



TRINITY REAL ESTATE

Building Rules & Regulations for Construction Work

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DISCLAIMER

Any topic not specifically covered in this document must be approved by Trinity Property Management. It shall be assumed, if this document fails to address an issue, that the contractor will address the matter with the Property Manager and accept all judgments.

General Contractor is responsible for ensuring all persons on the site hold a valid license(s) and certification(s) for any work performed on or around Trinity premises, issued by the appropriate authority having jurisdiction.

Building Rules & Regulations

for Construction Work

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Building Rules & Regulations for Construction Work

Purpose

The purpose of the following requirements is to assist the Contractor with the smooth and orderly accomplishment and completion of the assigned work, to avoid delays, to assure compliance with all applicable codes, to answer any and all building related questions, to familiarize it with Trinity Real Estate construction requirements, assure minimum disruption to business line activities, and to ensure that no life safety systems are compromised at any time during or after construction takes place.

Because the successful completion of any project involves close coordination of all trades, it is important that the contractor(s) read and familiarize themselves with all of the requirements as stated, and if, for any reason the contractor feels it cannot comply with any part of these requirements, they immediately notify the assigned project manager, in writing, before any work is performed.

If no written communication/objections are received regarding these requirements, it will be assumed that all requirements are understood, that any additional costs applicable to same are included in the bid/proposal and that these requirements will be met, and adhered to, at no additional future cost to Trinity.

House Rules & Regulations Summary

1. No work is permitted without the building engineer's approval. Upon arrival, all contractors must check-in with the building engineer and advise him/her of all work to be performed for the day.
2. Conveyance of workers and materials onto construction floors must be via freight elevators only.
3. The building will provide elevator operators between the hours of 8:00 am and 6:00 pm. All requests for OT freight elevator use must be submitted by the tenant via Workspeed, with no less than 24 hours notice on Business Days and by 2:00 p.m. of the last day preceding a non-Business Day.
4. All requests for OT access and/or building walkthroughs and surveys must be received via Workspeed, with no less than 48 hours notice.
5. All deliveries must be scheduled with 24 hours notice on Business Days and by 2:00 p.m. of the last day preceding a non-Business Day. Large deliveries should be scheduled for off-hours and a request should be submitted by the tenant via Workspeed.
6. All contractors must submit names of construction personnel to the tenant through Workspeed. Building security will issue ID badges with an expiration date. All construction personnel must show ID to gain building access. Name list shall be maintained with loading dock security. ALL ID's MUST BE RETURNED TO TRINITY UPON COMPLETION OF THE JOB.
7. All trades shall access the building via the loading dock only. No construction personnel shall access the building via the main lobby. All personnel must show ID at loading dock security booth, or sign-in to gain access.
8. All construction personnel working in the building must abide by the Local Law 5 Smoke Free Air Act. (No smoking anywhere inside the building - including the loading dock.)
9. The general contractor is responsible for maintaining the worksite in a broom clean condition at the end of each work day.
10. The building will not lend tools to anyone working in the building. Contractors are expected to bring their own tools to the job and remove them when work is completed. This includes, but is not limited to, ladders, Fire Watch equipment, flashlights, and extinguishers.
11. At no time should any equipment be stored inside the stairwells or in the path of egress.
12. The general contractor is responsible for the behavior of all trade personnel at the worksite. Property Management reserves the right to request the general contractor to have an individual trade person removed from the worksite.
13. Insurance requirements for General Contractors and Subcontractors performing at the worksite shall be as per the attached insurance requirements, prior to work commencement. All documents should be submitted through Workspeed.
14. If the general contractor foresees a significant amount of dust created by a specific activity, such activity must be coordinated with Property Management. Property Management may wish to disengage Class E fire alarm points to avoid excessive dust activating the fire alarm system.

15. Any modification to the building Class E fire alarm system or sprinkler system must be coordinated through the Property Management office, via Workspeed. Trinity's fire alarm vendor must be complete any work connecting to the main fire alarm panel.
16. Property Management must be notified 48 hours in advance of any "hot" burning work to be performed at the worksite. "Burning Certificates" shall be maintained on file in building office and we require a Fire Watch during burning. Burning and welding should be scheduled before 9:00 am or after 6:00 pm unless otherwise approved by the Property Manager.
17. Concrete core drilling or any activity resulting in excessive noise must be limited to hours before 9:00 am or after 6:00 pm or the Property Management office must be notified in advance.
18. All noisy work – chopping, drilling etc.– should be scheduled before 9:00 am or after 6:00 pm.
19. All necessary measures must be taken by the contractor at all times to prevent damage to the existing facilities and to protect building occupants.
20. The General Contractor is responsible for removing all construction debris from the building. Any resulting exterior mess resulting from debris must be cleaned immediately by the contractor.
21. Major demolition should be scheduled for before 9 am or after 6 pm.
22. There will be no disconnection of electrical service from any part of the building without prior coordination with the building office. All breakers must be labeled, covers replaced, and all junction boxes closed before Property Management deems the project complete.
23. Contractor's employees will wear Personal Protective Equipment (PPE) at all times while on the construction site, as per the Authority Having Jurisdiction. The general contractor is responsible for enforcing this rule. Trinity reserves the right to remove any workers, without PPE, from the building.
24. If locksets are required, the General Contractor is responsible for all keying to be compatible with the Property Managements office master keying system, if such master system exists.
25. Toilet facilities will be designated with job commencement and will be the responsibility of the General Contractor to maintain.
26. Windows should be kept closed during construction unless authorized by the Property Manager and then must be closed at the end of each day.
27. Shutdown of any building service (*i.e.*, water, electrical) must be preformed by building staff only.
28. Keys shall be provided, by the Contractor, to the building for all construction locks on the premises.
29. Playing of radios is NOT allowed during construction.
30. Any work in occupied areas will be done on overtime.

I. Rules and Regulations

1. FIRE SAFETY

1.1 The Contractor shall submit requests for Fire Alarm System (building Class E or Mini-Class E), Fire Alarm subsystems (CO2, Halon, FM-200, smoke detection) and sprinkler shutdowns through the tenant via Workspeed, at least 48 hours in advance of all work which shall affect said systems.

1.2 The Contractor shall be advised that the Building Engineers or Property Management personnel must re-commission all fire protection systems at the end of each working shift. The Contractor at the beginning and end of his/her work must contact the shift Fire Safety Director prior to the work being performed and completed in order to coordinate these activities. Shutdown forms only serve to notify the building of fire-safety related work in advance. They are not a substitute for actual onsite notifications to the building engineer via radio, or the shift Fire Safety Director.

1.3 A qualified Fire Watch will be provided by the Building whenever a fire protection system is taken off line for work to be performed. In the event that fire system can not go back on line, notification of such work must be given to the Building Office at least 48 hours in advance. Under no circumstances will a floor or area be left without adequate fire protection as determined by the Fire Safety Director.

1.4 With the exception of limited changes as designated by Trinity Real Estate, no alterations shall be performed to any fire protection system, subsystem or sprinkler system without approved, stamped and filed fire engineering plans to perform same.

1.5 The building office must approve all alterations or installations performed by subcontractors to/of any fire protection system, sub system or sprinkler system.

1.6 Any Contractor performing welding, brazing or soldering must have an updated New York City Fire Department Certificate of Fitness in his/her possession to perform the above mentioned work, and must present it to the shift Fire Safety Director prior to the commencement of any such work. One other form of photo identification will be required. Only original certificates will be accepted. The Contractor and the building approved fire watch must have a fire extinguisher on hand while performing any burning. The fire extinguisher type shall be approved by the shift Fire Safety Director. Any work involving welding, brazing and soldering will be subject to the above stated rules and regulations regarding fire system decommissioning/commissioning and certified Fire Watch.

1.7 All Contractors shall immediately act on the direction of the Shift Fire Safety Director regarding all fire safety related issues.

1.8 The Contractor shall, in accordance with the building Fire Safety Plan, stop work, prepare to evacuate and take direction from the floor warden, Deputy Fire Warden, Searchers, Fire Brigade, and the Fire Safety Director in the event of a fire alarm on the floor, above the floor, or below the floor, of the job site. The only exception to this rule would be when the contractor is notified in advance of a planned fire drill.

1.9 When plastic/poly protection is called for, the Contractor shall use only fire retardant plastic. Affidavits attesting to fire retarding must be provided to the Building Office prior to installation.

1.10 No floor or section of a floor undergoing any type of construction shall be deemed ready for occupancy until tested and signed off by Property Management and the Fire Safety Director in regards to the existing Class "E" fire alarm system. No floor or section of a floor undergoing any alteration to the fire system shall be occupied without being tested and approved by Property Management, the Fire Safety Director, and meeting guidelines set by the City of New York, or other local jurisdiction.

1.11 Contractors and Subcontractors are prohibited from smoking anywhere on Trinity Real Estate property. If found, penalties &/or removal from the building may apply.

1.12 Burning in the building is permitted only between the hours of 9:00 pm and 6:00 am. Any burning or welding will require a request to Property Management and Fire Safety Directors 48 hours in advance, in writing.

1.13 The contractor and persons requesting to use flame producing equipment must fill out a Burning and Welding Permit. (See appendix, Exhibit "A") This permit must be retained on the jobsite during the burning and welding operation.

1.14 For sprinkler/standpipe system shutdowns/drain downs, please refer to section 4.2 and 4.3. In the event the standpipe system is drained down, all of the above mentioned rules and regulations regarding fire watch and Fire Safety Director/Property Management notification shall be in effect.

1.15 All flammable materials must be in sealed containers. A fire extinguisher of OSHA approved type (10lb. 2A ABC or equal) must be located within 10 feet of any storage area of flammable materials. In case of dispute as to storage, Trinity Real Estate will have final determination as to permission to store such materials. Storage of any flammable or combustible materials must be approved by the Property Manager.

1.16 The Contractor shall submit affidavits attesting to the fire retardency of all wood construction, temporary or permanent, prior to installation re: New York City Building Code section 27-328.

1.17 Fire exits must remain free of any blockages at all times.

1.18 The Contractor shall notify the Fire Safety Director or the Fire Watch upon the completion of any welding, brazing or soldering in subject area, and immediately upon the completion of any sprinkler work. Contractor will stand-by until sprinkler lines have been refilled and tested, and approved by the Construction Coordinator/Project Manager on duty.

2. PROTECTION OF BUILDING FINISHES AND EQUIPMENT

2.1 Building Property to be protected as outlined below and as directed by Property Management to prevent any damage due to construction activity.

2.2 Carpeted areas to be covered with 1/4" masonite, taped to each other and to carpeting with duct tape. A continuous run will be provided from freight elevator to area of subject work. Wall surfaces to be protected with four foot high sections of 1/4" masonite taped to each other as above and tightly jointed at corners. Masonite to remain in place until end of work day in occupied areas. Masonite to remain in place in unoccupied areas until no longer needed or as directed by Project Manager. Fire retardant plastic sheeting to be used as dust barriers on occupied floors. Rubber-backed, industrial grade carpet mats to be taped to floor at all designated access points to construction projects. Mats to be moistened and vacuumed periodically throughout workday to reduce dust transmission to occupied areas.

2.3 Carpeted areas to be protected with construction paper. Desks and equipment in area to be covered with fire resistant plastic. Computers and related equipment to be identified to Project Manager, shutdowns to be arranged if possible. If shutdowns cannot be arranged, contractor to cover equipment with fire retardant plastic, cutting slices for ventilation. Precut plastic to be held aside as standby in case of flood. Under no circumstances will any equipment remain covered with plastic after daily job completion.

2.4 Contractor is to take all necessary precautions to protect freight elevator walls, doors and floors from damage.

2.5 Contractor will take all necessary precautions to protect public areas of the building at all times.

2.6 Contractor to provide their own HEPA filtered shop vacuums. **Vacuums stored on floor for office cleaning are not to be used.**

2.7 Protection of convector units: Units must be covered on top and front to minimize construction dust entering. At the completion of the project, contractor is responsible for cleaning the inside of the units –including the lint screens.

3. ELEVATOR USE

3.1 Contractor shall comply with the rules of the Building as to the hours of availability of the Building elevators and the manner of handling materials, equipment and debris to avoid conflict and interference with Building Operations.

3.2 Contractor shall not have access to freight service from 8 am to 6 pm (for large deliveries only), Monday through Friday, or at the discretion of Property Management. Construction materials, equipment and workers are prohibited from using passenger elevators.

3.3 Deliveries may not be left in public areas, sidewalk, or other tenant areas without express permission of Property Management. Such deliveries must be moved into the Construction Space as soon as possible and sufficient manpower must be provided to carry out such movement of material. Any packing crates or other material left from such deliveries must be removed at once from the Building. During utilization of the elevator, contractor shall arrange for adequate protection of all elevator surfaces. No material that exceeds elevator capacity as to weight or size may be carried in elevator. Contractor shall, prior to fabrication, ensure that any material that is intended to be raised in the elevator meets these conditions.

3.4 In order to maintain safe conditions, Contractor shall notify Property Management 48 hours in advance of any overweight deliveries to exceed 3,000 lbs. or any special rigging requirements, so as to have any required elevator mechanic on hand along with the elevator operator. This includes opening of car hatch for deliveries of large pieces of equipment.

3.5 Contractor shall not overload loading dock or loading dock lobby with construction materials, machinery, equipment or debris as to inhibit normal distribution of supplies, deliveries, and other building operations.

4. UTILITY SHUTDOWNS

***Note:** On all of the below utility shutdowns, contractor at time of request will provide a shop drawing detailing the exact work requested, as deemed necessary by Trinity Real Estate. Also, a Utility Shutdown Request must be submitted via Workspeed and approved by Property Management.*

4.1 Contractor shall in no case carry out work which will affect the Building's utility system, including but not limited to electrical main feeds, panels and risers, plumbing, water and waste run outs, main air supply ducts or plenums without notifying Property Management. Any work in the vicinity of such utilities or lines shall be carried out to avoid damage. Any such damage shall be reported to Property Management at once.

4.2 Contractor shall notify the Property Manager's Office regarding any requests for shutdowns of base building utilities, which will cause interruption of services in other areas of the Building. Such requests must be made on Workspeed at least 2 weeks prior to the requested shutdown and shall be subject to final approval by the Property Manager.

4.3 Contractor shall notify Property Management 48 hours in advance, via Workspeed, to request a domestic water shutdown. All domestic water shutdowns must occur on overtime, or as determined by Property Management.

4.4 Contractors shall notify Property Management 48 hours in advance, via Workspeed, to request a sprinkler system shutdown. This can be done during normal working hours.

4.5 Contractors shall notify Property Management 48 hours in advance, via Workspeed, to request standpipe system shutdown which can only be done during after hours, on weekends, or as determined by Property Management.

4.6 Contractor shall notify Property Management 48 hours in advance, via Workspeed, to request relocation of any drain lines. All work must be done on overtime or during weekends.

4.7 Contractor shall notify Property Management 48 hours in advance, via Workspeed, to request any fan system shut down (HVAC, toilet exhaust, etc.). All work to be done on overtime, during weekends, or as determined by Property Management.

4.8 Contractor shall notify Property Management 48 hours in advance, via Workspeed, to request any steam or condensate line shutdown. All work to be done on overtime, during weekends, or as determined by Property Management.

4.9 Contractor shall notify Property Management 48 hours in advance, via Workspeed, to request an electrical feed shutdown for a new electrical panel. Work to be done on overtime, during weekends, or as determined by Property Management provided electrical feed does not service any critical areas. If so, shutdown must be coordinated with Scheduled Building shutdown and the Critical Systems Support group.

5. SIGNAGE REQUIREMENTS

5.1 Public areas, under construction, are to be separated from public use with approved plastic stanchions and yellow plastic chains. Caution tape to be used in emergency situations only.

5.2 All signs must be approved for use by Property Management before posting.

5.3 Handwritten signs are not approved for use except in case of emergency.

6. CORING

6.1 The contractor shall be required to have an observer on the floor below to check for water leakage during wet core drilling operations, with protection for area and equipment. No core drilling is permitted from 9 am to 6 pm Monday through Friday, except holidays, or as designated by Property Management.

6.2 Contractor shall cover with fire retardant plastic all office equipment and furniture and areas under the wet core drilling operations.

6.3 The contractor shall use at all times an automatic core drill safety device to deactivate coring machine when metal comes in contact with cutting head.

6.4 Should the Core Drill Safety Device deactivate coring machine, contractor must stop coring, remove debris and examine subject work for any conflicts. All conflicts must be reported to Trinity Real Estate immediately.

6.5 X-raying of slab areas for any obstructions such as piping and electrical lines may be required to core drill in critical areas. Property Management will evaluate the need for this precaution.

6.6 The contractor shall be responsible for fire-stopping and sealing all penetrations through the deck after core drilling as required by code using an approved fire stopping material.

6.7 Contractor will have a Wetvac functioning at each coring location, in occupied or partially occupied locations, in order to collect dust as the coring operation continues.

7. DEMOLITION

7.1 Contractor must notify Property Management 48 hours in advance before beginning any demolition work in the building.

7.2 No demolition work may take place between the hours of 9:00 am and 6:00 pm without prior written approval from Property Management. However, times may vary dependent on user needs and discretion of Property Management.

7.3 The contractor shall insure that all window convector units and any return air ducts are covered with construction paper or masonite to prevent dust and dirt from entering them prior to demolition. Protection is to remain in place until final ductwork connections are completed.

7.4 Contractor must notify the Fire Safety Director/Engineers before starting any demolition work to insure that smoke detectors and Building fans have been shut down in the area. Smoke detectors are to be covered with plastic prior to demolition. Plastic to be removed from smoke detectors after demolition has been completed and dust has settled in construction area.

7.5 During demolition of an entire floor, a wet sprinkler loop must be maintained to protect the core of the building, including but not limited to stairwells, exit corridors and passages, and safe areas.

7.6 Where any demolition project will require the removal and/or relocation of fire alarm devices, coordination with Trinity's fire alarm vendor must be performed. Devices affected should be removed, along with subsequent wiring, prior to demolition by Trinity's fire alarm vendor.

8. DELIVERY AND STORAGE OF MATERIALS AND EQUIPMENT

8.1 Contractor shall make all deliveries through the loading dock area.

8.2 Refer to **Section 3** for freight elevator use.

8.3 Contractors shall not block any corridors, aisles, doorways, stairwells or elevators when making any deliveries.

8.4 The location of all staging areas for construction materials, tools and equipment must be approved by the Trinity prior to the delivery of same. Contractor will store all tools and materials in the construction area. Under no circumstances should any stair or elevator (in use or otherwise) be blocked by construction materials. Materials must be stored at least 30" from any doorway. Materials are not permitted to be stored in any electrical closets.

8.5 Contractor will not store any flammable or combustible material anywhere in the building.

8.6 Contractors shall submit proper MSDS sheets to Property Management at least 24 hours prior to delivery and properly tag all containers with chemicals, gases or liquids. If a MSDS sheet is not provided prior to delivery, Trinity reserves the right to request the removal of all untagged containers.

8.7 All deliveries must be coordinated with the Property Management.

9. WORK IN CRITICAL AREAS

9.1 Contractors shall provide 48-hour notice to Property Management whenever construction work is to be performed in critical areas.

9.2 Contractor shall insure that all equipment will be protected adequately during construction.

9.3 All protection must be pre-approved by the Engineer of Record, Trinity Real Estate, the Critical Systems support group and user group.

9.4 The contractor shall be responsible to provide temporary-cooling equipment such as fans or blowers when working on A/C equipment in a critical area or as deemed necessary by Trinity Real Estate.

9.5 Contractor will provide 48 hour notice to Property Management whenever working on an electrical panel in a critical area.

9.6 Contractors shall take all safety precautions when working on any electrical panels in a critical area as follows:

- Panel to be worked on will be labeled 24 hours before work begins.
- All other electrical panels in area must be locked and labeled "Do Not Open".
- Circuit breaker to be worked on must be labeled 24 hours before work begins.
- Contractor will not commence work on any electrical panel until there is Property Management and user approval.
- Contractor will take an amperage reading on the breaker or on the panel phases to insure that the panel has no load on it before turning off power to the panel or breaker.
- Contractor shall protect all breakers and main feed to panels from accidental shorts or ground faults during work being performed in panel or electrical closet.

9.7 Contractor shall submit a request, 48 hours prior, to disconnect any sub-fire systems in the critical area during construction.

9.8 Contractor shall perform the following safety procedures whenever working on any chill water piping or condenser piping.

- Contractor shall provide 48 hours written notice requesting a tie-in to a condenser or chill-water-system.
- Contractor shall supply wetvacs, signage and fire retardant plastic.

10. SECURITY STANDARDS

10.1 Trinity Real Estate has security procedures in place to restrict entry into the Building by unauthorized personnel.

10.2 It is part of the contractual agreement that the General Contractor will have a Construction Superintendent present whenever any of the Subcontractors are working on the project. This Superintendent will be required to follow the procedures as listed below to guarantee Building security and speedy access into the building by the construction forces.

10.3 The Contractor shall furnish a list of the Subcontractors to Building Security via Workspeed.

10.4 At the earliest possible date, the Construction Superintendent and Trinity's Project Manager will develop the project schedule. (This schedule will be used to determine the expiration dates that will appear on the face of the access passes).

10.5 The Construction Superintendent and the Project Manager will meet with Property Management to pick up the log book and discuss the project schedule. (A realistic quantity of passes and the pass expiration dates will be determined at this time).

10.6 At the end of each week, the Construction Superintendent will deliver an updated listing of pass distribution to Trinity.

10.7 At the end of the project, the Superintendent will return all the unused/unregistered passes and the original log book to Trinity.

10.8 The General Contractor's project Superintendent will supply his pager number, cell phone number to Trinity's Project Managers, the Property Manager(s), Receipt & and the Security personnel. For Subcontractor's personnel (who are not in receipt of a valid, dated construction pass) to gain entry into the building one of the following must take place.

- A duly authorized General Contractor representative must be at the Security area to request that Security issue a daily pass.
- The Subcontractor personnel will page or have his office page the General Contractor's Superintendent to respond to the security area and issuance of a daily pass.

10.9 To expedite deliveries through the loading dock area, the General Contractor is to complete the appropriate request via Workspeed 48 hours prior to deliveries.

10.10 The General Contractors and Subcontractors are to note that compliance with these rules, should expedite entry into the Building.

10.11 Neither Trinity Real Estate nor Property Management will assume any responsibility for time lost in entering the Building for any reason. Please notify the affected Subcontractors / Vendors.

11. JOB SITE QUALITY CONTROL STANDARDS

11.1 The Contractor shall adhere to all prescribed methods of site protection as called for in the project specifications and as approved by Trinity Real Estate prior to the commencement of any and all work.

11.2 The Contractor shall, at the close of each working shift, ensure that job site is free from all dust, dirt, construction debris and/or materials that may pose an obstruction, unsafe condition or fire hazard.

11.3 The Contractor shall leave the job site in a broom swept condition that will not facilitate the tracking of the above mentioned construction debris throughout occupied areas in the building including tenant space, common areas, toilets and stairway.

11.4 The Contractor must notify Property Management if a large quantity of dust will be created by a construction process, or if any spraying apparatus will be used, so that building fans, smoke detection and/or isolation dampers can be maintained in the proper position to prevent the contamination of user space and/or mechanical and electrical equipment. All above work must be performed on overtime, between 8:00 pm and 7:00 am.

11.5 All electrical closets must be re-secured at the end of all working shifts. Electrical personnel must terminate and/or properly secure any wiring that may pose a hazard. All energized wiring and/or electrical panels must be marked "LIVE" with voltage ratings to alert all personnel working in the area. All electrical closets/areas must be kept clean at all times.

11.6 The Contractor must ensure that all construction materials are protected from the weather/elements and are properly fastened to the building if working on the roof, plaza, etc., in the event of high wind conditions, rain or snow.

11.7 The Contractor must consistently remove construction debris and garbage so as not to let it build up to a hazardous condition or potential breeding ground for pests and vermin. Extermination issues must be immediately reported to Property Management.

11.8 The Contractors at their own expense shall maintain sanitary facilities used by the Contractors. Unsanitary restroom conditions will not be tolerated, any cleaning required to address same will be charged to the Contractor.

11.9 The Contractor shall erect necessary and approved barriers, as designated by Trinity Real Estate, to prevent any tripping hazards for non-construction personnel in, or around the vicinity of the job site.

11.10 The Contractor shall ensure that all of his personnel and subcontractors are in compliance with all Federal, State and New York City Safety Standards in regards to work practices, equipment, etc.

11.11 The Contractor will be responsible to insure that subcontractors remount all electrical panel covers, update all panel schedules, label all breakers and close all handhold covers immediately upon completion of work.

11.12 Removal of Construction debris or materials must be made prior to 9:00 am or after 6:00 pm, utilizing elevators designated as freight. No storage of such material outside of construction area will be permitted.

11.13 All containers for storing debris must be covered, all loose material properly "bundled".

11.14 Contractor shall be responsible for any violations or fines incurred as a result of construction materials or debris, from the jobsite, being left on the street.

11.15 **Special Work Conditions:** In general, such activities, including but not limited to, welding, steel cutting, etc., must be carried out as required by DEP, NYCDEP, OSHA, NYCH, and NYCFD. Standards set by Joint Safety Committee of New York Building and Construction Industry shall be followed in any situation not covered by above governmental bodies, and or local, state or municipal governments having jurisdiction.

11.16 Temporary electrical connections may be made only with written approval of Property Management.

11.17 Temporary water for construction purposes may be obtained by arrangement with the Property Manager. Connections to building utilities must be approved by Property Management and conform to good building construction practices.

11.18 Permission to work other than normal business hours and on Saturdays, Sundays or Holidays must be obtained from Property Management.

11.19 Dust Control shall be maintained during all construction activities of the contractor by:

- (a) sealing off all construction areas from public spaces and adjacent areas, (b) providing a reasonable level of staff to carry out cleaning and dust control, and (c) sealing off all containers which may produce dust when being delivered to or removed from the building.
- placing walk-off mats outside work areas and damper/clean them daily.

12. SCAFFOLDING AND LADDER WORK

12.1 The Contractor shall provide their own scaffolding and ladders. Under no circumstances will Trinity Real Estate provide the Contractor with scaffolding and/or ladders.

12.2 The Contractor will use only ladders and scaffolding approved by OSHA; they must be electrical U.L. approved.

12.3 The Contractor is advised that under no circumstance will walk-along ladders be permitted on job sites.

12.4 The contractor will instruct employees on the safe use of ladders and scaffolding. No standing on the top step of any ladder will be permitted. Equipment must be structurally sound. Equipment not found to be structurally sound will be eliminated from the jobsite at the Contractor's expense.

12.5 Ladders over 8 feet tall will be manned by two people at all times when in use at the job site for safety reasons.

12.6 Scaffolding erected over 12 feet in height must have outrigger supports installed.

12.7 The Contractor shall take all precautions to guard against any individual climbing on outside scaffolding when not in use. When in use and contractors employees go out for lunch, lower ladders must be removed or a guard must be posted.

12.8 No ladders or scaffolding are to be left erected when not in use at any time. Contractors are to take all necessary steps to secure for safety.

12.9 Ladders to be used in the fully extended position at all times.

13. CEILING AND UNDER FLOOR WORK

13.1 Ceiling Work in Occupied Areas: The Contractor must notify Property Management via Workspeed 48 hours in advance for ceiling tile removals. Information required will be floor number and areas, type of ceiling work such as air conditioning removal and installation or sprinkler work and HVAC work.

- Before the start of any ceiling removal, protection of furniture, equipment, and flooring must be installed.
- If welding or brazing overhead, fire retardant plastic sheeting must be used on furniture and equipment, 1/4" masonite on flooring and walls. Welding blankets must be placed immediately under subject work.
- Fire Watch must be on stand-by with fire extinguishers on hand.
- Proper signage must be provided around work site spaces.
- Contractor must have provisions and staff to thoroughly clean area.
- Contractor must replace ceiling tiles immediately when work is completed. If work is not completed that day, Contractor must seal open ceiling with white plastic. No construction materials, debris or ceiling tiles are to be left in ceilings.

13.2 Under Floor Work in Occupied Areas

- The contractor must notify Property Management 48 hours in advance of any work under raised flooring or removals. Required information to be supplied includes floor number, floor areas, and type of under floor work, such as electrical and/or air conditioning pipe work or life safety fire systems.
- The contractor shall submit a Utility Shutdown Request via Workspeed before opening any raised flooring containing fire sub-system smoke detectors.
- The contractor shall have at job site a smoke eater if any burning and welding operations will occur.
- If welding, brazing or soldering under raised flooring, the contractor shall have in place fire retardant welding blankets to provide protection for all under floor wiring and smoke detectors. Any furniture and equipment in areas of work are to be covered with fire retardant plastic.
- The contractor shall have a Fire Watch at the work area at all times when burning, welding or fire protection systems are impaired. Fire Watch shall have fire extinguishing equipment on hand. To obtain a Fire Watch, Contractor must submit a Utility Shutdown Request via Workspeed 48 hours in advance.
- The contractor shall provide construction signage at job site, i.e.: **"Caution Raised Floor Open - Watch Your Step"**.
- The contractor shall provide notice to Property Management, via Workspeed, 48 hours in advance of any active piping under raised flooring to be removed or cut out.
- The contractor will have provisions and staff to thoroughly clean areas of work and close up flooring at end of day.

- The contractor shall have all abandoned raised floor outlets removed as quickly as possible to prevent any tripping hazards. All wiring is to be moved back to electrical closets.
- Trenching or channeling of the concrete slab is not generally permitted but may be considered if structural plans for such installation are submitted for review and approval by a structural engineer.

14. GENERAL SAFETY

14.1 Contractor to take all necessary precautions to protect all Trinity personnel, contractors, subcontractors and visitors to Trinity properties from injury.

14.2 All occupied construction areas to be periodically policed to remove debris, dust and dirt. All areas to be maintained free of tripping hazards at all times. Uncarpeted areas to be swept with “green dust” as needed to maintain dust reduced environment. Carpeted areas to be vacuumed at the end of each work day. Debris to be collected as the job progresses and deposited in roll-off containers for appropriate removal.

14.3 Proper personal safety equipment to be used at all times, including but not limited to OSHA approved eye, ear, and hand protection. OSHA approved protective headgear to be worn throughout all demolition jobs and in all designated “Hard-Hat Areas”.

15. PRE-CONSTRUCTION GUIDELINES

15.1 No work is permitted to commence until a work permit is obtained and the Insurance Certificate with a “Hold Harmless Clause” required from the General Contractor and all Subcontractors are on file with Trinity Real Estate Property Manager.

15.2 All perforated or stamped Building Department applications, perforated plans and building permits (paper & electronic) must be on file with the Property Management Office prior to starting work.

15.3 Compliance is required, where necessary, with the American with Disabilities Act., Local Laws #5, #16, #58, and #76, including but not limited to, exit lights, additional speakers, strobes, etc. Please confirm with the building office **all** building requirements, *i.e.*, approved building Class “E” contractor, Class “E”/LL 16 Engineer responsible for maintaining updated CAD drawings, and the filing procedures that apply to the building.

15.4 Notices of construction violations, unfair labor practices, safety violations, etc., given to Contractor must be copied to Property Management within **one** working day of issuance with written notice explaining how the violation is to be corrected.

15.5 Any damage caused by construction work shall be repaired by Contractor, at his own expense, as directed by Property Management. If repairs cannot be completed immediately Contractor shall inform Building Management as to when such repairs are to be made and in what manner. If Contractor fails to make such repairs in a timely manner, Property Management may carry out such repair work and charge Contractor the costs thereof.

15.6 No debris or construction material may be placed in a public area of the Building without consent of Property Management. If Contractor does not remove such material when requested, Property Management may take such actions as required to remove same and charge Contractor the costs thereof.

15.7 Any activities of the Contractor which require a Site Safety Coordinator's presence under city codes will be carried out with a city-approved Coordinator present and copies of the Coordinator's reports will be given to Property Management. All costs in connection with such activities will be borne by the Contractor.

II. Construction Standards

1. DRAWINGS AND SPECIFICATIONS

All design drawings/shop drawings and as-builts will be provided to the appropriate Trinity Design & Construction Department Office for review and approval prior to any work being performed in a tenant space. All pertinent drawings/specifications and any subsequent revisions to drawings/specifications are to be issued at the earliest possible time but no later than 48 hours prior to the start of any work.

Drawings should be transmitted in the following manner:

- (1) Blue Line Copies (3 sets)
- (2) Set of Specifications
- (3) Samples when Required
- (4) Electronic copy of all submitted drawings and specifications on a CD

Property Management will also require, upon completion of the Project, a complete set of "As-Builts" (paper and electronic copies) for the building files.

2. BUILDING PERMITS

- Unless otherwise noted, all building permits and/or applications are to be obtained by the Contractor for filing with the New York City Building Department, and all other authorities having jurisdiction over work being performed.
- Contractors must comply with all New York City Building Codes and Requirements, OSHA Regulations, The National Fire Protection Association and all other authorities having jurisdiction over work being performed
- Upon Building Department approval, Property Management will require a copy of the original permit with the assigned BN number. Trinity requires copies of all correspondence and approved drawings submitted to and approved by the Building Department, up to and including Project Sign Off.
- Prior to any work commencing in a specified area a A.C.P. #5/#7 and/or any appropriate forms and documentation must be filed in accordance with all local, city, state and federal laws/codes which may govern.

3. SECURITY

- All employees of the Contractor and/or Subcontractors shall comply with the existing security regulations regarding entry to, movement within and egress from the building.
- All Contractors entering the building must be properly authorized, cleared by the Security Department and must receive a "Contractor" pass.

- All persons working in designated secure areas during non-business hours must be authorized in advance by Security, and must be accompanied by Security while on that floor.
- All packages and equipment (excluding personal items) must be accompanied by an authorized Out-Going material pass. All bags, gang boxes, tool boxes, etc. are subject to inspection at Security's discretion.

4. UNION AFFILIATION/TRAINING

- Trinity Real Estate facilities encourage the use of Union trades and as such all Contractors shall furnish the list of Subcontractors to the Property Management Office prior to beginning work. The Contractors must be affiliated and in good standing with the appropriate Unions and shall perform all work in accordance with local Union regulations and shall be responsible for any jurisdictional disputes.
- The Contractor will use adequate numbers of skilled workmen who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specified requirements and the methods needed for proper performance of the work.

5. LICENSES/WORK

- Copies of all Licenses and/or Certificates of Fitness to perform the required work must be made available upon request.
- All questions shall be clarified before work begins. It will be the Contractor's responsibility to familiarize itself with the work to be performed, the job conditions, location of the work and all other conditions requiring consideration. If any discrepancies or omissions exist in the drawings, specifications or field conditions, which prevents the Contractor from performing the work as described, it should be brought to the attention of the Design Team and Property Manager.
- All dimensions shown are to be checked in the field for accuracy.
- The drawings and all information thereon and the specifications, which are a part of the Project, are the property of Trinity Real Estate and shall not be duplicated, nor the information disclosed except for the purpose for which they are expressly furnished.

6) HVAC

- All tie-ins to mechanical services are to be made after normal business hours and after equipment has been shut down, or at the discretion of Property Management.
- 48 hours notice should be given prior to any work being performed which will affect the HVAC services to the building.
- The system shall be balanced at the completion of the job. Certification attesting to balancing, indicating equipment used, reading taken, etc. are to be provided to Property Management.
- All major HVAC equipment and/or systems must be commissioned and tested prior to acceptance by Property Management. A letter stating the results of commissioning and testing will be filed by the contractor, or the contractor's representative.
- All air conditioning components shall be as specified or approved equal or shall receive prior written approval from Design Team and Property Manager.

- All periphery shutoff valves shall be accessible at all times.
- All unused ductwork shall be removed.
- All unused equipment, such as air handling units and air conditioning units shall be removed.
- Assure all shutdowns are consistent with previous notices.
- All related insulation procedures must be reviewed with the onsite building office.

7. ELECTRICAL

- The Electrical Contractor is required to comply with all New York City Electrical Codes and the National Electric Code including, but not limited to, the following items:
 - Lock-out / Tag-out procedures
 - Ground all receptacles
 - Hung ceilings and new drywall will require conduit or EMT tubing. (no BX permitted)
 - There can be no power shutdown without pre-approval by the Property Management Office.
 - Strict adherence to circuit loading must be followed.
 - Updated Panel Directories shall be installed upon completion of all projects.
- When not using under-floor cell system, home runs shall be indicated on plans. Rigid conduit shall be used throughout, 3/4" minimum size. Thin wall tubing is permitted with compression fittings. Greenfield only to be used in no more than 6' lengths. No BX or MC cable permitted.
- Light fixtures shall be building-standard or as specified by the Design Team.
- All electrical boxes shall meet code requirements.
- All unused conduit and wiring shall be removed.
- All wiring shall meet the requirements of Underwriter's Laboratory. No wire molding shall be permitted unless approved by management.
- Plans indicating all electrical requirements shall be submitted to Property Management to determine riser capacity.
- Any shutdown of electrical service to the building must be performed over a weekend and requires two week's notice through Workspeed.
- No doubling of circuits on panel breakers
- Step-down transformers, if required, are to have a K rating of 13 with Copper windings.

8. PLUMBING

- Any shutdowns of water risers required for the tie-ins of plumbing fixtures must be performed over a weekend and requires a week's notice through Workspeed.
- No water risers shall be shutdown during business hours.
- All plumbing shall conform to the code.
- All fixtures shall be as per Property Management approval.

- No exposed plumbing is permitted.
- All unused fixtures and piping shall be removed and all unused piping shall be capped at its respective riser.
- No plastic pipe will be permitted.
- All unused fixtures shall be returned to Property Management, if requested.
- All water lines shall be properly insulated.
- Each fixture will require dedicated shut off valve.

9. SAFETY

The proper type of fire extinguisher of not less than five (5) pounds charged capacity shall be provided on each floor by the Contractor, as well as adequate protection of existing premises and contents thereof during alteration work.

Contractors using oxygen and combustible gases to weld and/or burn must notify the Property Management Office and the building's Fire Safety Director prior to any welding or burning. In addition, a copy of a current New York City Fire Department Certificate of Fitness or City Wide Permit for the use of these gases must be submitted to the building's Property Management Office prior to work being performed

IMPORTANT:

- All exits must be kept free of obstructions at all times.
- Telephone and electrical closets must not be used as storage areas.
- Only material and equipment necessary for the maintenance and operation of mechanical equipment rooms, elevator machine rooms, and conveyor rooms shall be stored in these respective areas.
- No core wall penetration is to be performed without prior investigation and approval.
- Contractor hereby agrees that neither it nor any Subcontractor, for any part of the work, shall require any laborer or mechanic employed in the performance of the Contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his or her health or safety as determined by standards, rules, regulations, and/or orders adopted pursuant to the Occupational Safety and Health Act of 1970, as the same may be amended from time to time.
- Contractor will submit a standard Safety Plan to Property Management for review. Trinity's Building Rules will be the governing document, unless the Contractor's Safety Plan is proven to provide additional protection and impose stricter safety requirements.

10. CLEANING THE JOB SITE

- All rubbish, as a result of work, shall be removed from the job site on a daily basis. Contractors will arrange for their own rubbish removal and disposal, unless alternate arrangements are agreed to with Property Management.
- All elevator lobby shafts shall be provided with protection to prevent dust and dirt from entering the elevator shafts and equipment.

- All work installed by the Contractor, in addition to being amply protected throughout the period of construction, shall be cleaned to the satisfaction of the Owner prior to being turned over.
- All adjacent areas to work being performed are to be fully protected from any damage.

11. WARRANTY AND GUARANTEES

- All materials and workmanship will be guaranteed per contract agreement or a minimum of one (1) year from the date of acceptance by Trinity. This rule is uniform and is in effect for all projects performed on Trinity Properties.
- Copies of all materials, warranty, guarantees with equipment operation instruction and maintenance manuals, are to be submitted before the final invoicing.

The Contractor warrants and guarantees that:

- The work shall conform to final plans and specifications approved by the Owner and shall be done in workmanlike manner by skilled workman.
- All materials furnished for the work shall have clear title and be free from defects.
- All materials are free from any valid claim for copyright and/or patent infringement. Trinity must be held harmless in any case of infringement disputes.
- Any labels or trademarks affixed to the materials by the Contractor are free from any valid claim for copyright or trademark infringement.
- The work shall be free of any and all liens, claims, demands and encumbrances whatsoever.
- The work shall be performed and completed in compliance with all applicable statutes, regulations, rules, rulings and/or directives of any and/or all Federal, State, Municipal and/or Local Government Departments and/or Agencies now or hereafter having jurisdiction over the work and/or those performing the same.

III. Property Management – Emergency Contact List

	NAME	OFFICE #	CELL #
FIRST QUALITY MAINTENANCE (FQM)	24 HR CALL CENTER	646-613-9401	
<i>Project Executive</i>	Frank Marcazzo	646-216-7355	917-807-9030
<i>Director of Maintenance</i>	Tony Colazzo	646-216-7354	917-335-5353
<i>Director of Engineering</i>	Larry Beatty	646-216-7353	917-471-4474
SECURITAS / Security–Director	James Griffin	646-216-7365	917-474-7020
<i>Asst Director of Security</i>	Frank Anello	646-216-6263	917-474-5258
PORTFOLIO MANAGER	Lou Cerefice	212-602-0740	917-405-7723
DESIGN & CONSTRUCTION–Director	Anthony Hall	646-216-7577	917-374-5354
LIFE SAFETY–Manager	Gina Bertucelli	212-602-9646	646-235-7415
ENGINEERING–Manager	Alec Salticov	646-216-7573	646-235-7849
<u>75 VARICK ST (One Hudson Square)</u>			
<i>Asst Property Manager</i>	Dan Morici	646-216-7575	646-276-2912
<i>Lead Engineering Staff</i>	Douglas Maragh	646-613-9401	
<u>100 6th AVENUE (Ave. of the Americas)</u>			
<i>Property Manager</i>	Jenna Fantauzzi	212-602-0865	917-474-0886
<i>Lead Engineering Staff</i>	Cesar Ubilla	646-265-6720	
<u>155 6th AVENUE (Ave. of the Americas)</u>			
<i>Property Manager</i>	Jenna Fantauzzi	212-602-0865	917-474-0886
<i>Lead Engineering Staff</i>	Theo Ruiz	646-613-9401	
<u>160/170 VARICK ST (10 Hudson Square)</u>			
<i>Property Manager</i>	Jenna Fantauzzi	212-602-0865	917-474-0886
<i>Lead Engineering Staff</i>	Paul Balgobind	646-613-9401	
<u>200 HUDSON ST / 12-16 VESTRY ST</u>			
<i>Property Manager</i>	Jenna Fantauzzi	212-602-0865	917-474-0886
<i>Lead Engineering Staff</i>	Dave Harisaran	646-613-9401	
<u>205 HUDSON ST</u>			
<i>Property Manager</i>	Jenna Fantauzzi	212-602-0865	917-474-0886
<i>Lead Engineering Staff</i>	Dung Nguyen	917-418-7920	
<u>225 VARICK ST</u>			
<i>Property Manager</i>	Djino Celic	646-613-1543	917-440-9701
<i>Lead Engineering Staff</i>	Al Deehan	646-613-9401	
<u>304 HUDSON ST</u>			
<i>Property Manager</i>	Djino Celic	646-613-1543	917-440-9701
<i>Lead Engineering Staff</i>	Colin Lewis	646-613-9401	
<u>345 HUDSON ST</u>			
<i>Property Manager</i>	Jean Nickolson	212-924-0565	917-204-0053
<i>Lead Engineering Staff</i>	Anthony Paleka	646-613-9401	
<u>350 HUDSON ST</u>			
<i>Property Manager</i>	Jean Nickolson	212-924-0565	917-204-0053
<i>Lead Engineering Staff</i>	Elvys Bermeo	917-681-9575	
<u>435 HUDSON ST</u>			
<i>Property Manager</i>	Djino Celic	646-613-1543	917-440-9701
<i>Lead Engineering Staff</i>	John Pielaru	646-613-9401	

Exhibit A – Burning & Welding Permit

TRINITY REAL ESTATE BUILDING # _____

BURNING, WELDING, AND OPEN FLAME DAILY PERMIT

1. Trinity Real Estate Rules and Regulations prohibit burning and welding or use of open flame on its properties unless a valid Trinity Burning and Welding Permit is issued by the building Fire Safety Director.
2. Burning and welding or use of open flame shall not be allowed between the hours of 8AM and 6PM, M-F, unless the scope of work is very limited and/or a "smoke eater" is utilized at the work site.
3. The person requesting this permit shall possess a valid Certificate of Fitness issued by the New York City Fire Department and present it to the building Fire Safety Director, along with this completed Permit Application.
4. All Permits issued during the off-hours require the presence of a building employee certified as a Fire Safety Director for the building. The tenant shall request such service by contacting the Call Center in advance. The prevailing hourly rate shall apply for such services.
5. A Permit shall only be issued where odor, smoke and risk of fire is kept to a minimum through engineering controls.
6. All Permits require the presence a two (2) contractor employees, the torch operator and the Fire Guard. The Fire Guard shall keep at it ready a 2.5-gallon pressure water fire extinguisher.
7. Both the torch operator and Fire Guard shall each know the location of the nearest fire alarm pull station and warden phone and shall activate it immediately if a smoke or fire condition occurs.
8. The building Fire Safety Director shall arrange for the removal of smoke detector(s) in the vicinity of the work site to prevent the signaling of a false fire alarm. The smoke detector shall be restored each day at the conclusion of the work shift. Smoke detector(s) removal and replacement shall be performed by the building staff, never by the contractor. In certain buildings, an entire floor may be taken "off-line" at the discretion of the Fire Safety Director. The Lobby panel itself shall never be taken "off-line" during the off-hours.
9. This permit shall only be valid for one 24-hour period only, typically a calendar day and shall be re-issued daily as needed.
10. The FSD shall notify the Property Manager by cell-phone whenever a Permit is issued. The original copy of the approved Permit shall be kept in the Fire Safety Binder at the Lobby Desk and an entry shall be made into the Duty Log that this Permit was issued.

APPLICANT

Contractor: _____

Name: _____ Signature: _____

Certificate of Fitness #: _____ Expiration Date: _____

Requested Period to be covered by Permit:

from _____ AM/PM on / / (date) to _____ AM/PM on / / (date)

Describe Work and Exact Location: _____

FIRE SAFETY DIRECTOR

Name: _____ Signature: _____

Approved: _____ Date: _____ Time: _____ Not Approved: _____ Reason: _____

FSD to state How System Was Disabled _____

and When: Date _____ Time _____

FSD to state How System Was Restored _____

and When: Date _____ Time _____

Exhibit B – DOB Application Form Sample

DEPARTMENT OF BUILDINGS PERMIT

All paper work for permits should be mailed to the attention of:

Anthony Hall, Design & Construction

TRINITY REAL ESTATE

75 Varick Street, 2nd fl, New York, NY 10013

Department of Buildings Permit

Owner: _____

Type of Ownership: Non-Profit _____ Individual _____ Corporation _____ Government _____

Last Name: _____
LAST FIRST M.I.

Title: _____

Business Name/Agency: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____

Name of Signatory: _____

Relationship to Building Owner: _____

If Corporation, Name of Second Officer: _____
LAST FIRST M.I.

Title: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____

Routing Information:

All documents should be sent to the attention of Anthony Hall for review and distribution.

All queries on signature status should be directed to Anthony Hall.

Send documents to the attention of:

Anthony Hall, Design & Construction

Trinity Real Estate / Parish of Trinity Church

75 Varick Street, 2nd fl,

New York, NY 10013

Phone: 646-216-7577

Exhibit C – Receipt & Agreement of Terms Signature Form

I, _____ have received the **Building Rules & Regulations for Trinity Real Estate Properties**. As the General Contractor on a project on a Trinity property, I agree to the terms of the “Rules” and will provide for full commitment of my employees, subcontractors, and labor.

TRINITY REAL ESTATE BUILDING: _____

Brief explanation of project: _____

General Contractor (print): _____

General Contractor (sign): _____

Trinity Project Manager: _____

Date: _____