

HARBOR COURT
CONSTRUCTION RULES & REGULATIONS

**Communications Trades, Data, Telephone, TV:
Cabling requirements for all Cable Contractors and Tenant Installs**

All cables **shall be** supported by approved methods every 48": cable tray(s), J-hooks, cable hangers, etc. NOT resting on ceiling tiles. Not attached to any other trades support wires. Do not attach cables to ceiling grid or lighting fixture wires. No hanging cables!

Cabling installation guidelines:

Overhead cabling above ceiling tiles shall be attached to an appropriate support system connected to the building structure rather than the ceiling tile grid or hangers. Special consideration shall be given to length of cable span between supports and maximum number of cables in a support for cable Category Compliance. The maximum unsupported cable span when using Category Compliant hangers aka J-hooks shall be no more than 4 ft. and the typical number of .25 in. diameter cables supported by either shall not exceed the hanger manufacturer's specifications for Category Compliance. For large quantities of cables that convene at the telecommunications room and other areas, provide sufficient support that is specifically designed to support the required cable weight and volume while maintaining Category Compliance (no more than 12 inches of cable sag between supports). Cable trays recommended for large quantities.

Labeling:

All cables in the building electrical room need to be clearly labeled with both the tenant and the service provider name(s) and suite number(s) which they services.

Prior Installation Notification: BAR Forms

Please provide 2 day advanced notification by filling out (BAR) building access request form (attached) at least (2) business days prior to installation and getting it approved by the engineering department.

BAR forms, Building access request forms are required for all tenant hired sub contractors working in our buildings.

COI, certificate of Insurance is required before you work in our buildings.

Pre Installation Inspection:

Inspection of common areas (condition of ceiling tiles) to be conducted pre and post installation.

Please note you are liable for replacing all ceiling tiles damaged due to installation. After you lift ceiling tiles please take care reset them properly.

Specific items you are responsible for:

1. Telephone rooms are typically in the buildings electrical room and need special access, plan ahead with 48 hours advanced notice to gain access to these rooms.
2. Replace all ceiling tiles you move in all areas.
3. Replace all ceiling tiles you damage with new tiles in all areas.
4. All cabling sub-contractors of any type SHALL use plenum rated cables in our ceilings and plenums.
5. All cables of any kind SHALL be self-supported every 48" with typical concrete construction anchors, J hooks, or #12 tie wires shot and suspended from the overhead concrete structure.
6. NO cable sub shall be allowed to use existing supports from other trades. You are required to self support your cables.
7. Inspect, tone and remove all existing dead or abandoned cables of your trade relating to your suites work, inside your suite foot print, or in the corridors going to the suite or in the telephone rooms. Do not leave dead cables in our buildings.
8. Clean up after you work in our ceiling, do not leave your trash or clippings in our ceilings.
9. See excessive noise requirements for any supporting work going into our concrete.

Normal Construction Hours for Harbor Court:

Monday to Friday start time 8:30 am to 4:30 pm, weekdays only. No Construction after 4:30 pm.

No normal work on Saturday without approval, IF APPROVED Saturday start time 10:00 am to 4:30 pm.

Construction operations that cause excessive noise shall be completed during normal hours:

8:30 am to 4:30 pm weekdays. No construction & no freight access after 5:00 pm in Harbor Court.

Core Drilling is typical scheduled for Saturdays, with approvals from DE management.

No normal work on Saturday without approval, IF APPROVED Saturday start time 10:00 am to 4:30 pm.

No Construction work on Sunday.

Check with DE management for Holiday noise restrictions per each holiday.

Excessive noise and after hours construction operations are listed for your reference:

1. Drilling or shooting into the building structure, either concrete or steel, attaching anything to the structure.
2. Scraping or removal of any flooring or materials attached to a floor or ceiling that causes excessive noise at the floor or ceiling levels.
3. Sawzall work of any kind, pipes, drywall, studs, etc. (Use a multi saw/reciprocating saw instead)
4. Dragging pipes, conduits, flex, data or wire lines, T-bar grids, etc., over the floor or walls or top tracks to cause excessive noise. (Pick it up don't drag it)
5. Demolition work that is related to concrete connections or structural steel attachments.

PAINTING: All painting works shall have our Air Scrubber in the suite at Harbor Court. Zero VOC paint and assorted painting materials shall be used.

DUST: Sanding of any kind shall be with a vacuum sanding system and all dust cleaned up immediately.

Dust control barriers shall be erected floor to ceiling as needed to control the spread of dust into the buildings HVAC and plenum systems.

CORRIDORS:

1. Common Corridor work of any kind is a case by case basis, depending on floor traffic, occupants, scope, etc. All work should be bid for after hours in case you are asked to stop work. IE: Card readers. FLS, etc.
2. Corridor Door Work, replacement of doors & or jambs, sanding, sealing, etc. of doors or jambs, are case by case basis, depending on floor traffic, occupants, scope, etc.

Freight Elevator Hours at Harbor Court: 8:30 am to 12:00 noon & 1:00 pm to 4:30 pm; Monday to Friday.

No work on Saturday without approval, IF APPROVED, Saturday freight time 10:00 am to 5:00 pm.

Loading Dock parking shall be reserved through DE Management & Security.

Freight Elevator shall be reserved with DE Management & Security.

Construction materials and equipment, etc. may be delivered to the job through the loading dock
After reservations are approved by DE Management & Security.

Freight Elevator Size:

Box width is 48" wide at the two handrails

Box depth straight in is 53" deep

Diagonal width is 72" with some spare, corner to freight door corner

Height is 10'-0" but if you're lifting at an angle allow 9'6"

Harbor Court Security (808) 541-4385

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