

**RULES FOR CONSTRUCTION PROJECTS IN OPERATIONAL BUILDINGS**

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The following requirements have been developed to ensure that modifications or improvements to the building and/or building systems and equipment are completed to Boston Properties' (BXP) building standards. BXP may, at its discretion, elect to impose additional regulations in order to maintain a level of safety, code compliance and consistency within industry standards.

The review of plans and/or specifications by Boston Properties and its insurers, consultants and/or other representatives, does not imply that reviewed materials comply with applicable laws, ordinances, codes, standards or regulations. Additionally, Boston Properties' review and/or approval does not imply that any work is to be performed at Boston Properties' expense.

Boston Properties has the explicit right to remove from the project any person who does not comply with these rules after 24-hour notice.

**I. GENERAL**

- A. No work will be performed until Boston Properties has received two (2) hard copy sets of drawings and specifications and has given written approval. Boston Properties to receive one (1) hard copy final "for construction" set of documents including all Boston Properties and permit comments, which must be clearly identified, dated and clouded. A complete set shall also be kept on site.
- B. Architectural and Engineering firm must clearly depict future adjacent spaces as code compliant in plan, when constructing new demising walls. Contractor may not build, or demolish conditions that would otherwise leave adjacent Tenant spaces non-code compliant.
- C. At completion of the work, the Contractor shall furnish to Boston Properties one hard copy and one electronic copy of all "**As-Built Drawings**". As-Built Drawings shall reflect all modifications made to the Construction Documents and shall be comprised of all applicable drawings. For Tenant projects, it is the responsibility of the Tenant to track all close out document requirements listed in the lease and ensure that their Consultants and Contractors submit them to Boston Properties at completion of work.

Architect and Engineer of record shall provide electronic copy on a flash drive and emailed to Boston Properties' designated construction manager and to [DC-Drawings@bostonproperties.com](mailto:DC-Drawings@bostonproperties.com). Electronic copy is defined as a full set of both .pdf and AutoCAD (.dwg) drawings, saved down to AutoCAD Version 2011, all X-Reference files bound, and raster images included. USB drive and email subject line should clearly reference the project name and address. Files should be named using the **United States National CAD Standard** followed by a short description and the date on

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building inclusive of emergency telephone numbers prior to commencing work.

- K. The Contractor must provide an on-site project superintendent at all times during ongoing construction when subcontractors are working on site. This superintendent must be knowledgeable of the project's scope of work and have on-site reference materials including "for construction" plans, specifications and MSDS information on all materials used in the performance of the work. If more than one Contractor is working in the building, at the same time, then it is the responsibility of the Contractors to coordinate schedule, and building shared uses, accordingly.
- L. Prior to the work commencing, all blinds must be raised and bagged. All window sills and other base building components must be adequately protected and the protection must be maintained. Workers must not stand on windowsills or other building components. Prior to mobilization GC shall survey work area(s) and public areas along with all existing blinds and provide identify deficient items on floor plan or on list provided to Property Management.
- M. The Contractor shall repair all existing public area finishes disturbed by the work or damaged by the Contractor's or subcontractor's personnel.
- N. Any work that requires access to adjacent Tenant's space must first be coordinated through Boston Properties. Any additional costs of security or building engineering services required due to Contractor's work or during the performance of the Contractor's work shall be charged to the Tenant.
- O. All workers must be dressed appropriately when working in an occupied building and in compliance with OSHA standards which includes appropriate PPE. No shorts are permitted.
- P. Boston Properties shall approve manufacturer of lockset and key cores for compatibility with building master keying system.
- Q. All carts must be furnished with pneumatic tires and rubber bumpers.
- R. Smoking is not allowed in and around any occupied building.
- S. Radios/Speakers/Music is prohibited on site.
- T. Dumping of construction debris into building drains, mop sinks, trash dumpsters, etc. is strictly prohibited. If this does occur, the Contractor shall be charged 200% of the cost of clearing any drain, including administrative time, where evidence of this is found.

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**A. GENERAL**

1. Design Load on office floor levels is 100 psf, include 20 psf for partitions. Any uniform live load exceeding the design load shall be reviewed and approved by the base building structural engineer.

**B. CORE DRILLING**

1. Prior to core drilling or cutting, all slabs with any power-driven penetrations greater than ½" depth, must be x-rayed.

2. A plan of all core drills identified and numbered with photos of the scans, dimensions to scans from building columns and or perimeter wall, must be provided to Boston Properties and Boston Properties' base building Structural Engineer. Boston Properties' base building Structural Engineer must review and approve x-rays, scans and associated plan(s) in writing. Prior to commencing the work, such approval shall be provided to Boston Properties' Construction Manager. Structural Engineer review costs must be borne by Tenant, as a project cost.

3. If obstructions are detected, the core drill locations must be moved as required by the base building structural engineer. Ultrasound and GPR are acceptable substitutes for x-ray only upon approval by the base building structural engineer.

**C. POST-TENSION REQUIREMENTS**

1. For Buildings that are post-tensioned concrete construction, all slabs must be x-rayed. Scheduling of all x-ray scans, must be coordinated with Boston Properties' Building Team a minimum of 72 hours in advance. Provide x-ray technician's horizontal and vertical spread to Boston Properties when making schedule requests. All scans must be performed after hours, as directed by Boston Properties.

2. Concentration of punching shear stresses, reinforcement and post-tensioned cables are heavier around columns. All coring shall be kept away from the column as much as possible. Coring is not permitted in the beams or column drop pads. Locations of all coring shall be approved and backed per tests as indicated. Any coring shall clear post-tensioned cables as directed by base building structural engineer.

3. Duct supports, conduit attachments, ceiling hangers, etc. should all be supported by power-actuated fasteners with maximum slab penetration of 5/8". Hilti HDI-P drop-in anchors with ¾". These hanger locations should also be coordinated with the formwork paint marketing to avoid the indicated location of the tendons on the underside of the slab.

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If demolition is not immediately followed by a build out, Tenant and/or Contractor must turn up sprinkler heads as directed by Boston Properties and in accordance with all applicable jurisdictional regulations and code requirements.

3. Contractor is to adhere to the following when designing the sprinkler system:

Note #1: If concealed type sprinkler heads are to be utilized in office areas, the system is to be designed as an Ordinary Hazard Group 1 System. If hybrid pendant installation exists (i.e. concealed, recessed, semi-recessed, etc. in one design), then Ordinary Hazard Group 1 System design always governs.

Note #2: For light hazard designed systems, as designated by the Boston Properties, the hydraulically most remote design area shall not be allowed a 40% reduction. The minimum design area shall be 1,500 square feet.

Note #3: Partial Renovation of Space where majority of heads are not relocated:

(a) Since there is not a quick pendant sprinkler head with FM approval, BXP will allow use of a UL Listed, quick response head, when it also carries an FM Approval standard response (i.e. V3802 sprinkler head).

(b) It must be confirmed in writing from the General Contractor to BXP that the existing heads with the same physical space are also existing quick response heads and the sprinkler system can support an ordinary hazard group 1 design. If the existing heads are standard response, then the heads must be UL Listed/FM Approved.

Note #4: Complete Renovation of Space where majority of heads are affected or relocated:

(a) Standard response head that is UL Listed/FM approved is required.

Note #5: Sprinkler work will not commence until Boston Properties has received a copy of the sprinkler permit and Boston Properties has approved the sprinkler shop drawings and product data (as well as calculations when necessary) as indicated above.

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5. All Tenant installed fire alarm initiation and notification devices that connect with the base building fire alarm system shall match the base building system and be approved by Boston Properties.
6. All connections to the building's existing fire alarm system are to be made only by the subcontractor specified by Boston Properties.
7. Contractor shall perform a ring-down of the affected area, as well as a pre check of the functionality of all fire alarm devices. A report outlining any deficiencies must be submitted to Boston Properties prior to commencement of work. Absent such report, any deficiencies found after commencement of work will be the responsibility of the Tenant and Contractor to correct.
8. All fire alarm testing will be scheduled at least 72 hours in advance with Boston Properties and must occur after normal business hours if the building is occupied.
9. Combustible and hazardous materials are not allowed to be stored in the building without prior written approval of Boston Properties. Material safety data sheets on all materials to be stored in the building must be kept on site and a copy submitted to Boston Properties.
10. Dust protection of smoke detectors must be installed and removed each day (if operational). Dust protection is required during construction to avoid false fire alarms and damaging of detector system. Filter media must be installed over all return air paths to any equipment rooms prior to demolition. The media must be maintained during construction and removed at substantial completion.
11. All corrective work to the fire alarm system due to the Contractor's work shall be charged to the Contractor.
12. Final tie-in of fire alarm work into the base building fire alarm system is to be made by the base building fire alarm Contractor.

**V. MECHANICAL, ELECTRICAL, PLUMBING AND VOICE/DATA/LOW VOLTAGE CABLING**

**A. GENERAL**

1. Before any new electrical or mechanical equipment is installed in the building; the Contractor must submit a copy of the manufacturer's data sheets along with complete shop drawings and submittal to Boston Properties for approval.

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2. All Test Adjust Balance contractors must be either NEBB or AABC. The following standard NEBB and AABC terminal unit data must be accounted for within the report:

- a. Manufacturer
- b. Terminal Type
- c. Terminal Model Number
- d. Terminal Size
- e. Identification/Designation
- f. Location (Typically an acceptable mechanical print mark up)
- g. DDC Address
- h. Fan Design CFM
- i. Fan Actual CFM
- j. Maximum Primary Air Design CFM
- k. Maximum Primary Air Actual CFM
- l. Minimum Primary Air Design CFM
- m. Minimum Primary Air Actual CFM
- n. DDC Maximum/Minimum CFM
- o. Fan Speed (High, medium, low, variable, etc.) \*
- p. DDC Flow Correction/Calibration Factors\*\*
- q. For terminals with electric heat, the following shall also be provided:
  - i. Provide design and actual KW
  - ii. Voltage
  - iii. Amperage
  - iv. Entering and Leaving temperature readings from terminal

\*Note: Item o. Fan Speed – Log fan control voltage (from speed controller) for PSC motors, log control DCV to ECM motors.

\*\*Note: Item q. DDC Flow Correction/Calibration Factors – Verify factor via manufacturer's published inlet velocity ring DP vs. CFM graphs. Provide reference graph with report.

To reduce the possibility that a balance report is rejected, we suggest the Test Adjust Balance Contractor submit a sample report in advance of its work for Boston Properties' approval.

3. Exhaust fans discharging air directly into the ceiling plenum are for room-generated heat transfer applications only. Air cooled condensers and fans used for toilet, smoking, or chemical fumes' exhaust shall not be permitted to be discharged into the ceiling plenum.

4. Tenant-installed supplemental units and equipment are required to have an electric and/or plumbing sub meter. Absent such sub meter, Tenant may incur a flat rate electricity and/or plumbing charge which is to be paid by the

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equipment must be easily accessible; access doors are required in drywall or other fixed construction.

2. Compression fittings (e.g. propress, shark bite, etc.) are not permitted at any plumbing connection. Refer to Hot Work Permit Section from Property Management Team prior to commencement of work.

3. Contractor shall provide leak detection system and automatic shut off system to stop flow of domestic cold and hot water to associated plumbing equipment (e.g. sinks, water heater, ice maker, dishwasher, shower, etc.). Request specifications from Boston Properties for building-specific leak detection requirements and sequence of operation.

**E. VOICE/DATA/LOW VOLTAGE CABLING**

1. All wiring/cabling run outside of Tenant-demised area and in core rooms (i.e. below slab, electrical room, mechanical room or where exposed) shall be in rigid conduit.

**VI. PARKING – LOADING DOCK**

- A. Contractors, subcontractors and their personnel will not use the loading dock area for daytime parking. Boston Properties may permit at its discretion parking at the loading dock. Unauthorized vehicles will be ticketed and towed.
- B. Use of the loading dock for deliveries/trash removal must be scheduled through Boston Properties a minimum of 48 hours in advance.
- C. Material that does not fit into the service elevator must be delivered through a window opening. The Contractor will be required to properly remove and replace the glass and adequately protect the window framing. Contractor must use base building glass Contractor and request prior approval and scheduling from Boston Properties.

**VII. UTILITIES**

- A. Utilities (i.e. electric, gas, water, telephone, cable) must not be disconnected or interrupted. A minimum of 48-hour notice and written permission from Boston Properties must be provided and attained, respectively.
- B. In unoccupied Tenant space under construction or control by the Contractor, the Contractor shall turn off all lights, except emergency lighting, at the end of each workday. In the event the Contractor fails to turn off the non-emergency lighting at the end of each work day, the Contractor will be invoiced for the excess electric consumption at the rate

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compactors or containers are not to be used for construction debris.

- B. Walk-off mats or other protection must be provided at door entrances where work is being performed.
- C. Carpeting shall be protected by masonite or corex as necessary to maintain cleanliness and to protect carpets from damage.
- D. Tile, Terrazzo, Stone and wood floors shall be protected from damage as necessary.
- E. Contractor will furnish a vacuum(s) with a supply of clean bags and an operator to facilitate ongoing clean- up.
- F. Trash removal will be scheduled and coordinated with Boston Properties.
- G. Contractors must remove all food cartons and related debris from the work area on a daily basis.
- H. Driveway and street cleaning by Contractor will be required when Contractor's work has created mud or debris.



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impaired area shall be established and if applicable, personnel should be provided at closed valves or fire pumps to quickly restore the system if a fire occurs.

- Hot work or other hazardous-type operations shall not be conducted in an area where the fire protection or life safety system(s) are impaired.
- If any hot work or hazardous operations are necessary as part of the impairment, fire watches must be established.

**II. HOT WORK**

A Hot Work Permit is required for any temporary operation producing open flame or sparks. This includes brazing, cutting, grinding, soldering, pipe thawing, torch applied roofing and welding.

Contractors requiring a hot work permit shall follow these steps:

1. Request a Yellow Hot Work Permit from Boston Properties' Impairment Coordinator and be prepared to fulfill the responsibilities assigned to the Contractor.
2. Assist the Impairment Coordinator in completing Part A of the Yellow Hot Work Permit.
3. The "hard copy" of the Yellow Hot Work Permit is placed at the work location.
4. Upon completion of the hot work, the Contractor shall complete Part B of the Yellow Hot Work Permit and return the "hard copy" to the Impairment Coordinator.
5. The Contractor and Impairment Coordinator place both parts of the tag together and sign off/close the Yellow Hot Work Permit.

Enclosed as Attachment A-2 is a copy of the Hot Work Permit. Important points are as follows:

- If there is a practical and safer way to do the job without hot work and that is approved in advance by Boston Properties, that method should be used.
- No hot work is permitted without authorization from Boston Properties' representative serving as, the fire safety supervisor / impairment coordinator, in the form of a signed hot work permit. This permit will be valid for a maximum of one eight-hour shift. After this time, another permit must be obtained from

## RULES FOR CONSTRUCTION PROJECTS IN OPERATING BUILDINGS

## Attachment A-2



Boston Properties

## Impairment Tag

CONTROL NUMBER _____		Revision 01/02	
Property: _____		Area: _____	
System(s): _____		Equip I.D. #: _____ Date: _____	
<p>All items in Part A should be completed prior to any fire protection or life safety system impairment, with the exception of impairments conducted as part of a documented routine test procedure where the system(s) can be immediately restored by standby personnel. Part B should be completed as part of the restoration procedure.</p>			
<b>PART A: PRE-IMPAIRMENT</b>			
	Yes	No	N/A
1. Boston Properties' Impairment Guidelines have been reviewed?			
2. Was this impairment planned?			
3. Scope of impairment has been reviewed with property management?			
4. Work will be performed continuously until protection is restored?			
5. The following notifications have been made:			
Impairment Database			
Fire Department			
Fire Alarm Monitoring Company			
Security			
Tenants			
6. Hazardous operations have been terminated (Hot Work)?			
7. Additional fire extinguishers/charged hose lines have been located in impairment work area?			
8. Security rounds have been modified to include impairment area/increased rounds?			
9. Impairment tags have been completed and placed on impaired systems?			
Completed by: _____		Date: _____	
Reviewed by: _____		Date: _____	
Impairment Coordinator			
<b>PART B: SYSTEM RESTORATION</b>			
	Yes	No	N/A
1. All systems have been restored?			
2. Work area has been inspected and found to be satisfactory?			
3. Operational test of system has been completed with satisfactory results?			
4. All parties notified in Part A, Section 4, have been notified that system(s) are restored?			
5. Tags and status boards have been cleared?			
6. Any fire equipment displaced has been returned to original location?			
Completed by: _____		Date: _____	
Reviewed by: _____		Date: _____	
Impairment Coordinator			
RETAINED BY IMPAIRMENT COORDINATOR			
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(second page of tag is identical and is placed on impaired equipment)

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**COVID-19 Rider****Part One – General Information**

The following requirements and recommendations were developed to assist with mitigating the spread of the COVID-19 virus during design and construction of projects in all of Boston Properties' (BXP's) Operational Buildings.

The health and safety of all of our tenants, contractors, vendors and all other business partners is a top priority. Adherence to guidelines and rules is very important.

BXP has, and will continue to follow CDC Guidelines and Federal, State and Local Authorities. We strongly encourage all individuals visiting or working in BXP's Operational Buildings to review and familiarize themselves with the applicable guidelines on a regular basis

CDC Guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Face Covering:           New Update Week of 4/6/20:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

BXP reserves the right to update the COVID-19 Rider as frequently as necessary as government guidelines change and as the crisis unfolds.

The Boston Properties buildings are open during the Covid-19 crisis and tenants may still be working on site, although limited.

**Part Two – Expectations of Contractors and Consultants**

1. Adhere to CDC Guidelines and Federal, State and Local Authorities.
2. Communicate CDC Guidelines and other applicable recommendations to all employees and subcontractors prior to working on site. <https://www.cdc.gov/coronavirus/2019-ncov/index.html> contains detailed information and flyers that assist with communications for businesses.
3. BXP recommends increased cleaning of the high touch areas of the job sites, doors, hardware, elevator buttons from the loading dock to the job site, path of travel, field offices, and restrooms (if provided on project), etc.
4. BXP recommends temporary handwashing stations be installed if possible, on the job site.
5. BXP recommends additional hand sanitizer be placed on job sites easily accessible to the work crews.
6. BXP recommends, where viable, to increase ventilation of sites. Additionally we request that you change temporary filter media frequently.
7. BXP recommends that contractors encourage the use of face covering as recently recommended by the CDC. We understand that facemasks may be in short supply for construction; however, the CDC guidelines detail other options that could be used in absence of manufactured facemasks.
8. Meetings: If in person meetings are required, BXP recommends the number of participants be minimized and to hold meetings outdoors, if possible. If not possible, attendees should

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**COVID-19 Rider****Part Three – BXP Access Requests**

BXP requires all work to progress in accordance with CDC Guidelines and Federal, State and Local Authorities. We are a partner in the successful planning and completion of all ongoing projects in our Operational Buildings and BXP remains available to assist our contractors and consultants to perform their work.

In addition, BXP hereby request adherence to the following protocols.

1. Access requests, freight, loading dock, garages, etc. may remain 48 hours.
2. Access requests – entering adjacent tenant spaces, please schedule in advance and allow a minimum of 72 hours, as not all tenants are active at this time. Entering secure spaces may require additional lead-time and therefore we request that you provide as much notification as possible, but a minimum of 72 hours.

Please continue to utilize all standard procedures and processes for requests from our onsite teams.

General Contractors should anticipate during this time the clean up after working in an adjacent tenant space should be more extensive than is typical. We encourage wiping down all surfaces touched by the work crews and adherence to the CDC Guidelines, etc.

**Part Four – What to do if you have a confirmed COVID-19 Case and/or Temporary Project Shut Down**

If you become notified and/or aware of a confirmed COVID-19 case on your site, or with someone that accessed the site: (applies to drivers, material suppliers, subcontractors, etc.)

1. Notify BXP immediately via email. You may do so by contacting the Construction Manager and/or the Property Manager.
2. Follow the CDC Guidelines. BXP recommends the General Contractor thoroughly clean the site and all high touch areas including path of travel from the loading dock to the site.
3. Follow the attached *Liberty Mutual Construction Site Temporary Closure of Construction Sites & Pandemic Response and the Temporary Closure of Construction Sites*.  
If you have any questions regarding the specifics of your site, contact the Boston Properties Construction Manager.

If you or your client are contemplating the shut down of a construction site, not specifically associated with a confirmed case of Covid-19, contact the Boston Properties Construction Manager immediately and follow the attached *Liberty Mutual Construction Site Temporary Closure of Construction Sites & Pandemic Response and the Temporary Closure of Construction Sites*. If you have any questions regarding the specifics of your site, contact the Boston Properties Construction Manager.

It is the priority of Boston Properties to maintain a safe work environment at all times and throughout the current crisis. Adherence to the guidelines and rules is very important. In the future, as other employees and tenants begin to return to work, it will continue to be a priority until the Federal, State and Local guidelines are adjusted. We appreciate your partnership in keeping all individuals safe and healthy to the best of our ability.

## **Boston Properties**

*Metropolitan Square*

### **RULES FOR CONTRACTORS WORKING IN OCCUPIED BUILDINGS – BUILDING SPECIFIC RIDER**

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**Building Address:** 655 15<sup>th</sup> Street, NW  
Washington DC 20005

**Hours of Operation:** Monday through Friday: 8:00 AM to 8:00 PM  
Saturday: 9:00 AM to 5:00 PM

**Additional Insureds:**

The Metropolitan Square Associates LLC, a District of Columbia limited liability company  
Boston Properties Limited Partnership, a Delaware limited partnership  
Boston Properties, Inc., a Delaware corporation  
BP Management, L.P., a Delaware limited partnership  
BP/CRF Metropolitan Square LLC, a Delaware limited liability company  
Metropolitan Square REIT LLC, a Delaware limited liability company  
CRF Met Square, LLC, a Delaware limited liability company  
The Comptroller of the State of New York, as Trustee of the Common Retirement Fund  
The Prudential Insurance Company of America

**Certificate Holder:**

The Metropolitan Square Associates LLC  
c/o Boston Properties  
2200 Pennsylvania Avenue NW, Suite 200W  
Washington, DC 20037

**Required Contractors and Vendors**

Access Control:	<b><u>DataWatch</u></b> <u>James Gillette</u> <u>(301) 356 – 5596</u> <u>Jgillette@datawatchsystems.com</u>
HVAC Controls:	<b><u>Siemen's</u></b> (Justin Friend/301-837-2539)
Fire Alarm Tie-Ins:	<b><u>Adcocks</u></b> (Ray Rinaldo/301-843-3661) & <b><u>Siemen's</u></b> (Timothy Wright/303-837-2825)
Elevator Service:	<b><u>Otis</u></b> (Prescott Slee/301-996-2396)
Roofing Installer:	<b><u>J &amp; R Roofing</u></b> (Shane Lilly/301-470-6089)

## **Boston Properties**

*Metropolitan Square*

### **RULES FOR CONTRACTORS WORKING IN OCCUPIED BUILDINGS – BUILDING SPECIFIC RIDER**

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Washington DC 20005

**Hours of Operation:** Monday through Friday: 8:00 AM to 8:00 PM  
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#### **Additional Insureds:**

The Metropolitan Square Associates LLC, a District of Columbia limited liability company  
Boston Properties Limited Partnership, a Delaware limited partnership  
Boston Properties, Inc., a Delaware corporation  
BP Management, L.P., a Delaware limited partnership  
BP/CRF Metropolitan Square LLC, a Delaware limited liability company  
Metropolitan Square REIT LLC, a Delaware limited liability company  
CRF Met Square, LLC, a Delaware limited liability company  
The Comptroller of the State of New York, as Trustee of the Common Retirement Fund  
The Prudential Insurance Company of America

#### **Certificate Holder:**

The Metropolitan Square Associates LLC  
c/o Boston Properties  
2200 Pennsylvania Avenue NW, Suite 200W  
Washington, DC 20037

#### **Required Contractors and Vendors**

Access Control:	<b><u>DataWatch</u></b> <u>James Gillette</u> <u>(301) 356 – 5596</u> <u>Jgillette@datawatchsystems.com</u>
HVAC Controls:	<b><u>Siemen's (Justin Friend/301-837-2539)</u></b>
Fire Alarm Tie-Ins:	<b><u>Adcocks (Ray Rinaldo/301-843-3661) &amp;</u></b> <b><u>Siemen's (Timothy Wright/303-837-2825)</u></b>
Elevator Service:	<b><u>Otis (Prescott Slee/301-996-2396)</u></b>
Roofing Installer:	<b><u>J &amp; R Roofing(Shane Lilly/301-470-6089)</u></b>