



# JAMIESON PLACE

## WORK AUTHORIZATION/PERMIT APPLICATION

**IMPORTANT:** All Work Authorization/Access Permits must be accompanied by Contractor's WCB and proof of insurance, in the amount of \$5 million, naming bcIMC Realty Investment LP, QuadReal Property Group Limited Partnership by its General Partner, QuadReal Property Group G.P. Inc., their successors and assigns as "additionally insured". \*A Fire Alarm immediately cancels/suspends ALL permits. When ALL CLEAR is announced, work can re-commence. \*Work Authorization/Access Request Form and, if necessary, Safe and Hot Work Permit are required for access cards and/or keys to be issued. It is mandatory workers and companies identify the type of work to be performed. Undisclosed nature/scope of work, including tool types to be used, may lead to potentially serious and financial penalties. \*ABSOLUTELY NO noisy, odorous or vibratory work during the hours of 4 am to 10 pm Monday to Friday.

Please submit the completed form to Ronald Cheung (Ronald.Cheung@quadreal.com).

Company name:		Suite No:
Tenant representative first and last name:		Title:
Telephone:	Tenant representative after hrs. telephone #:	Email address:
Signature (acknowledging Work Permit Terms and Conditions, including Prime Contractor Status):		Date submitted dd-mm-yyyy:

Contractor company name:		Telephone:
Contractor onsite representative first and last name:		Email address:
Work start date dd-mm-yyyy:	Work finish date dd-mm-yyyy:	Time of Access (eg. 8am-5pm Mon-Fri; 24/7):
Location, description and scope of work:		
Access to 3rd Party Tenant Area:	If Yes, provide tenant name, floor and date:	
<input type="checkbox"/> YES <input type="checkbox"/> NO		
Freight Elevator required? (Note: This does not ensure exclusive use of either the freight or loading dock)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Security Escort required? <input type="checkbox"/> YES <input type="checkbox"/> NO
Loading Dock required?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Delivery company name:
Date required dd-mm-yyyy:		

BUILDING ADMINISTRATION ONLY (Please check all applicable boxes below)			
HOT WORK		Permit Not Required: <input type="checkbox"/>	Permit Required: <input type="checkbox"/>
<b>ACCESS REQUIRED</b>			
P.O.P. Site <input type="checkbox"/>	B.B. Mechanical Room (specify) <input type="checkbox"/>	B.B. Phone Room <input type="checkbox"/>	Tenant Space <input type="checkbox"/>
Electrical Room <input type="checkbox"/>	B.B. Electrical Room (specify) <input type="checkbox"/>	Roof Area <input type="checkbox"/>	
<b>DOCUMENTATION RECEIVED</b>			
Hot Work Permit (requires separate permit) <input type="checkbox"/>	Sprinkler Work <input type="checkbox"/>	City Building Permit <input type="checkbox"/>	Sub Trade List Attached <input type="checkbox"/>
Fire Alarm Impairment <input type="checkbox"/>	Mobile Lift Waiver <input type="checkbox"/>	Drawings <input type="checkbox"/>	
Confined Space Entry <input type="checkbox"/>	Roof Access Permit <input type="checkbox"/>	WCB Insurance <input type="checkbox"/>	

<b>QUADREAL AUTHORIZATION TO PROCEED AND PROVIDE ACCESS AS OUTLINED ABOVE.</b>		
Tenant Services:	Date dd-mm-yyyy:	Time:
Security:	Date dd-mm-yyyy:	Time:
Operations:	Date dd-mm-yyyy:	Time:
Management:	Date dd-mm-yyyy:	Time:

QuadReal Property Group (your contact information here)
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# WORK PERMIT TERMS AND CONDITIONS:

## NOTICE REQUIREMENTS (BUSINESS DAYS)

Work Permit .....	1 day
Fire System Drain Down .....	5 days
Fire Alarm Verification Inspection .....	5 days
X-ray Testing .....	5 days
Security Escort .....	2 days
Hot Work .....	2 days

QUADREAL CONNECT: [service@quadrealconnect.com](mailto:service@quadrealconnect.com) or 1-877-977-2262

## GENERAL RESTRICTIONS, SAFETY PRECAUTIONS AND OTHER SPECIAL INSTRUCTIONS

### Electrical/Mechanical:

- All electrical and mechanical or life safety isolations are to be coordinated through Building Staff. System isolations should be submitted by the requestor to QuadReal Connect.
- All contractors must follow the mandated Building lock and tag out procedures when working with/on any and all mechanical and electrical devices. Any incident that occurs as a result of Contractors failure to comply with aforementioned requirements is wholly the contractor's responsibility.

### Permit:

- All Permits must be signed and dated by a signing authority of either the Tenant or Contractor. Access will be granted by the landlord, and only at the times and dates given on this permit.
- This permit automatically expires on date noted on the permit, and all permits expire at the end of each calendar year.

### General:

- Standard Building noise disturbance restrictions apply. Any work which will impact tenants is to be done after business hours from 10:00 p.m. – 4:00 a.m. after 1:00pm on Saturday, and all day on Sunday.
- All Contractors are required to abide by the contents of the Building Construction Rules & Regulations.
- The Building is a smoke free environment and smoking is prohibited in ALL areas.
- All contractors are required to use the freight elevator for access, egress, and movement between authorized floors on a 24/7 basis. Freight elevator access is only available to authorized contractors through access cards issued through Security. Access via passenger elevators is only permitted during freight maintenance.

### Working Alone:

- If Contractor does not have a working alone policy, they will follow QuadReal Property Group's policy.

### Security Escort and Freight Bookings:

- Book your security escort and freight elevator bookings through Access Control at [AccessControl.Calgary@quadreal.com](mailto:AccessControl.Calgary@quadreal.com) or 403-202-7518. The Access Control office is open Monday – Friday, 8:00am – 4:00pm daily.

### Parking in Shipping & Receiving:

- Loading Dock parking is restricted to 20 minutes for delivery/pick up of equipment and tools only.

### Required Documentation:

- Insurance - Contractor's Certificate of Insurance is to be obtained and maintained, which shall insure the Owner (bcIMC Realty Corporation), the Manager (QuadReal Property Group Limited Partnership and QuadReal Property Group G.P. Inc. and their successors and assigns) and the Contractor against all claims, liabilities and legal fees relating to the Contractor carrying out the work (a) commercial general liability in the sum of at least \$5,000,000 (five million dollars) on an occurrence basis (including bodily injury, property damage, completed operations, non-owned automobile, employer's liability (if applicable), cross liability/severability of interest clause, the Owner and Manager shall be named as additional insured by only in regards to the operations of the named insured). Limit for commercial general liability may be made up of a combination of primary and umbrella liability policies (b) If applicable, automobile liability in the sum of at least \$2,000,000 (two million dollars)
- WCB - Current Contractor's Certificate of Clearance from the Workers' Compensation Board - Alberta

## PRIME CONTRACTOR FOR SAFETY

1. The Contractor shall:
  - (a) Be the Prime Contractor for Safety under this Agreement:
  - (i) shall undertake the duties of the Prime Contractor for Safety as outlined in the applicable legislation; and
  - (ii) where required to do so under the applicable legislation, file and post a "Notice of Project" and any other notices or other document and register its role as Prime Contractor for Safety.
  - (iii) represents and warrants that it has adequate resources and is experienced and competent to be Prime Contractor for Safety and will maintain adequate and competent supervisors to oversee and ensure compliance with all health and safety requirements.
  - (iv) shall indemnify, hold harmless and defend the Owner and Manager against any and all liability, claims, damages, actions, costs, fines, penalties and expense, legal fees on a full indemnity basis, incurred by Owner and Manager as a result of the Contractor failing to fulfil its obligations as Prime Contractor for Safety.
- (b) covenant and agree not to do or omit to do anything in the performance of the Work that would cause itself, the Owner, Manager, or any other person who assumes or is responsible for the role of the Prime Contractor for Safety, to be in breach of the duties and responsibilities of any Prime Contractor for Safety with respect to the Work

### Definition

1. Prime Contractor for Safety means the person who elects to assume pursuant to the Agreement the title, role, responsibilities, duties, and obligations with respect to safety of the Work and at the Work site where the Work will be performed and which upon such election are assigned to the Contractor and, includes the role of:
  - (a) "constructor", as that term is defined in the:
    - (i) Occupational Health and Safety Act (Ontario) and its related regulations; and
    - (ii) Occupational Health and Safety Act (Nova Scotia) and its related regulations;
  - (b) "contractor" as that term is defined in the Occupational Health and Safety Act, 1993 (Saskatchewan) and, as applicable, includes the person with the greatest degree of control over the matters that relate to any particular duty or requirements;
  - (c) "prime contractor", as that term is defined in the:
    - (i) Occupational Health and Safety Act (Alberta) and its related regulation;
    - (d) "principal contractor" in the Act respecting occupational health and safety (Quebec) and its related regulations.