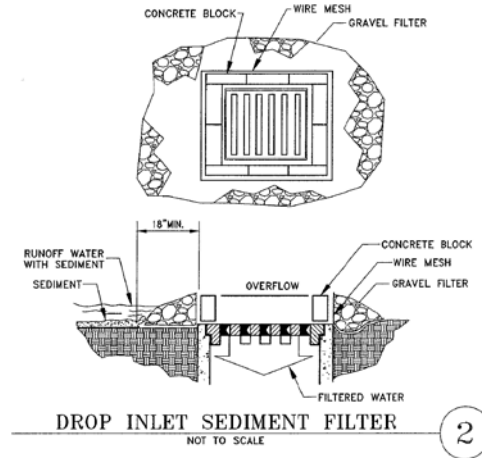
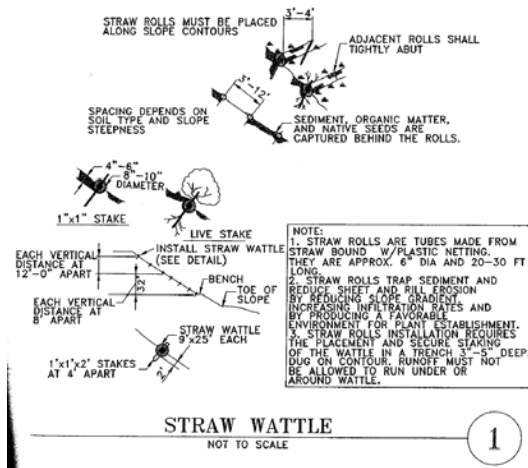
### **Onsite Plan**

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 wattle 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 and repaired at the end of each working day during the rainy season.
- Borrow areas and temporary stockpiles shall be protected with appropriate erosion 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, 4<sup>th</sup> 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.