

**Cummins Properties, LLC** (“LESSOR” or “CPL”)  
**Construction Guidelines and Specifications** (“Guidelines”)  
for Work within buildings managed by LESSOR

<p><b>1.0 Introduction</b></p> <p>1.1 Guidelines 2</p> <p>1.2 Responsibility</p> <p>1.3 “Non-Building Standard”</p> <p><b>2.0 Review Process</b></p> <p>2.1 <u>Review Process Checklist</u> 3</p> <p>2.2 <u>Before the Work</u> 4</p> <p style="padding-left: 20px;">a Design Review Authorization (“DRA”)</p> <p style="padding-left: 20px;">b Resources</p> <p style="padding-left: 20px;">c Preliminary Consent</p> <p style="padding-left: 20px;">d Full Scope of Work Package</p> <p style="padding-left: 20px;">e Permit Application – Building Info. 5</p> <p>2.3 <u>Consent to Work</u> 6</p> <p style="padding-left: 20px;">a Review and Conditions Memo</p> <p style="padding-left: 20px;">b Roof Work AWA</p> <p style="padding-left: 20px;">c Restoration AWA</p> <p style="padding-left: 20px;">d Security</p> <p style="padding-left: 20px;">e Insurance</p> <p style="padding-left: 20px;">f Other Conditions</p> <p>2.4 <u>Commencement of Work</u></p> <p style="padding-left: 20px;">a Finalized Scope of Work Documents</p> <p style="padding-left: 20px;">b Salvaged Materials</p> <p style="padding-left: 20px;">c Refuse Removal</p> <p>2.5 <u>During the Work</u> 7</p> <p style="padding-left: 20px;">a LESSOR Site Visits and Inspections</p> <p style="padding-left: 20px;">b Field Reports</p> <p style="padding-left: 20px;">c Ancillary Expenses</p> <p style="padding-left: 20px;">d Work Hours</p> <p style="padding-left: 20px;">e Work in Neighboring Suites</p> <p style="padding-left: 20px;">f Disturbances</p> <p style="padding-left: 20px;">g Maintenance and Damages</p> <p style="padding-left: 20px;">h Elevator Use</p> <p style="padding-left: 20px;">i Sprinkler Work</p> <p style="padding-left: 20px;">j Corrections to Work</p> <p style="padding-left: 20px;">k Premature Termination of Work</p> <p>2.6 <u>After the Work</u> 8</p> <p style="padding-left: 20px;">a Site Completion</p> <p style="padding-left: 20px;">b Deliverables</p> <p style="padding-left: 40px;">i. As-Built Drawings</p> <p style="padding-left: 40px;">ii. Certificate of Occupancy and Permits</p> <p style="padding-left: 40px;">iii. Operations and Maintenance Manual</p> <p style="padding-left: 40px;">iv. Lien Waivers</p> <p style="padding-left: 40px;">v. LESSEE Certification</p> <p style="padding-left: 20px;">c Security</p>	<p><b>3.0 Standard Work Guidelines</b></p> <p>3.1 <u>General</u> 9</p> <p style="padding-left: 20px;">a Typical Spaces (General Office / Warehouse)</p> <p style="padding-left: 20px;">b Work by LESSOR</p> <p style="padding-left: 20px;">c Systems</p> <p style="padding-left: 20px;">d Equipment</p> <p style="padding-left: 20px;">e Utility Lines</p> <p style="padding-left: 20px;">f Fasteners</p> <p style="padding-left: 20px;">g Asbestos Awareness</p> <p>3.2 <u>Site</u> 11</p> <p>3.3 <u>Architectural</u> 12</p> <p>3.4 <u>Roof</u> 14</p> <p>3.5 <u>HVAC</u> 15</p> <p>3.6 <u>Electrical</u> 17</p> <p>3.7 <u>Plumbing</u> 19</p> <p>3.8 <u>Fire and Life Safety</u> 20</p> <p><b>4.0 Specialty Work Guidelines</b></p> <p>4.1 <u>Specialty Spaces</u></p> <p style="padding-left: 20px;">a Laboratory / Technical 21</p> <p style="padding-left: 20px;">b Patient Care 23</p> <p style="padding-left: 20px;">c Food Service / Restaurant 24</p> <p>4.2 <u>Communications</u> 26</p> <p>4.3 <u>Signage</u></p> <p style="padding-left: 20px;">a Submission Requirements 27</p> <p style="padding-left: 20px;">b Channel Letter - Illuminated 28</p> <p style="padding-left: 20px;">c Channel Letter – Non-illuminated 29</p> <p style="padding-left: 20px;">d Cluster Signs 30</p> <p style="padding-left: 20px;">e Solid Letter Signs 31</p> <p><b>5.0 Material Specifications</b></p> <p>5.1 Buildings &amp; Schedules Key 32</p> <p>5.2 Finish Schedules</p> <p style="padding-left: 20px;">a GREY (with graphic) 33</p> <p style="padding-left: 20px;">b BEIGE (with graphic) 38</p> <p style="padding-left: 20px;">c MAHOGANY (with graphic) 40</p> <p style="padding-left: 20px;">d MAPLE / OAK (with graphic) 43</p> <p style="padding-left: 20px;">e SPECIALTY 46</p> <p>5.3 Graphic Index of Finishes 50</p>
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# 1.0 Introduction

## 1.1 Guidelines

These Guidelines provide a specification resource for proposed nonstructural alterations, additions, or improvements completed by any party other than LESSOR; including LESSEE, its employees, contractors, and agents, as applicable (each and all, "LESSEE"), within buildings managed by LESSOR in accordance with the lease ("Work"). Such Work may include, for example, the modification of existing leasehold improvements, in order to meet LESSEE's specific use or occupancy needs.

**The intent of these Guidelines is to facilitate the continuation of consistent Work, promote uniformity within LESSOR spaces, and reduce maintenance costs and restoration charges.**

- All proposed Work must follow the below **Review Process (Section 2.0)** and must be approved in writing by LESSOR in advance via a formal Review and Conditions Memorandum ("R&C Memo"). Following completion, the Work will constitute an "allowed alteration," as that term is defined in the lease. LESSEE shall not perform any Work prior to LESSOR's approval via the R&C Memo.
- No changes to the scope of the Work are permitted or may occur without the LESSOR's written approval in advance in each instance.

## 1.2 Responsibility for Work

LESSEE is solely responsible for all Work. LESSEE must initiate and maintain safety precautions and must conduct all Work in a safe and skillful manner in compliance with all applicable laws and regulations (including federal, state, and local laws, ordinances, codes, bylaws, and industry standards) in the performance of the Work ("Regulations").

- These Guidelines must not be construed as contradicting any Regulations. They are, instead, supplemental requirements. In the event of any conflict between these Guidelines and the Regulations, the Regulations will control, except that nothing prohibits LESSOR from requiring LESSEE to implement safety measures that are more protective than the Regulations or any requirements imposed by applicable authorities to protect the property, building, occupants, or contents.
- LESSOR makes no representation as to the suitability of any Work for LESSEE's specific use or occupancy of the premises. LESSOR's review and approval of the proposed Work is solely for purposes of compliance with these Guidelines, and not for compliance with any particular Regulations.

## 1.3 "Non-building standard"

- The following categories of Work are deemed "non-building standard": (i) all Work performed by LESSEE (i.e., "allowed alterations" as defined in the lease); (ii) all leasehold improvements installed in connection with a Specialty Project (see Section 4.0) or Specialty Materials (see Section 5.2.e), whether installed by LESSEE, LESSOR, or otherwise; (iii) all leasehold improvements that do not comply with these Guidelines, whether installed by LESSEE, LESSOR, or otherwise; (iv) all leasehold improvements serving area(s) of the premises used for any purpose other than general office or warehouse; and (v) all leasehold improvements that vary from these Guidelines or that are necessitated by some specific aspect of LESSEE's use of the premises, whether installed by LESSEE, LESSOR, or otherwise.
- "Non-building standard" work may require added labor and materials (and result in additional charges) to restore the premises to building-standard condition ("Restoration Charges"). Such additional charges are payable, at LESSOR's sole option, in advance or in the future.
- LESSEE is solely responsible for all replacement, repair, and maintenance of "non-building standard" improvements.



## **2.2 Before the Work**

### **a Design Review Authorization**

LESSEE must complete, sign, and return a Design Review Authorization (DRA) as a precondition to LESSOR's preliminary or substantial review of LESSEE's proposed Work. LESSEE is responsible for all charges incurred by LESSOR as a result of the Work, including documentation requested by LESSEE, LESSOR's review of LESSEE Work documents, pre-construction walk-throughs or site surveys requested or conducted by LESSOR, site visits throughout the proposed project, and any other services required by LESSOR as part of its review, or requested by LESSEE.

### **b Resources**

LESSEE shall, prior to planning any proposed Work, deliver LESSOR's current Guidelines to LESSEE's project team, who must abide by same throughout all Work. LESSOR may be able to provide limited .pdf and/or AutoCAD plans of LESSEE's space. These general plans, supplied for LESSEE's convenience, are schematic only. All existing and proposed conditions and dimensions must be field verified by LESSEE prior to any use of or reliance on such plans to ensure accurate measurements and configurations. While LESSEE may select any qualified and licensed contractor, LESSOR maintains a list of local architects, engineers, and contractors who may be able to provide design and/or construction services if needed. LESSOR makes no representation as to the suitability of any such firms for LESSEE Work.

### **c Preliminary Consent**

LESSEE may submit a preliminary scope of work (i.e., project description and plans) that outlines the Work for LESSOR to determine whether to consent preliminarily to the conceptual nature of the Work. If LESSOR grants such consent, LESSEE shall produce full scope of work documentation in order to receive full LESSOR consent.

### **d Full Scope of Work Package**

LESSEE shall submit a completed "full scope of work package" for LESSOR to review and evaluate whether it will consent to the proposed Work. The full scope of work package shall be delivered to LESSOR in .pdf format. Printed sets may be required for larger or more complex projects. LESSEE's inclusion of the following is essential for efficient and expedient review by LESSOR. Incomplete packages will delay and may prevent LESSOR's review, and ultimately, its consent.

- **Work Narrative, Contractor Proposals, Total Project Cost, and Schedule** Provide a detailed and explanatory description of the Work; contact information for general contractor and/or trade contractors; individual proposals with corresponding charges and payment terms; an estimated project value based on individual proposals; and an estimated construction schedule (with phasing information if applicable).
- **Drawings and Coordination of Work** Submit working drawings to LESSOR (most projects shall be stamped by a Massachusetts registered architect or engineer) depicting all proposed Work. Drawings should include relevant structural, architectural, mechanical, electrical, plumbing, fire alarm, fire protection, and communications plans; and include relevant floor plans, ceiling plans, elevations, sections, and details.
- **Product and Equipment Spec Sheets** Provide specification sheets and safety data sheets for specialty materials and equipment that connect directly to the building or any of its systems. Include all utility service requirements, dimensions, weight, and other characteristics. Specifications must address how any noise, odor, vibration, flammable or hazardous material storage will be addressed.
- **Permit Applications** Submit a copy of any building permit application to LESSOR prior to its submission to municipal authorities. As a precondition to any building permit application submission, LESSOR shall provide the required 'owner authorization' required to accompany the application once LESSOR's review and consent to a full scope of work package is complete. In addition, provide LESSOR copies of all trade and building permits granted to LESSEE. *See 2.2e for Permit Application – Building Information.*
- **Roof Access Agreement** If applicable, LESSEE must request and execute a Roof Access Agreement if roof access is required at any time, for any Work, as well as for maintenance purposes.
- **Security** (See Section 2.3: 'Consent to Work'.)
- **Insurance** (See Lease, and Section 2.3: 'Consent to Work'.)
- **Additional Information** If applicable, LESSEE must provide additional information required and requested by LESSOR, including a structural engineer's letter, a statement from contractor(s) of any payments received, a hazardous materials survey, biomedical questionnaire, an emergency eye/shower maintenance letter, etc..

**e Permit Application – Building Information**

Bldg Address*	*City Address	City	Owner	Zone	Map No.	Block	Lot	Parcel / Property ID
2-36 Cummings Park	345 Washington St.	Woburn	Anderson Estates, LLC	OP	26	4	7	
38-72 Cummings Park	30 Cedar Street	Woburn	Anderson Central, LLC	OP	26	4	8	
72-124 Cummings Park	32 Cedar Street	Woburn	Interstate 93 Land, LLC	OP	26	4	1	
204 WCP	350 Washington St.	Woburn	Aberjona Valley, LLC and CPET Realty, LLC	OP	26	9	1	
300 WCP - First Floor	346 Washington St.	Woburn	Golden School, LLC	OP	32	1	11	
400 WCP	340 Washington St.	Woburn	Lundquist, LLC	OP	32	1	9	
500 WCP	330 Washington St.	Woburn	5 WCP, LLC	OP	32	1	19	
600 WCP	322 Washington St.	Woburn	6 WCP, LLC	OP	32	1	5	
800 WCP	320 Washington St.	Woburn	Woburn Services, LLC	OP	32	1	8	
Tower Office Park	395 Washington	Woburn	Beltway, LLC	OP	26	4	3	
444 Washington Street	444 Washington St.	Woburn	444 Medical, LLC	B1	21	1	2	
299 Washington Street	299 Washington St.	Woburn	Crossroads Properties, LLC	IG	32	5	2	
10 Commerce Way	10 Commerce Way	Woburn	MHP Realty, LLC	IP	20	1	2	
18 Commerce Way	18 Commerce Way	Woburn	MHP Realty, LLC	IP	20	1	2	
34 Commerce Way	34 Commerce Way	Woburn	Sudbury Research Center, LLC	IP	20	1	4	
2-8 Henshaw Street	2-8 Henshaw St.	Woburn	Jutkins Properties, LLC	IG	54	5	25	
10-22 Henshaw Street	10-22 Henshaw St.	Woburn	Jutkins Properties, LLC	IG	54	5	26	
One Merrill Street	1 Merrill Street	Woburn	Jutkins Properties, LLC	IG	54	8	23	
21 Olympia Avenue	21 Olympia Ave.	Woburn	Jutkins Properties, LLC	IP	26	2	6	
25 Olympia Avenue	25 Olympia Ave.	Woburn	Jutkins Properties, LLC	IP	26	2	5	
78 Olympia Avenue	78 Olympia Ave	Woburn	Dakempa Realty, LLC	IP	25	18	4	
475 Wildwood Avenue	475 Wildwood Ave.	Woburn	Jutkins Properties, LLC	IP	31	2	6	
150 New Boston Street	150 New Boston St.	Woburn	Jutkins Properties, LLC	IP	19	2	1	
155 New Boston Street	155 New Boston St.	Woburn	Boston North, LLC	IP	19	3	1	
165 New Boston Street	165 New Boston St.	Woburn	Boston North, LLC	IP	15	1	18	
175 New Boston Street	175 New Boston St.	Woburn	Boston North, LLC	IP	15	1	14	
10 Roessler Road	10 Roessler Road	Woburn	Jutkins Properties, LLC	IP	15	1	15	
1 Gill Street	1 Gill Street	Woburn	Gill Street, LLC	IP	14	16	7	
2 Gill Street	2 Gill Street	Woburn	Woburn Prudential, LLC	IP	14	18	2	
3 Gill Street	3 Gill Street	Woburn	Pontiac Properties, LLC	IP	14	16	4	
4 Gill Street	4 Gill Street	Woburn	Dakempa Properties, LLC	IP	14	18	1	
6 Gill Street	6 Gill Street	Woburn	Woburn Prudential, LLC	IP	19	1	7	
10 Gill Street	10 Gill Street	Woburn	Boston North, LLC	IP	19	1	6	
12 Gill Street	12 Gill Street	Woburn	Boston North, LLC	IP	19	1	6	
14 Gill Street (8 Gill)	14 Gill Street	Woburn	Pontiac Properties, LLC	IP	19	1	5	
30 Sixth Road	30 Sixth Road	Woburn	Gill Street, LLC	IP	14	18	3	
8 Cabot Road	8 Cabot Road	Woburn	Dakempa Properties, LLC	IP	15	1	19	
12 Cabot Road	12 Cabot Road	Woburn	Pontiac Properties, LLC	IP	15	1	2	
35 Cabot Road	35 Cabot Road	Woburn	Rumford Linscott, LLP	IP	15	1	5	
100 TradeCenter	100 Sylvan Road	Woburn	Trade Center Park, LLC	OP	23	5	31	
200 TradeCenter (Court)	Sylvan Road	Woburn	Trade Center Park, LLC	OP	23	5	31	
250 TradeCenter (Garage)	Sylvan Road	Woburn	Trade Center Park, LLC	OP	23	5	31	
300-400 TradeCenter	Sylvan Road	Woburn	Trade Center Park, LLC	OP	23	5	31	
38 Montvale Avenue	38 Montvale Ave.	Stoneham	Chestnut Hollow, LLC	HB				17-0-223
41 Montvale Avenue	41 Montvale Ave.	Stoneham	Chestnut Hollow, LLC	C1				17-0-256
92 Montvale Avenue	92 Montvale Ave.	Stoneham	92 Montvale Avenue, LLC	C1				23-0-15
196 Boston Avenue	196 Boston Ave.	Medford	Simmons Properties, LLC	O-2				N-05-6
200 Boston Avenue	200 Boston Ave.	Medford	Simmons Properties, LLC	O-2				N-05-7
260 Fordham Road	260 Fordham Road	Wilmington	J. McKeown, LLC	H-1				99-132
340 Fordham Road	340 Fordham Road	Wilmington	J. McKeown, LLC	H-1				99-134
50 Concord Street	50 Concord Street	Wilmington	50 Concord Street, LLC	H-1				91-119
60 Concord Street	60 Concord Street	Wilmington	50 Concord Street, LLC	H-1				91-119
64 Concord Street	64 Concord Street	Wilmington	50 Concord Street, LLC	H-1				91-119
66 Concord Street	66 Concord Street	Wilmington	50 Concord Street, LLC	H-1				91-122
101 Cambridge Street	101 Cambridge St	Burlington	MHP Realty, LLC	BG				35-113-0
142 North Road	142 North Road	Sudbury	Sudbury Research Center, LLC	RD				C11-0300
144 North Road	142 North Road	Sudbury	Sudbury Research Center, LLC	RD				C11-0300
30/40 Audubon Road	30 Audubon Road	Wakefield	Sudbury Research Center, LLC	I				36W-004-009
50/60 Audubon Road	50 Audubon Road	Wakefield	Engineering Properties, LLC	I				36W-005-09A
40 Shattuck Road	40 Shattuck Road	Andover	40 Shattuck Road, LLC; CPET Shattuck, LLC; River Shattuck, LLC	ID				167-15B
21 Warren Avenue	21 Warren Ave	Woburn	NHC Realty, Inc. (Cummings Foundation, Inc.)	R2	59	1	1	
370 Hemenway	370 Hemenway	Marlboro	HEM Realty, Inc. (Cummings Foundation, Inc.)	A-1				34-8
400 Hemenway	400 Hemenway	Marlboro	HEM Realty, Inc. (Cummings Foundation, Inc.)	A-1				34-8
420 Hemenway	420 Hemenway	Marlboro	HEM Realty, Inc. (Cummings Foundation, Inc.)	A-1				34-8
100 Cummings Center	181 Elliott Street	Beverly	Beverly Commerce Park, LLP	IG				30-228
200 Cummings Center	181 Elliott Street	Beverly	Beverly Commerce Park, LLP	IG				30-228
500 Cummings Center	181 Elliott Street	Beverly	Beverly Commerce Park, LLP	IG				30-228
600 Cummings Center	181 Elliott Street	Beverly	Beverly Commerce Park, LLP	IG				30-228
800 Cummings Center	181 Elliott Street	Beverly	Beverly Commerce Park, LLP	IG				30-228
900 Cummings Center	181 Elliott Street	Beverly	Beverly Commerce Park, LLP	IG				30-228
West Garage Cummings Center	181 Elliott Street	Beverly	Beverly Commerce Park, LLP	IG				30-228
43-44 Dunham Ridge	40-53 Dunham Road, Unit 43-44	Beverly	Dunham Ridge, LLC	IR				69-2
48 Dunham Ridge	40-53 Dunham Road, Unit 48	Beverly	48 DR, LLC	IR				69-2-48
50 Dunham Ridge	40-53 Dunham Road, Unit 50	Beverly	50 DR, LLC	IR				69-2.50
51 Dunham Ridge	40-53 Dunham Road, Unit 51	Beverly	Dunham Ridge, LLC	IR				69-2

### **2.3 Consent to Work**

When the above steps have been completed to LESSOR's satisfaction, and following LESSOR's completion of its review, LESSEE will receive written consent from LESSOR for LESSEE's Work. Such consent may include the following:

**a Review and Conditions Memorandum (R&C Memo)**

LESSEE will receive written consent for LESSEE's Work, subject to any reasonable requirements or conditions LESSOR imposes, via an R&C Memo, which, together with any related documents, must be executed and returned to LESSOR as a precondition to the commencement of any Work.

**b Roof Work AWA**

LESSOR may, on a case-by-case basis, elect to perform roof work for LESSEE. If so, the R&C Memo shall reference an attached Additional Work Authorization (AWA) for Roof Work, which will describe the applicable charges for such work to be performed by LESSOR or its affiliates (e.g., openings, cones, curbs, etc.). LESSEE must execute and return such AWA to LESSOR as a precondition to the commencement of any Roof Work.

**c Restoration AWA**

If applicable, the R&C Memo may reference an attached AWA for restoration. Charges for Work deemed "non-building standard" will be described, and the document must be executed and returned to LESSOR as a precondition to the commencement of any Work. In lieu of a Restoration AWA, at LESSOR's sole discretion, and as a precondition to the lease termination or LESSEE's earlier relocation to other premises, LESSEE may be required to remove any modifications supplied and installed by LESSEE and restore the premises in accordance with these Guidelines and as otherwise provided in the lease.

**d Security**

LESSEE must provide LESSOR with appropriate security (in an amount to be determined by LESSOR, based on the full value of the project, but not less than the full contract price) to mitigate LESSOR's exposure to potential liens arising out of the Work (See Section 2.6.b below). If applicable, the R&C Memo (described below) may reference an attached amendment to the lease, outlining how additional security will be provided (namely a letter of credit and/or cash) by LESSEE.

**e Insurance** LESSEE shall provide the required policy of insurance, together with the declarations page and all applicable riders and endorsements, covering LESSEE (and its contractor(s), if applicable) and naming "Cummings Properties, LLC and building owner(s)" as additional insureds.

**f Other Conditions**

If applicable, the R&C Memo may include other conditions specific to LESSEE's Work. For example, LESSEE's Work may require fire alarm panel connections, which are typically performed by LESSOR or its affiliates, and therefore anticipated charges for such Work will be noted.

### **2.4 Commencement of Work**

At the commencement of Work, LESSEE shall contact the LESSOR representative noted in the R&C Memo to coordinate LESSOR's inspectional visits and shall further confirm and coordinate the following:

**a Finalized Scope of Work Documents**

LESSEE must verify all details of the Work to be performed; submit a comprehensive and finalized schedule of Work encompassing all labor, material, and equipment to be utilized within the scope of the Work; maintain on the site a complete set of construction documents progressively filed and updated to reflect changes; and coordinate final equipment locations and other aspects of construction as specified in the R&C Memo.

**b Salvaged Materials**

Unless otherwise directed by LESSOR, all reusable materials being removed from the premises and not scheduled for reuse shall be returned to LESSOR by LESSEE. All such doors (hardware stripped and individually packaged), interior windows, suspended ceilings, HVAC, electrical and fire protection components (if any) must be packaged, palletized, wrapped in plastic as directed by LESSOR, and returned to a location designated by LESSOR. Removed materials and/or equipment may not be used as a credit or trade-off by LESSEE.

**c Refuse Removal**

LESSEE is responsible for how unsalvageable or non-reusable materials, otherwise known as demolition and construction debris, will be removed from the property, and disposed of off-site in accordance with all applicable codes or ordinances. No debris may be disposed of in a LESSOR building or in any LESSOR construction dumpsters. If a temporary on-site project dumpster is required for non-hazardous waste, the dumpster provider must be the same provider as assigned to the building as a whole and must be placed at a location approved in advance by LESSOR. The timetable for debris removal may be restricted in LESSOR's sole discretion.

## **2.5 During the Work**

Throughout construction, LESSEE shall be responsible for the following:

**a LESSOR Site Visits and Inspections**

All Work is subject to inspection by LESSOR at any time throughout the course of the Work. An inspection should be arranged by LESSEE before final completion and at other earlier times during Work to ensure compliance with LESSOR requirements herein and in the lease. Such LESSOR inspections do not replace those required by permit issuing authorities but are intended to answer any LESSEE questions and maintain consistency in LESSOR's standardized construction.

**b Field Reports**

LESSEE must deliver copies of all architect and engineer field reports relating to the Work, if any, to LESSOR.

**c Ancillary Expenses**

LESSEE must pay all ancillary expenses incurred in performance of or required for the Work, including utility costs, costs for temporary structures, temporary lighting, temporary heating, restrooms, snow removal, permits and associated inspections, governmental fees, and licenses, etc.

**d Work Hours**

LESSEE Work will typically be allowed during normal working hours only (Monday – Friday, 7 AM - 5 PM; Saturday 7 AM to noon); however, after-hours work may be necessary under some circumstances to avoid disrupting neighboring clients. All work performed outside normal working hours must be reviewed and approved in advance by the LESSOR.

**e Work in Neighboring Suites**

If LESSEE's Work requires access to neighboring client spaces (above, below, or adjacent to LESSEE's premises), LESSEE is responsible for coordinating access with all affected client(s), scheduling, Work parameters, and copying LESSOR on all communications.

**f Disturbances**

LESSEE must conduct the Work to minimize disturbances in occupied suites, to adjacent clients, and to building common areas. Disturbances involving dust, debris, noise, odor, or physical obstruction are not permitted, and Work creating or allowing such disturbances may be required to occur outside of normal working hours or with additional controls or remedial measures. LESSEE must immediately cease all Work and correct all conditions to which LESSOR objects.

**g Maintenance and Damages**

LESSEE is responsible for daily maintenance in common hallways, exterior areas, elevators, and elevator vestibules used or accessed by LESSEE and/or its construction crews. Common hallways must be kept clean and unimpeded at all times. Dusty or dirty carpets must be cleaned, wall paint touched up, ceiling panels reinstalled, and damage repaired each day. If LESSEE damages or fails to conduct daily maintenance of any portion of the building or property during performance of the Work, LESSEE, at LESSEE's sole expense, must immediately repair such damage and perform such work. If, within 24 hours of notification by the LESSOR that maintenance or repair is required, LESSEE does not repair said damages, LESSOR may perform such work, and LESSEE will promptly reimburse LESSOR for all costs associated therewith.

**h Elevator Use**

In multi-story buildings LESSEE will restrict construction personnel to the freight elevator if one exists. Elevators must remain available for use by other occupants at all times. If a freight elevator is not available in the building, LESSEE must protect the passenger elevator, including its doors, threshold, floors, and interior car finishes, from damage.

**i Sprinkler Work**

LESSEE must, by 3:00 p.m. each day, request that LESSOR reactivate all sprinklers that were temporarily deactivated for LESSEE Work.

**j Corrections to Work**

LESSEE must, at its sole expense, promptly correct all Work not in conformance with the previously approved scope of Work or which constitutes a safety hazard. If, within a reasonable time after LESSOR requests LESSEE correct a non-conforming portion of the Work or a safety issue, LESSEE fails to make such correction, LESSOR may correct such non-conforming portion or issue, and LESSEE will promptly reimburse LESSOR for all costs associated therewith.

**k Premature Termination of Work**

In the event the Work is prematurely terminated by LESSEE for any reason, LESSOR may (1) enter upon the site and, for the purpose of completing the Work, take possession of all related materials, tools, and equipment; and (2) employ any other person or persons necessary to complete the Work. LESSEE will promptly reimburse LESSOR for all costs associated therewith.

## **2.6 After the Work**

Final completion of the Work shall mean the performance of all required Work, including:

### **a Site Completion**

LESSEE must ensure the satisfactory operation of all equipment and the correction of all unacceptable or incomplete portions of Work to the satisfaction of LESSOR. LESSEE must also arrange for the removal of all surplus material, equipment, and rubbish and the return to LESSOR of all previously agreed upon salvaged materials.

### **b Submission of Deliverables to LESSOR**

- **As-Built Drawings** LESSEE must deliver to LESSOR (in .pdf format) dimensioned as-built drawings depicting the project's final outcome (comprehensive projects are typically required to be submitted in ACAD v.14 format), which LESSOR may utilize for base plan record updates, and any such services by LESSOR will be billed to LESSEE via the DRA.
- **Certificate of Occupancy and Permits** LESSEE must submit to LESSOR all municipal approvals and similar acceptances, including all executed Certificates of Occupancy and Building Permits, upon LESSEE's receipt of same.
- **Operations and Maintenance Manuals (O&M), Specifications, and Warranties** If applicable, upon completion of the Work, LESSEE must deliver to LESSOR a digital O&M for all LESSEE-supplied and installed equipment and systems. The O&M must include an equipment list, cut sheets, sequence of operations, and maintenance schedule for all said equipment and systems. All guarantees and warranties relating to any materials or equipment installed must be assigned to LESSOR by LESSEE as and when received. The O&M must also include, where applicable and if requested by LESSOR, a certified air balancing report for mechanical modifications.
- **Lien Waivers** Upon completion of the Work, LESSEE must deliver to LESSOR original, executed, and recordable final payment lien waivers covering all services performed and materials provided for the Work by all contractors, subcontractors, sub-subcontractors, materialmen, and suppliers.
- **LESSEE Certification** LESSEE must complete, sign, and return to LESSOR a LESSEE Certification document.

### **c Security**

LESSOR will return the security (if cash, to LESSEE or, if a letter of credit, to the issuing bank) once all deliverables are received by LESSOR in acceptable form.



## 3.0 Standard Work Guidelines

### 3.1 General Standard Work Guidelines

The following should be used in conjunction with the entirety of these Guidelines.

#### a Typical Spaces

- General Office and Warehouse spaces must comply with applicable Regulations (e.g., federal, state, and local laws, ordinances, codes, bylaws, and industry standards) in the performance of the Work.
  - General Office spaces typically include metal stud and drywall finish (walls); carpet, with VCT in break rooms (flooring); hollow metal, knock-down frames, passage sets (doors, frames, and hardware); metal wrap or aluminum storefront (interior windows); and suspended acoustical tile with troffer-style lights (ceilings).
- Warehouse spaces typically include painted concrete block or metal stud with drywall finish (walls); painted concrete (flooring); and open to above with strip lighting (ceilings).
- 'Flex' spaces are typically a combination of general office and warehouse spaces.
- Conversions of warehouse space to general office space must be a complete process (e.g., exposed interior block walls to be finished with painted drywall before installation of suspended acoustical tile ceiling system). At the sole discretion of CPL, future mezzanine construction ability may be required. If applicable, bearing walls, columns, and/or appropriately sized beams/joists may be required above such finished space. In this instance, suspended ceiling grid installation to be hung from 'future mezzanine' construction.

#### b Work by CPL

- Certain types of Work are typically executed by CPL personnel or its affiliates only, but may be provided by others depending on CPL availability and only with prior written approval, including without limitation: structural modifications; roof work; façade work; modifications to plumbing and electrical equipment or services; exterior excavation or grounds work; fire alarm shutdowns or connections to building zone panels; and sprinkler system drainage.

#### c Systems

- LESSEE must, prior to Work, confirm that all systems (e.g., mechanical, electrical, plumbing) and their related distribution and components (e.g., ductwork, service panels, water heaters) are able to support any proposed Work added to such systems, or indicate how additional capacity needed will be accommodated.

#### d Equipment

- Equipment installations must include required clearance to allow for maintenance access (e.g. replacement of parts).
- LESSEE is responsible for all additional infrastructure required to support LESSEE supplied and installed equipment, including without limitation, attachment fasteners and procedures for anchoring equipment or components (e.g. blocking), vibration isolation (e.g. to mitigate noise), odor control (e.g. filters), additional HVAC (e.g. exhaust for added heating or cooling load), fire alarm devices (e.g. heat detectors), fire suppression devices (e.g. sprinkler), air flow sensors (e.g. oxygen level sensors and alarms), electrical components (e.g. dedicated circuits and/or disconnects), plumbing connections and/or other containment/control (e.g. condensate drains) to protect areas within or outside the leased premises.
- Equipment installation may require structural review and engineered stamped plans.
- Equipment installations are typically not permitted in parking and landscaped areas.
- LESSEE is responsible for labeling, painting, or enclosing equipment (with fencing) if required, at the direction and sole discretion of CPL.

#### e Utility Lines

- Utility lines include, but are not limited to: mechanical, plumbing, electrical and communication lines, and related ductwork, piping, wiring, or cabling.

- Cross routing or cross-wiring of utility lines between different suites is not permitted, even when adjacent premises are occupied by the same LESSEE.
- Exterior routing of utility lines over the exterior of the building (facade, roof, or overhang surfaces) is not permitted. Utility lines must penetrate the building beneath weathertight components and/or curbs, or directly into equipment.
- Interior routing of utility lines must run horizontally (and above ceilings, if present) at highest practical elevation along or near floor/roof decks above and properly supported to building structure. Vertical drops must be grouped where practical and run vertically inside designated chases (or drywall partitions, if present) to points of use. No surface mounted lines will be permitted in general office areas without specific CPL approval.
- Labeling of utility lines must occur every 25', at changes in direction, and at both sides of space entry points (e.g., floors and walls). As applicable, text and/or color shall indicate content type, direction of flow, point of origin (e.g., mech rm), and point of use (e.g., suite # or room designation).
- Non-typical routes through common area ceilings, shaft space, and neighboring client spaces (only if necessary, and only with prior written approval by CPL), must be run in conduit and properly labeled every 10', and may require additional labeling at the sole discretion of CPL; and the path, size, and material must be approved in advance by CPL. Sizing will be sufficient to allow for future line installations, and at least one spare conduit must be installed with pull boxes installed at intervals to be approved in advance by CPL. Use of existing conduits and risers may be allowed only with prior approval and at additional LESSEE expense.

**f Fasteners**

- All materials used to attach and/or support any equipment, utilities, or other fixtures that are exposed to the weather must be of corrosion resistant construction, and LESSEE must furnish and install all non-corrosive hangers, fasteners, and anchors required to assure the safety and stability of equipment and related components.
- All connecting points to any hanging apparatus must have a second nut (double nut) to prevent nuts from vibrating loose. All screws bolts, etc., must be installed/reinstalled when putting equipment together correctly, for example, an unsecured roof top door can cause serious injury or property damage.

**g Asbestos Awareness**

- LESSEE acknowledges and agrees that the premises may contain asbestos or asbestos containing materials, and as part of the Work, LESSEE will (i) perform its own testing for the presence of such materials in all areas affected by the Work; and (ii) remediate any and all such materials encountered during or affected by the Work in accordance with all applicable Regulations (e.g. environmental, building, and safety codes).
- Certain building materials used in the construction industry prior to 1980 contained asbestos. Some of those materials, which may exist in a few LESSEE spaces, as well as in many residential homes, include vinyl asbestos floor tile and limited amounts of asbestos thermal pipe insulation. The vast majority of tile and pipe insulation in LESSOR buildings are asbestos free. The presence of non-friable (e.g., not broken or flaky) asbestos poses no health or safety risk. Like many other commercial building managers, CPL is currently chronicling where these materials may exist for long-term maintenance or eventual removal. This advisory is simply to increase awareness of the potential existence of such materials and advise tenants that any construction work done in LESSEE spaces must take the potential presence of this material into account. If you have any questions regarding asbestos, please refer them to your CPL representative.

## 3.2 Site Standard Work Guidelines

The following should be used in conjunction with the entirety of these Guidelines.

### **a Site Modifications**

When Work is complete, LESSEE is responsible for all additional installation, repair and/or replacement, as determined at CPL's sole discretion of sod, mulch, plantings, concrete walkways, asphalt paved areas, and related soft/hardscapes in any way related to the Work. Surfaces must 'pitch to drain' to avoid low spots or puddling.

### **b Excavation and Trenching**

The following precautions should be taken with all excavation:

- Provide Dig-Safe number and approved start date.
- If asphalt modifications are required, saw cut ('wheel' cut) asphalt in lieu of jackhammering.
- Contain and prevent excavated soil from washing across paved areas, and protect adjacent catch basins.
- Take precautions to ensure that adjacent footings or foundations are not undermined.
- Provide daily confirmation and specific safety plans/details regarding protection of excavated area(s) that may be left open and/or unattended overnight.

### **c Utilities, Backfill, and Patching**

Utility installations as follows:

- Conduits (including at least one 4" PVC spare supplied by CPL if requested) to be placed at least 18" below finished grade in a bed of sand and covered with 3" of additional sand. Utility caution tape to be buried above pipe.
- Following the initial sand backfill the remainder of the trench to be backfilled with: (a) concrete slurry to underside of base asphalt course, or (b) clean gravel, with no stones over 2" diameter, and (c) mechanically compacted to base level of asphalt course, if present.
- When patching asphalt, the base course to be 1-1/2" thick, followed by a 1" thick finish course with a 3/8" high crown. Infrared patches over trenched areas in asphalt as directed by CPL.
- Catch basin, manhole and handhole covers will be of heavy-duty construction and shall be mounted flush with the existing adjacent asphalt or concrete parking or sidewalk surface.

### **d Concrete Work**

- New slabs to typically be level with adjacent asphalt and landscaping.
- If adjacent to existing slabs, provide steel dowels (1/2" diameter, 12" long) projecting 6" out from existing slabs at 24" intervals along the edges prior to concrete pour.

### **e Fencing**

- Fence specifications are as follows: Height above grade 6'-0" (8'-0" above grade only around an exterior storage facility subject to Regulations); Footings: Concrete 32" min. depth; Posts: 2" OD A.S.A. schedule 40 round steel posts, hot-dip galvanized, 10' max. spacing; Top/Bottom Rails: 1-5/8" OD round steel, hot-dip galvanized; Fabric: No. 9 ga. steel hot-dip galvanized chain link; Materials/Fasteners: non-corrosive galvanized or stainless steel or aluminum; Privacy Slats: aluminum or plastic (color determined on a case by case basis by CPL); Corner post braces: if required, shall be either diagonal or horizontal.
- Most fences will require vinyl coated mesh and posts, in addition to above privacy slats noted above, at highly visible locations or as directed by CPL.

### **f Bollards**

- Bollards to be concrete filled (rounded at top), 48" high, 4" diameter galvanized schedule 40 steel pipe embedded a minimum of 24" below grade in a concrete footing 16" in diameter.
- Bollards may require plastic sleeves at highly visible locations, or as directed by CPL.

### **3.3 Architectural** **Standard Work Guidelines**

The following should be used in conjunction with the entirety of these Guidelines.

#### **a General**

- See 4.0 'Specialty Work Guidelines' for associated requirements.
- See 5.0 'Material Specifications' for associated finishes.

#### **b Walls**

- General Office and finished spaces to be approximately 10' x 10' minimum typical.
- Hallways to be constructed 60" wide minimum, and 72" wide if over 60' long.
- Bathroom walls to be framed with metal studs to the underside of the deck above and include insulation. At least one side of surrounding partitions to include drywall extending to the underside of deck above.
- Demising partitions to be full height construction, include acoustical sealant at penetrations. Demising partitions in Beverly buildings to include insulation.
- Partitions to align with existing adjacent partitions; be constructed parallel or perpendicular to exterior walls; extend approximately 2" above adjacent ceiling(s) at minimum, unless greater heights are required for fire, acoustical, or bracing requirements; and when applicable, engage columns (but may offset minimally from bar joists / beams to reach deck above without interference).
- Blocking to be provided around all interior door and window framing, at restroom wet walls, fixtures, accessories, and at all counter and cabinet locations prior to drywall installation. All wood in contact with concrete slabs or foundations to be pressure treated.
- Moisture resistant drywall to be provided in wet areas, or cementitious board as a tile substrate in showers or extremely wet areas.
- Insulated partitions to utilize mineral wool batts or fiberglass and sealed as required. Sprayed or blown-in insulation is not permitted. When finishing exterior walls, insulate as required by IECC Regulations.
- Painted partitions are typical (specialty wallcoverings are not permitted), and minimal accent paint (e.g., one or two walls within space) is typically approved when using CPL approved colors.

#### **c Floors**

- Wall base at flooring to be 'straight / toeless' at carpeted areas, and 'toe / coverbase' at areas with carpet tile, vinyl composition tile, and vinyl plank.
- Level or prep flooring as applicable. Floor surface height changes (platforms, ramps, etc.) are discouraged.
- Concrete slabs, when backfilled (e.g., post-trenching), shall be fully mechanically compacted; and prior to final concrete placement, 1/2" dowels, 12" long, projecting 6", to be placed at a maximum of 24" intervals along the edges of existing concrete slabs.
- Vestibule flooring to be walk-off mat.
- Break Area flooring to be VCT or VP.

#### **d Doors, Frames, Hardware**

- Hardware Prep to be 'Steelcraft Hinge and Lock Prep'.
- Interior door hinges to be positioned approx. 6" from perpendicular partition where practical, and doors to adjacent spaces to be 'paired' together (hinge to hinge) against shared partitions.
- Exterior doors to include Vision Kits 10" x 10" minimum ('C door' vision kit).
- Restroom doors (to singles) to be equipped with 'vacant/occupied' privacy lock sets and closers, and stall doors to be equipped with a spring hinge door closer.
- Break Area doors should be avoided, as users typically have their hands occupied.

#### **e Windows**

- Interior windows (also known as: 'sidelights') to have tempered/safety glass; and when located in production and warehouse areas should generally be 'high sill height' windows (e.g. a horizontal 5'-0" x 2'-6" or 4'-0" x 4'-0" with a 32"-48" sill height, see materials specifications), to allow for a counter, table, or cabinet to be placed under the interior window.
- Exterior windows to receive partition intersections at vertical mullions. Under no circumstances shall interior walls butt directly into interior or exterior glazing or interfere with operable windows.
- Window treatments, such as blinds, are typically supplied, installed, and maintained by LESSEE. If a client opts to install blinds, they should meet the guidelines outlined in 'Materials Specifications'.

**f Casework**

- Break Area - Counters are typically 25" deep and 36" aff (above finished floor), and plastic laminate installations include square edge nosings and loose backsplash and side-splashes.
- Break Area - Base Cabinetry to include a minimum of two base cabinets (30" wide sink base, and 30" wide base cabinet). Cabinetry to be frameless, with full overlay square edged doors.
- Break Area - Upper Cabinets, if installed, (typically 30" x 30") to align with base cabinets below and installed 21" above countertops to allow for equipment and/or appliance clearances (e.g., coffee machines and printers).
- Break Area - Microwave shelf 'open cabinet box' to be constructed 30" wide and 15" tall, with a 15" extended bottom shelf (with 1" radius corners), and an upper cabinet above 30" wide x 15" tall. Receptacle to be located within 3" of side of cabinet.
- Workstation - Counters are typically 25"-30" deep and 30" aff (e.g., reception desks), and to include vinyl edge t-molding at the nosing to avoid laminate edge chipping.

**g Ceiling**

- Heights in general office spaces to be maximized, and a minimum of 7'-10" if higher heights cannot be achieved.
- Soffits at openings in drywall partitions, extending down between two adjacent existing ceilings (differing in height or alignment) to extend no more than 4" (2" preferred) below the lowest ceiling level.
- Grids in general office space (typically 2'x4') to run perpendicular to the longer length of room.
- Drywall ceilings are discouraged due to access limitations.
- Escutcheons to be provided where penetrations through ceiling tiles are present (e.g., workstation poles, sprinkler heads, ductwork drops).

**h Utilities**

- Exposed utilities in general office space (e.g., pipes, ducts, and other equipment) are discouraged. If specifically approved, these items to be painted the color of the adjacent wall or ceiling.
- Penetrations in exterior walls are not permitted.

**i Firesafing**

- LESSEE is responsible for all required firesafing methods and product application.

## **3.4 Roof**

### **Standard Work Guidelines**

The following should be used in conjunction with the entirety of these Guidelines.

#### **a Roof Access**

- LESSEE must request from CPL and execute a Roof Access Agreement when scope of Work requires one-time roof access, repeated, and/or future roof access for Work and/or maintenance purposes.
- Any roof access requires CPL notification, along with CPL pre-Work coordination and CPL post-Work inspection.

#### **b CPL Review**

- If determined by CPL that LESSEE will be approved to perform roof Work (cuts, curbs, insulation, and flashing), in lieu of CPL performing said Work, Work must be executed by a certified roofing contractor, and follow CPL standards under the direct on-site review of a designated CPL team leader.
- LESSEE to schedule and coordinate Work with said CPL team leader and shall confirm all final roof equipment locations on-site prior to the start of Work.

#### **c Roof Curbs and Cones**

- Equipment or ductwork mounted on (or penetrating through) roofs must be installed on (or through) insulated curbs or cones.
- Curbs, curb caps, galvanized racks, and cones to be a minimum of 12" high; constructed of membrane over insulated wood substrates, galvanized metal, or aluminum; properly installed with weathertight construction; and compatible with existing roofing material(s). Any joints between metal surfaces are to be folded and welded or soldered continuously, and cap material must overlap the side of curb by a minimum 2". If applicable, guywires to be secured to the sides of the curbs via clips. All components shall be non-corrosive and weathertight.
- Use of sleepers, unadhered construction, or non-penetrating mounts are not permitted.

#### **d Utility Lines**

- **See 3.1 'Utility Lines' for associated requirements.**
- Utility lines serving roof equipment (e.g., electrical and piping), that specifically do not enter the roof equipment from below via the pre-engineered weathertight top of curb opening, must exit the roof through the sidewall of the roof curb at the highest possible elevation. Each opening must be carefully sealed (per manufacturer specifications with appropriate material), and result in a weathertight roof system.
- Use of pitch pockets is not permitted, and under no circumstances may lines (e.g., electrical, piping, and ductwork) run at any length above a roof surface, or between pieces of equipment on the roof surface, without specific written approval.

#### **e Equipment Locations**

- **See 3.1 'Equipment' for associated requirements.**
- At CPL's sole discretion, installation of roof equipment may require structural engineering plans and certification; and some equipment may require specialized attachment to the building's structure, any may require the need for supplemental structural members.
- Equipment to be positioned at a minimum of 15' from roof edges (if no parapet greater than 39" exists), located to maintain a minimum of 25' between exhaust and fresh air intakes, and positioned to minimize visibility from skylights.
- Roof Work locations must take into account existing roof drainage patterns; and the installation of tapered insulation, cant strips, or crickets may be required to maintain proper drainage.
- Traffic pads may be required within 24" of primary maintenance access points.

#### **f Work Area**

- LESSEE must protect roof from potential damage; dispose of all work-related debris off-site in accordance with all applicable laws, codes, and regulations; be responsible for all traffic control measures during pick/hoisting and setting operations; be responsible for any collateral damage; and be responsible for all safety protocols and fall protection, including but not limited to guardrails, tie-offs, and covers.

**3.5 HVAC**  
**(Heating, Ventilation, and Air Conditioning)**  
**Standard Work Guidelines**

The following should be used in conjunction with the entirety of these Guidelines.

**a General**

- See 5.0 'Specialized Projects' for associated HVAC requirements (i.e., Lab, Restaurants).
- See 3.4 'Roof' for associated requirements.
- During the Work, LESSEE must protect ductwork openings to prevent construction dust or debris from entering system(s).

**b Capacity**

- LESSEE, prior to Work, must confirm that existing mechanical systems(s) and/or equipment (e.g., rooftop unit, ductwork) are able to support any proposed Work, and/or indicate how any additional capacity needs will be accommodated. CPL makes no guarantee as to available capacity of any existing mechanical systems(s) and/or equipment for proposed Work.

**c Equipment and Lines**

- See 3.1 'Equipment' for associated requirements.
- See 3.1 'Utility Lines' for associated requirements.
- Provide ERVs (energy recovery ventilators) where required by Regulations.
- Above ceiling equipment to be installed as high/close to the deck as possible to maximize ceiling height, and positioned in reception, open areas, or corridors to avoid noise and allow for easier maintenance access.

**d Spaces - Typical**

- General office space typically includes heating and air conditioning (HVAC).
- Warehouse spaces typically include hanging gas unit heaters or roof top units with optional air conditioning (HVAC).

**e Equipment – Simple Systems**

- Hanging heaters, typically installed in warehouse spaces, to be gas-fired heat-only units.
- Electric baseboard, typically installed at large exterior glazing for supplemental heating, to be protected with covers.

**f Equipment – Roof Top Units**

- Typically installed on single story building roofs, with bottom discharge configuration.
- Provide heating section (gas-fired), and cooling capability (max. cooling stages on DX models). Gas furnaces to include max. turndown or max. staging available and medium or high heat option. Air to air heat pumps may be approved on a case-by-case basis.
- Include high static capacity blower ( $\geq 1.5$ " ESP), and economizers if unit is over 2000 cfm.
- High efficiency models may be required, Trane and American Standard manufacturers are preferred.
- Compressors, whether equipped with crankcase heaters or not, to have a separate "compressor switch" mounted to provide a positive shutoff to prevent winter operations, which can result in serious compressor damage if not present. HGPB (hot gas bypass) or modulating compressor on single stage and first stage of multiple stages.

**g Equipment – Split System Units**

- Split systems with 'stand-up evaporator / roof top condenser' or with 'above ceiling evaporators / roof top condensers' are utilized in several spaces. Trane manufacturer preferred.

**h Equipment – Centralized Systems**

- Typically installed in multi-story buildings, centralized systems within CPL buildings utilize localized fan coils, heat pumps (Aaon and Trane manufacturers preferred), and VAV boxes in LESSEE spaces served by centralized boilers/cooling tower or air handler. When proposing modifications to existing centralized systems,

LESSEE to confirm with CPL representative which type of system exists within its space. Proposed modifications must include high-efficiency equipment specifications.

**i Equipment – Typical Exhaust Fans**

- Typical exhaust fans (e.g., for restrooms, 'mushroom' fans) must be of upblast configuration only.
- Features include backward inclined non overloading fan wheel blades, direct or belt driven motor, spark-resistant, class C minimum, spun aluminum housing, vibration isolation, drainage, and weather resistant strategies / covers (not rain caps).
- Installations must include the provision of make-up air.

**j Ductwork – Supply Air**

- Supply air in general office spaces to include approximately 15% outside air (OA) of the total flow and recirculate approximately 85% of the space air (see 'return air' below), unless otherwise required by Regulations based on use of space. When modifications are made, and as required by Regulations, existing units without the provision of OA, to include the introduction of outside air.
- Ductwork to be comprised of rigid galvanized sheet metal. Flex duct is only permitted at the last 5' of the branch run, where it meets a diffuser.
- Main trunks are typically rectangular and should hug the structure above while leaving room for insulation and necessary hangers. Spiral (not just round) trunks may be required in exposed finished areas.
- Connect supply air branch lines to main trunk more than 36" away from Unit, more than 20" away from the Trunk's end cap, and attach to sides or bottom of trunk (avoiding top in almost all circumstances).
- Supply air branch lines in finished ceiling areas to terminate with fixed pattern diffusers (FPDs), and in addition to even distribution throughout space, FPDs to be located above large windows to effectively 'wash' the area, diminishing conduction and drafts.
- Supply air in warehouse space and open ceiling areas, may include diffusers located directly on the trunk.
- Non-corrosive duct (aluminum/stainless steel) to be used for the first six linear feet after any humidifier wand installation.
- Interior insulated duct is specifically not allowed, and any ductwork of this nature shall be removed and replaced.

**k Ductwork – Return Air**

- Return air grilles are best located in open areas, reception, room corners, and/or conference rooms.
- Do not locate near kitchens, bathrooms, copiers; or within 8' of a supply diffuser to avoid short cycling.
- Locate within 10' of a thermostat, and approx. 10' from unit to avoid noise leakage through grill opening.

**l Ductwork – Exhaust Air**

- Exhaust air ductwork is typically round and rigid. Flex duct is not allowed for exhaust air. Spiral ductwork is required for exhaust air in exposed finished areas.

**m Ductwork - Sealant, Insulation, and Finish**

- Ductwork shall be 26 gauge minimum.
- Seal all joints and seams with mastik duct seal, mechanically sealed flange seams are not permitted.
- In spaces with a roof above, wrap trunk with vinyl faced fiberglass insulation (R-value as required), and tape seams to offset condensation. Insulation requirements at lower-level floors, or where ductwork is exposed in finished areas trunks (paint may be an approved alternative), will be determined on a case-by-case basis by CPL.

**n Ductwork - Dampers and Noise Control**

- Volume Dampers (flat blade manual or motorized) must be installed in each branch near the trunk connection in accessible locations to control ventilation and reduce noise. Attenuators/Silencers are another method for reducing noise.
- Opposed Blade Dampers (rather than parallel blade dampers) to be installed for volume control in rectangular ducts, in open warehouse locations, areas with low wall return, and areas with through wall transfer grilles.
- Fire Dampers must be installed at rated walls when ductwork is over 100 square inches, or a heavier gauge duct will be required for entire run, or as required by Regulations.
- Manual Outside Air Dampers to be provided if the unit is 5 tons / 2000 cfm or less. All Systems or Units to be installed with proper vibration isolation.



## **3.6 Electrical**

### **Standard Work Guidelines**

The following should be used in conjunction with the entirety of these Guidelines.

#### **a Service Capacity**

LESSEE must, prior to Work, confirm that existing electrical service(s) have capacity to accommodate proposed Work, and/or indicate how any additional capacity needs will be accommodated. CPL makes no guarantee as to available space and capacity in existing electrical services or panels for proposed electrical loads. Note that supplemental electrical service(s) required by LESSEE for its specific use, above and beyond general office use as determined by CPL, may incur upfront electrical access charges.

#### **b New Services**

- For new service installations, a spare conduit (size to be determined by CPL) to be run for potential future use. Underground conduits may be of sufficient size when installed to accommodate a subsequent change in use to at least the next larger size service, or as otherwise directed by CPL.
- Weatherheads to be cast aluminum or galvanized steel for all services of 400 amps or smaller. Trough type steel boxes may be used on 600 amp or larger services if they are properly waterproofed and finished with enamel.
- Aluminum wire or aluminum SER cable is permitted only from the weatherhead to the line side of the meter. Thereafter, only use of copper wire is permitted (except on long runs of over 100 amps, with prior written approval from CPL). Aluminum wire is not permitted between the roof disconnect switch and any air conditioner under any circumstances.

#### **c Service and Distribution Panels**

- Primary electrical services and distribution panels must be located on semi-permanent walls, such as exterior, masonry, and demising walls or column buildouts.
- Panels must be clearly marked to show the function of each circuit breaker therein, and the location of origin (e.g., 'Main EP 6', or 'Electric Room A').
- All services, feeders and branch circuits to have full size neutrals and not be derated. Common neutrals are not permitted.
- Splice boxes (gunner cans) to be a minimum of 18"x18"x6" and corresponding conduits (gunner pipes) to be a minimum of 2 ½" diameter EMT, or (2)2" if applicable.
- "GE" brand is required for all electrical equipment. Substitutions will be allowed only when all replacement parts are completely interchangeable with "GE" equipment and must be approved in advance.

#### **d Communication Systems**

- See 4.0 'Specialty Work Guidelines' for requirements (e.g., Access Control, Antennae).

#### **e Equipment and Lines**

- See 3.1 'Equipment' for associated requirements.
- See 3.1 'Utility Lines' for associated requirements.
- Lines shall include, but are not limited to wiring, cabling, conduit, EMT, or innerduct.
- Lines in open warehouse and plenum ceiling areas must utilize conduit or EMT.

#### **f Electrical Devices**

- Receptacles (typically duplex 5-20R, 20A, 125VAC @ 18" aff) and device wiring must not be horizontally daisy-chained but to run vertically in studs (see 'Lines' for additional information). Receptacles in open walls under windows to be fed with hospital grade HCF-MC cable for future use.
- Specialty devices such as GFCI receptacles (e.g., wet areas), floor receptacles (e.g., conference rooms), and tamper-resistant receptacles (e.g., waiting areas) to be installed where applicable by Regulations. Floor boxes to have a minimum floor core of 6" diameter and must be fire rated as required.

#### **g Lighting - General**

- All switch legs for lighting to be wired in an appropriate junction box above ceiling. Only switch leg wiring will extend to the wall switch box. Feed in and feed out to be labeled on wires.
- Large open area lighting to be controlled by panel circuit breakers listed as SWD or lighting contactors. Lighting in general office areas to be controlled by appropriately placed wall switches. At least one light fixture in an open warehouse area to be switch controlled from each entrance (if more than one).

- In warehouse areas where breakers are used as switches, if accepted by CPL, devices must be UL listed and labeled as SWD or HID.
- Lighting in single restrooms to be equipped with an occupancy sensor.

**h Lighting – LED Retrofits**

- LESSEE shall contact CPL representative for current approved LED fixture specifications.
- Lighting retrofits shall fall into the following categories:
  - (i) Lamp Retrofits include the removal of existing fluorescent lamps and electronic ballasts only, installation of CPL approved LED lamps, and maintaining any existing fixtures and controls.
  - (ii) Kit Retrofits include the modification of existing fluorescent fixtures with CPL approved LED retrofit kits with integrated sensors and maintaining on/off switches with the exception of hallways and open areas.
  - (iii) Full Fixture Retrofits include the removal of existing fluorescent fixtures, installation of CPL approved LED fixtures with integrated sensors, and maintaining on/off switches with the exception of hallways and open areas.

**i Generators**

- **See 4.1a ‘Specialty Work Guidelines’ for requirements.**

**j Other Guidelines**

- If applicable, and for all electrical service consolidations, leave slack in wires for future re-split of services.
- If applicable, LESSEE hereby agrees to pay all charges for disproportionate electrical use of any shared electrical services serving LESSEE and/or other premises. Sub-metering may be required if proposed Work will increase or decrease loads on shared services.

## **3.7 Plumbing**

### **Standard Work Guidelines**

The following should be used in conjunction with the entirety of these Guidelines.

#### **a System(s) and Equipment Capacity**

LESSEE must, prior to Work, confirm that existing plumbing systems(s) and/or equipment (e.g., water supply, sanitary, water heater) are able to support any proposed Work, and/or indicate how any additional capacity needs will be accommodated. CPL makes no guarantee as to available capacity of any existing plumbing systems(s) and/or equipment for proposed Work.

#### **b Water Supply Modifications and Metering**

- (i) LESSEE's specific use and Work may require modifications to the existing water supply line serving its suite, and all such water service requirements and usage will be at LESSEE's expense, and water supply lines to the suite must be connected after a single water meter.
- (ii) If LESSEE's Work requires a replacement meter, it must include
  - installation on the building water main by direct tap within the suite, and before LESSEE fixtures, and under no circumstances shall such added water lines be tapped into branch lines or carried through block walls from adjacent suites (e.g., contiguous suites leased by the same entity).
  - the provision of a CPL approved single remote metering device (specific 'Badger' model to be confirmed with CPL) in cubic feet, compatible with CPL's existing system,
  - the provision of a quick acting ball valve shut-off,
  - removal and return of existing water meter to CPL, and
  - coordination of any required shutdown of water with CPL, which may need to be implemented off-hours.
- (iii) In certain locations, an existing water supply service with one meter that serves multiple suites, may be subject to sub-metering, at LESSEE's expense, if an increase in volume or a change in use is anticipated from LESSEE's Work or in LESSEE's occupancy, or at the sole discretion of CPL.

#### **c Equipment and Lines**

- See 3.1 'Equipment' for associated requirements.
- See 3.1 'Utility Lines' for associated requirements.
- Lines include, but are not limited to: domestic water supply, gases, and condensate drains.
- Line installations must follow CMR 248, and relevant Regulations as required, and pipe labeling must follow ANSI/ASME a13.1 and include labeling all flanges and valves.
- Water Heater installations larger than 10 gallons must be located at an accessible location. Above ceilings, installations are not permitted.

#### **d Supply Lines**

- Piping to be copper, soldered and threaded, or Pro-Press. Swagged fittings and 'saddle taps' are not permitted.
- Backflow preventers to be installed on all equipment and fixtures where required by Regulations.

#### **e Drain Lines**

- See 4.0 "Specialty Guidelines": 4.1.a.g for "Secondary Containment" requirements.
- Equipment and fixtures with water supply must be protected by a drain serving that fixture according to Regulations. Coffee makers and water stations may not require such drains.
- Restrooms located on upper floors require a floor drain.
- Floor Drains to be set into a minimum 36" square recessed area, and slope  $\frac{3}{4}$ " below adjacent floor level.
- Water Heaters to have an adjacent floor drain or drain pan. Drain pans may drain indirectly to a properly trapped and vented fixture (e.g., floor drain or utility sink), and may require leak detection integral to an automatic shut-off.
- Effluent from drains, discharging within or from the premises into sanitary lines, and beyond the premises and property to be characterized as follows: (i) not corrosive or a risk to damaging any drain fixtures, piping, or tank systems; (ii) not a ground water contamination risk and (iii) does not present a material hazard within the premises, outside the premises, or to emergency or non-emergency personnel, and (iv) LESSEE is responsible, without limitation, for any damages resulting from improper effluent storage, handling, or discharge.
- Clean outs to be installed at changes in direction of underground sanitary, and at the base of plumbing stacks.

### **3.8 Fire and Life Safety** **Standard Work Guidelines**

The following should be used in conjunction with the entirety of these Guidelines.

#### **a Building Fire Alarm System**

- LESSEE must, prior to Work, confirm if the building's central fire alarm panel is analog ('non-addressable'), or addressable. Equipment and devices must coordinate with the existing building system.
- CPL, at LESSEE's sole expense, will perform tie-ins at existing fire alarm panel and associated programming, if required.
- When LESSEE Work requires CPL tie-in to existing building fire alarm zone panel system, LESSEE must provide additional zone cards, enclosures, or other components or equipment (if required) to compensate for any zones used. System upgrades (if required), directly related to LESSEE use and/or proposed Work, is the responsibility of the LESSEE.
- LESSEE to coordinate with CPL any changes required to update the building zone map, and charges will be assessed via the Review AWA.
- LESSEE spaces with Specialty Work (e.g., 'Access Control Systems' and similar installations) must, in the event of fire alarm activation, ensure that all egress doors shall allow free exit from building interior, and doors with access control components must allow free entry into premises for personnel responding to fire alarm activation.

#### **b Life Safety Devices**

- **See 4.0 'Specialty Work Guidelines' for associated requirements.**
- All Work must be in compliance with NFPA 72 and where required by other Regulations.
- LESSEE is responsible for necessary modifications of existing and additions of new life safety devices specific to their space and use, including without limitation: exit signs, emergency exit lighting with battery back-up, horn/strobe devices (annunciation), smoke and heat detectors, pull stations (initiation).
- Horn/strobe to include electrical signal amplification as required to insure sufficient horn volume.
- Restrooms to be equipped with an emergency exit light and emergency strobe (only) mounted on the main wall and positioned in the center of the room.
- Breakrooms to be equipped with at least one single station smoke (local only), per most municipal regulations.
- HVAC units over 2000 cfm require in-line duct-smokes, installed in return ductwork and within 5' of unit, or as required per code.
- Transformer installations in electrical rooms require smoke detectors.

#### **c Fire Suppression**

- LESSEE is responsible for provision and maintenance of approved labeled fire extinguishers as required by Regulations.
- All spaces to be fully sprinklered, and in compliance with NFPA 13.
- LESSEE to, prior to Work, provide written confirmation that existing sprinkler system(s) are able to support any proposed Work, specifically the installation of additional sprinkler heads, and/or indicate how any additional capacity needs will be accommodated.
- LESSEE is responsible for all sprinkler-related work, except that CPL, at LESSEE's expense, will perform deactivations and reactivations. Please provide two business days advance notice for any requested deactivations/ reactivation.
- Note that in order to comply with CPL insurance requirements, all sprinklers that are deactivated for LESSEE's work must be reactivated that same day by 3:00 PM.
- Note that in conditions of sprinkler system impairment, LESSEE to contact CPL representative immediately to comply with CPL's standard impaired system procedure (including attachment of RSVP red tags to impaired system).

## 4.0 Specialty Work Guidelines

### 4.1a Laboratories and Technical Specialty Work Guidelines

The following should be used in conjunction with the entirety of these Guidelines.

#### a General

- Hazardous Material Storage is the responsibility of LESSEE, including proper compliance with limits of amount of material stored. See Lease for additional information.
- See 3.0 'Standard Work Guidelines' for associated requirements.

#### b Architectural - Spaces

- Cleanroom and Vivarium space guidelines are available upon request.

#### c Architectural - General

- See 5.0 Material Specifications, Schedule 1S, 'Tech' (Technical) for Laboratory space finishes.
- Walls within lab spaces to be finished with epoxy paint, walls between lab spaces and non-lab spaces to be full-height, sealed (top, bottom, and penetrations), and finished with epoxy paint.
- Floors to be VCT. Some spaces may include Epoxy flooring.
- Doors separating lab rooms from non-lab rooms (e.g., office space) to include drop sills and/or gasketing, vision kits (if able), and door closers. Lab doors typically include 3'w w/vision kit "F" + 1'w flush leaves. These 1'w flush leaves to be "inactive" and include a surface bolt.
- Casework is typically comprised of painted metal base cabinets and phenolic resin counters. Shelving to include standards and shelves at wall casework, and reagent shelving at island casework locations.
- Casework at Hoods to include one acid/base cabinet and one flammable liquid cabinet.
- Interior Windows are typically aluminum storefront.
- Exterior Windows are modified in-operable.
- Ceilings to be suspended vinyl faced tile (8'-6" h min. preferred) with enclosed-back troffer-style lights.

#### d HVAC

##### General

- Lab systems to include an interlock to operate supply and exhaust air systems concurrently.
- Lab spaces to be balanced for approximately no less than 5% negative pressure relative to adjacent areas (e.g., office space and neighboring spaces) by a certified balancing engineer, and an associated report must be provided to CPL. Additional negative pressure may be required on a case-by-case basis.
- Supply Air via make-up-air systems (MUAs), and independent from office areas, to provide 100% outside air, and approximately 8 air changes per hour, or as required by Regulations, and include:
  - Capacity to cool 95F db / 77F wb exterior intake air to 53F db / 53F wb discharge air, hot gas reheat.
  - Capacity to heat 0F exterior intake air to 90F.
  - Indirect-fired gas stainless steel burner and heat controller/exchanger.
  - Turndown gas heat capability (15:1), VFD controlled supply fan, remote controller/thermostat,
  - Capacity for future return air.
  - Secondary local electric reheat for each distinct area in labs with multiple separate rooms.
  - Unoccupied setback capability to reduce energy consumption.
  - Preferred manufacturers: Aaon, Captiveaire, and Thermotech.
- Return Air is not permitted in lab spaces.
- Exhaust Air - General via exhaust fan systems (EFs), and include:
  - Roof-top upblast fan with min. 10' stack accelerator cone, located 20' from air intakes or operable windows.
  - Minimum Class C rating, spark-resistant, backward inclined (BI), and controlled via a variable frequency drive (VFD).
  - Lab spaces without fume hoods to include wall mounted air flow alarm(s) wired to sensor(s) within the exhaust ductwork.
- Exhaust Air – Fume hoods typically part of the exhaust fan system, to include:
  - 6' hood width with one acid/base cabinet and one flammable liquid cabinet.
  - A typical sash height of 15" based on safety standards and energy efficiency.
  - Bypass airflow (constant volume) feature, to maintain airflow when sash is closed.
  - Air Flow Alarm (e.g., Rooster) with night setback capability on face of hood.

**e Electrical - General**

- Receptacles must be labeled with associated panel and circuit number.
- Drop Cords often located over work areas, to include a 'water-resistant' box (typically @ 48" above finished floor), strain relief at the top and bottom, and escutcheons at ceiling penetrations.
- Raceways to be installed above wall mounted cabinetry or reagent shelving.
- Tombstones to be mounted on island cabinetry.
- Service Panels located within the ceiling grid with associated utilities are permitted. Twist locks to be provided at electrical devices within such panels as applicable.

**f Electrical - Generators**

All generators to be 3phase/4wire, natural gas-fired (diesel generators are not permitted), roof mounted with appropriate structural/curbing as required, and include sound mitigating components such as sound attenuation enclosures, critical silencer mufflers, and vibration isolators. Electrical devices, such as receptacles and corresponding cover/face plates, by back-up power to be red.

LESSEE shall: (i) have a service contract with a qualified generator service company and maintain said generator in good operating condition, (ii) be solely responsible for all maintenance, repairs, testing, and inspections of said generator in accordance with the manufacturer's recommendations, including "exercise" routines, (iii) provide additional capacity for building-related emergency systems if required by LESSOR during LESSOR's review and approval process, and (iv) throughout the term of the lease, within 30 days following LESSOR's request, and on or before the termination date of the lease and/or LESSEE's earlier relocation to other premises owned or managed by LESSOR, provide LESSOR with written evidence from a qualified third party of LESSEE's compliance with the foregoing maintenance, repair, testing, and inspection obligations, and within 30 days prior to the termination date of the lease and/or LESSEE's earlier relocation to other premises owned or managed by LESSOR have (a) a generator load test, (b) a general maintenance evaluation, and (c) a condition assessment of the generator, remote controls, and transfer switch.

**g Plumbing**

- Water Supply - Non-potable with reduced back flow prevention (RPZs) serving resin sinks and other equipment. Resin sinks to include polypropylene piping from discharge at required lengths, and acid neutralization tanks (5 gallon or as required) or centralized neutralization system. Sinks may also include a sampling tap.
- Water Supply - Tempered with reduced back flow prevention (RPZs) serving emergency combination eyewash/showers. Lab spaces with chemicals and sinks must include these devices, and at CPL's sole discretion, lab spaces must include such devices if an anticipated change in use of space could occur.
- Effluents from LESSEE specialized processes (including without limitation, chemicals, de-ionized water, and/or hazardous waste) must be properly stored, handled and/or disposed of in a manner consistent with all applicable local, state, and federal guidelines. Any corrosive waste shall be collected by others and removed off-site for disposal; and in no case shall LESSEE specialized waste processes discharge into the plumbing system without being thoroughly diluted, neutralized, or treated by passing through a properly constructed and acceptable diluting or neutralizing device, as applicable.
- Secondary Containment may be required and include use of a leak detection system with integral automatic shut off for certain system or equipment and/or appropriately sized secondary containment berms, appropriate flooring, and spill alarms around specialized water systems.
- Process Gases and Piping Lines
  - Provide ventilation systems and/or fire protection as required in case of leaks.
  - Provide blocking for tanks/vessels and regulators/manifolds.
  - Provide air flow sensors and associated alarms.

**h Fire and Life Safety**

- Air quality sensors/alarms must be installed by LESSEE as required by Regulations, and if warranted, at the sole discretion of CPL (e.g. CO or O2 detectors in spaces with process gases, CO detection / exhaust at vehicular drive-ins).
- Exterior roof-mounted horn strobe alarms, if not already existing in respect to laboratory spaces, or other spaces (e.g., where hazardous materials are used or stored per 2015 IBC section 307) shall be installed, wired to the building's main alarm zone to warn any maintenance personnel of an interior alarm condition.

## **4.1b Patient Care** **Specialty Work Guidelines**

The following should be used in conjunction with the entirety of these Guidelines.

### **a General**

- Patient Care Spaces may include without limitation: medical and dental offices.
- Approvals In addition to other Regulations, LESSEE must follow procedures that uphold the Health Insurance Portability and Accountability Act (HIPPA), to ensure the integrity and privacy of Protected Health Information (PHI) as required. In addition, LESSEE must obtain all approvals particular to its use (e.g., Department of Public Health approvals) as required.
- **See 3.0 'Standard Work Guidelines' for associated requirements.**

### **b Equipment**

- **See 3.1 'Equipment' for associated requirements.**
- Imaging Equipment (e.g. X-ray, MRI) requires (a) a Shielding Design Report, (b) certified test results in the form of a post-installation radiation survey and prior to patient use, confirming that shielding in place complies with federal regulations and guidelines, (c) comply with FCC RF exposure limits and signage requirements for individuals working in the immediate vicinity of, and/or passing by, any RF emitting equipment, and (d) LESSEE shall develop, document, and implement a radiation protection program. Additional information is available upon request.

### **c Architectural - Spaces**

- Reception / Registration Area to include privacy screens between visitor stations, and/or sliding glass screens between staff and patient areas.
- Paper Filing Areas to include a lockset. A stamped engineer's drawing may be required for floor load calculations.
- Access Points of a separate nature (e.g., entry/exits) designated specifically for physicians are recommended.

### **d Architectural - General**

- **See 5.0 Material Specifications**, Schedule 1S, '*Med*' (Medical) for typical medical space finishes.
- Walls enclosing exams rooms, doctors' offices, and/or areas where sensitive information is exchanged, may include full-height construction, insulation, and or other sound-mitigating techniques. Walls between patient care areas and non-patient care neighbors may require sealant (top, bottom, and penetrations).
- Floors in exam rooms shall be VCT or VP. Other spaces may include Epoxy flooring.
- Doors may include drop sills and/or gasketing dependent on use (e.g., procedure rooms), and may be equipped with 'vacant/occupied' privacy lock sets and closers. Doors between the waiting area and patient area may include access control, and if so, shall include a vision kit and door closer.
- Casework will vary based on use and may include a 30" above finished floor writing/laptop area.
- Ceilings are typically acoustical tile and may include vinyl-faced ceiling tile (e.g., procedure rooms).

### **d HVAC**

- Ventilation of Odors Provide ventilation (supply and exhaust) and/or negative pressure areas to prevent odor migration for all uses and/or processes which others may find offensive, according to applicable Regulations, and provide supplemental ventilation at the sole discretion of CPL.
- Supply Air to be installed per all Regulations.
- Return Air to be individually installed in each patient room, waiting areas, or as otherwise required.
- Exhaust Air fan installation must be required if chemicals are used within the space.
- Filtration may be required based on use (e.g., procedure rooms), and may include HEPA filtration modules within a vinyl-faced ceiling system.

### **e Electrical**

- Wiring at receptacles in all patient exam rooms or procedure rooms to be wired using health-care facility metal clad cabling (HCF-MC) cable, or as otherwise required by *NEC* and other Regulations.

### **f Plumbing - General**

- Restrooms and hand sink temperatures must be specified as patient (110 degrees max.) or staff (120 degrees max.) on proposed Work. LESSEE shall verify the location (within or outside premises), number, accessibility requirements and users (e.g. patients and staff) for all restrooms.
- Casting rooms will require a plaster trap.

## **4.1c Food Service / Restaurant**

### **Specialty Work Guidelines**

The following should be used in conjunction with the entirety of these Guidelines.

#### **a General**

- Approvals LESSEE must verify that proposed Work meets all Regulations and obtain all required approvals from local code officials and departments (e.g., Health, Building, Fire, Heating, and Plumbing). Equipment and fixtures shall meet required Regulations, including without limitation: American Gas Association standards (design, installation, and maintenance) and the Massachusetts approved product list.
- Pest Control Extermination service contract must be in place.
- Refuse Removal Refuse removal must be in place. Use of building compactors is not allowed.
- **See 3.0 'Standard Work Guidelines' for associated requirements.**

#### **b Equipment**

- Sealed Combustion Use of flour will require more frequent air filter cleaning and a sealed (closed) combustion chamber for any gas-fired HVAC or Plumbing equipment.
- Condensers for specialized equipment (e.g. walk-in coolers) to be roof mounted.

#### **c Architectural**

- Walls to include the installation of moisture resistant drywall with epoxy paint, fiberglass reinforced panels, and/or stainless steel wall panels in high humidity areas, food prep areas, and/or areas with frequently washed wall surfaces. Walls between food service spaces and non-food service spaces to be full-height, and sealed (top, bottom, and penetrations).
- Floors to be slip resistant and durable, such as trowel-on epoxy or quarry tile with sanitary cove base. Painted floors under walk-in coolers may be permitted.
- Screening line counter(s) consisting of various pieces of equipment to include a screen or half-height wall to hide the back of the equipment, electrical, and/or plumbing if the line counter faces an open area.
- Ceilings typically include vinyl-faced ceiling tile and enclosed/sealed light fixtures. Open ceilings, cleaned and painted, may be permitted in cooking areas with enclosed fixtures or the use of sleeves over exposed lamps. Drywall soffit areas, if necessary, to be sealed with vapor barrier paint.

#### **d HVAC**

- Ventilation of Odors must be provided (supply and exhaust) and/or negative pressure areas to prevent odor migration for all uses and/or processes which others may find offensive, according to applicable Regulations, and LESSEE may be required to provide supplemental ventilation at the sole discretion of CPL.
- Exhaust Air at food service, food prep, and restaurant facilities must include an exhaust system typically installed over cooking area(s) with hood(s). Hood controls shall tie into gas valve control and light switch. Exhaust fans must be upblast configuration with a grease-collecting reservoir. At the discretion of CPL, a "sandbox" will need to be installed to collect unintended grease overflow from the grease collector (and prevent it from damaging the roofing surface.) Exhaust ductwork to be welded black iron or stainless steel. A cleanout is required in ductwork at any turn and at the end of every 20' of straight run per Regulations. Ductwork will require an internal light inspection with a written report by Architect or Mechanical Engineer to confirm all seams are welded. Collar connecting the exhaust hood and the welded duct must be an approved NFPA-96 mechanical assembly or a welded connection and comply with associated Regulations.
- Supply Air must be installed to complement the exhaust air system, and such Make-Up air units must be appropriately sized to accommodate exhaust air requirements. Supply ductwork to be wrapped with insulation and an external vapor barrier in kitchen areas, to avoid condensation concerns.

#### **e Electrical**

- Receptacle locations (or work boxes) to be located prior to construction, as some manufacturers may void warranties when equipment requires extension cords.

#### **f Plumbing - General**

- Back-Flow Valves and Vacuum Breakers must be installed at supply and drain lines as required to prevent potentially contaminated water from entering the supply water system.

#### **g Plumbing - Supply**

- Water Heaters serving kitchen areas to be dedicated and sized to accommodate fixtures and equipment.



- Types of Sinks required by Regulations include: utility sink (mop, general cleaning), hand sink (hand washing, generally within 5' of food prep areas), dishwashing sink (wash, rinse, sanitize), and food preparation sink (rinse). Appropriate clearance and/or screening are required for adjacencies of differently used sinks.
- Scullery Sinks require a pressure regulator where a spray hose is installed and may require a dedicated heating element directly off the water heater to boost the water temperature (180° F).
- Dishwashers require a reduced pressure zone valve (RPZ) on water supply connection.

#### **h Plumbing - Drainage**

- Fixtures must be properly drained, trapped, and vented (buckets are not acceptable).
- Grease interceptors are required where fats, oils, and grease are discharged (e.g., utility sinks, hand sinks, dishwashing sinks, food preparation sinks, stove drains, hood drains, floor sinks, floor drains, disposals). Grease interceptors to be installed below the slab if floor drains are present. If LESSEE's use does not require a grease interceptor per Regulations, CPL, at its sole discretion, may require a grease interceptor based on anticipated change in processes or use of space.
- Solids Separators are required in drain line if there is a high concentration of food debris in sink or flour used in baking, or as required by Regulations. Exterior grease traps may be required.
- Disposals must be installed where food waste is present.
- Acid neutralization tanks are required if highly acidic food is used (e.g., fruit juice). Tank effluent to discharge using 10 feet min. of polypropylene piping.
- Condensate drains for equipment to be provided, as required. If applicable and approved, condensate pumps may be permitted.
- Floor Drains must be provided in areas subject to water spillage, washing equipment, where food is handled or processed, or where cleaning water is used. Floor drain to include a sediment bucket where food debris may be caught and easily disposed of by hand.

#### **i Gas**

- Shut-offs are required to each individual supply line to gas fueled equipment. Spring-loaded, shut-off valves are required in the main gas supply line to the cooking area and connected to the fire suppression system.
- Hood controls must tie into gas valve control and light switch.
- Combustion Air for all gas equipment (e.g., ovens) shall be provided as required.

#### **j Fire and Life Safety**

- Ansul Fire Suppression systems, exhaust hood, and associated ductwork must be installed over each open flame cooking area as required by Regulations, and an additional zone or upgrade of the building fire zone panel may be required.
- Sprinkler Heads specified as high temperature may be required above cooking line where there is a concentrated heat source.

## **4.2 Communications** **Specialty Work Guidelines**

The following should be used in conjunction with the entirety of these Guidelines.

### **a Communication Systems**

- “Tel/Data” – Telephone and Internet Systems
- “ACS” – Access Control Systems
- “ESS” – Electronic Security Systems
- “Commsys” – Antennae or Satellite Systems

### **b Equipment and Distribution Panels**

- Control equipment and/or panels for communication systems must be located in specifically designated utility rooms within LESSEE spaces (not in general office areas, common area utility closets, or above ceilings), and include infrastructure to mitigate heat loads as required.
- The installation of any electrical outlets required by the control equipment are the responsibility of LESSEE.
- Split systems, ductless ‘wall or ceiling mounted evaporators / roof top condensers’ with cooling only, may be utilized in small IT rooms to mitigate BTU loads. Sanyo and Mitsubishi manufacturers preferred.

### **c Lines**

**See 4.1 ‘Utility Lines’ for associated requirements.**

### **d Suite Access and Fire Alarm Connection**

- In the event of loss of power, all egress doors modified by LESSEE installed systems must allow free exit from the building interior.
- In the event of a fire alarm activation, all egress doors must allow free exit from the building interior, and doors with access control components must allow free entry into premises for personnel responding to fire alarm activation.
- Where required, LESSEE premises must include a connection to the building fire alarm panel(s). LESSEE’s contractor shall run required wiring from the premises to the panel(s), and CPL, at LESSEE’s expense, will perform all fire panel deactivations / reactivations and final tie-ins. LESSEE’s scope of work will also include providing additional zone cards, enclosures, and other equipment or components, if required, to compensate for any zones used.

### **e “ACS / ESS” Deliverables**

- Upfront restoration charges attributable to communication systems may be assessed and will be reviewed on a case-by-case basis. If charges are not assessed for “ACS/ESS” systems, LESSEE must, prior to the lease termination or any earlier date LESSEE vacates the premises, (in either case, the “ACS/ESS Date”) deliver to CPL the complete, fully operational System (the “ACS/ESS”), including, without limitation, the following items: (a) all Operating/Maintenance Manuals, (b) three access credentials and/or all access codes (if applicable), and (c) all additional information/equipment required to ensure the ACS/ESS is left working in proper condition ((a), (b), and (c), collectively, the “ACS/ESS Deliverables”). If, upon the ACS/ESS Date, LESSEE has failed to deliver the ACS/ESS Deliverables to LESSOR, LESSOR, at its sole election, will require LESSEE to (i) remove the entire system and repair and restore the premises in accordance with all terms of the lease, or (ii) pay to CPL all restoration charges attributable to the system.

### **f “ACS / ESS” Doors and Related**

- Any and all removed hardware related to LESSEE communication system installation must be returned to CPL (confirm with team leader). LESSEE is responsible for any charges incurred due to CPL removal, repair and/or restoration of building components associated with the Work. For example, replacement of one damaged hollow metal door frame, where an approved cover plate has not or cannot be installed, will incur a charge of not less than \$750, and damaged door slabs and aluminum door frames will incur higher charges.

### **g “Commsys” Antennae and Satellite**

- LESSEE is responsible for installing and operating all “Commsys” equipment in accordance with all Regulations (e.g., applicable manufacturer, regulatory, and safety requirements and guidelines), including FCC RF exposure limits and signage requirements for individuals working in the immediate vicinity of, and/or passing by, any RF emitting equipment.

## **4.3a Signage – Submission Requirements**

### **Specialty Work Guidelines**

The following should be used in conjunction with the entirety of these Guidelines.

All signs proposed for installation on the exterior (or interior common areas) of CPL properties must have written approval before installation. Exterior sign standards vary by municipality, building and facade. There are multiple types of LESSEE signs that can be mounted to the exterior of buildings. All buildings have a specific sign type:

- Temporary Signs
- Solid Letter Signs
- Non-Illuminated Channel letter signs.
- Internally Illuminated channel letter signs.
- Vinyl letters on glass entry doors or sidelights.

For the latest standards or questions on the submission process please contact design representative Jeff Turri, (phone: 781-569-2339, email: [jdt@cummings.com](mailto:jdt@cummings.com)). Submissions must include the following information:

1. Sign Company Information and Sign Location:
  - Building Name and Suite Address.
  - Contact Name.
  - Phone Number.
  - Fax Number.
  - Sign *installer* information (if different from primary contractor).
  - Electrical contractor (if any).
2. Scale drawing of sign elements (with scale noted on drawing) including the following:
  - Color of sign elements.
  - Construction of sign elements.
  - Height and depth of letters and symbols.
  - Overall Dimensions of sign.
  - Mounting method.
3. Completed CPL sign construction compliance checklist for channel letter, illuminated channel letter or cluster signs (available on website [www.cummingsproperties.com/client-resources](http://www.cummingsproperties.com/client-resources)).
4. An orthogonal drawing of the facade or photo montage perpendicular to the facade area where the sign is to be mounted, showing position of sign in relation to building features and other signage.  
Note: Also include wide angle photos that include any other building signage.
5. Copy of permit(s) if required.
6. Confirmation that the sign contractor will patch holes to match exterior building finish after removal of previous sign, if any.
7. Temporary signs will be reviewed for possible approval subject to compliance with the following:
  - CPL receipt of the building sign consent memo with client signature.
  - Contractual agreement between client and their sign vendor for fabrication/installation of building sign.
  - Temporary signs shall be the same size as the approved building sign and shall be allowed for a period of 30 days or upon installation of the approved building sign – whichever is sooner.
  - Approved temporary sign shall be mounted directly to a building façade, are to be constructed of “Coroplast,” and secured to the building within the “footprint” of the proposed permanent sign raceway location.
  - Temporary signs may cover an existing building sign scheduled for removal and may be fabricated of sheet vinyl and secured to said sign – not the building.

#### NOTE:

- Following approval, notify CPL 48 hours in advance of installation.
- Submissions which do not include the requested information will not be approved.
- Subject to sign change with future building upgrades.
- Telephone numbers and web or other electronic addresses are not allowed.

### **4.3b Signage – Channel Letter - Illuminated**

#### **Specialty Work Guidelines**

The following should be used in conjunction with the entirety of these Guidelines.

#### **Checklist**

**Please use this form to confirm that the proposed sign construction will comply with CPL standards. Check off each item and/or insert comments as necessary. Please email completed form and other submission requirements to Jeff Turri at [jdt@cummings.com](mailto:jdt@cummings.com) or [grafix@cummings.com](mailto:grafix@cummings.com) .**

- 1. Sign to be located on the side of the leased premises above LESSEE'S windows. Sign size, colors, and location to be determined on an individual building basis.
- 2. Signs to be aligned with adjacent signage.
- 3. No "Inc." or "Co." etc., or website address on sign.
- 4. 3/16" thick plexiglass or polycarbonate letter faces. (Black letter faces are not allowed, while dark colored faces are also discouraged, as they are not conspicuous against most facades.)
- 5. Black, aluminum sides (3"-5" deep when raceway mounted /5"-8" deep when direct mounted) with low profile black edge trim molding at edge of sign elements.
- 6. No exposed fasteners or brackets permitted. Exposed raceway brackets painted to match the building may be allowed with preapproval on a case-by-case basis. No sign company logo or ID on exterior of sign.
- 7. All sign components, including fasteners, to be non-corrosive and non-staining.
- 8. Confirm 'through-bolt' or 'expansive anchor into poured concrete' only installation method prior to start. Unless otherwise approved, LESSEE is responsible for all installation related costs, including any additional framing or blocking.
- 9. No backer board or material except for mounting-troughs. Any mounting trough to be centered vertically on letters, not extend beyond ends of letters or symbols and not exceed 8" height x 8" deep.
- 10. Unless, otherwise approved by CPL, all channel letters to be mounted on raceway(s) painted to match building. Sign contractor to submit paint sample of color for approval prior to sign construction. Other sign features proposed for direct mounting also require prior CPL approval.
- 11. Submit drawings and sign location color-photo montages to CPL for review/approval before sign installation.
- 12. Remove any existing sign(s) in the approved location and weather-tight all resulting holes with silicone sealant, while repairing any façade damage that won't be covered by new sign.
- 13. Sign installations requiring hammer drilling or other work that will cause noise disturbances to neighboring clients is prohibited during normal business hours without prior written consent from CPL. If allowed during normal business hours, any client objections to installation noise will require an immediate work stoppage and subsequent rescheduling.
- 14. Channel letters are to have LED internal illumination. LEDs are to have a color temperature of at least 6500K for optimal bright illumination.
- 15. Sign must be illuminated within 30 days following installation. If after 30 days of sign being installed without illumination, CPL or its designee, may install the electrical feed to LESSEE's sign at LESSEE's sole expense, and LESSEE shall promptly pay all invoices therefor.
- 16. Lighting to be controlled by means of an astronomical timer mounted at the electric panel, that adjusts for day light savings and power outages, to turn lights on and off. Illumination periods to be coordinated with other building signs – on at sunset and off at midnight, seven days a week. All new penetrations to be thoroughly sealed with silicone caulking.
- 17. No external routing of electrical feeds permitted. All sign construction to be designed for wiring to exit through the *back* of raceway via "liquid-tite" wiring. The sign installer is responsible for penetration of building and routing of liquid-tite wiring into building interior. Junction boxes are to be concealed behind new sign.
- 18. UL listed construction required for illuminated signs. All electrical transformer components are to be mounted within sign letters or mounting trough, not within the building.
- 19. LESSEE responsible for the prompt repair of any sign damage resulting from accident, vandalism, snow, ice, wind, or water. LESSEE may install protective construction provided it receives prior approval by CPL.
- 20. If the sign is removed for any reason during the lease term or upon termination, then LESSEE shall be responsible for restoring the building accordingly.
- 21. CPL reserves the right for future construction of buildings and/or additions that may impact visibility of sign. As such, CPL will not be responsible for any relocation of the sign.
- 22. See "Signage - Submission Requirements" (4.3a, number 7) for temporary sign or banner requirements.

LESSEE/Contractor signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **4.3c Signage – Channel Letter - Non-Illuminated**

#### **Specialty Work Guidelines**

The following should be used in conjunction with the entirety of these Guidelines.

#### **Checklist**

***Please use this form to confirm that the proposed sign construction will comply with CPL standards. Check off each item and/or insert comments as necessary. Please email completed form and other submission requirements to Jeff Turri at [jdt@cummings.com](mailto:jdt@cummings.com) or [grafix@cummings.com](mailto:grafix@cummings.com).***

- 1. Sign to be located on the side of the leased premises above LESSEE'S windows. Sign size, colors and location to be determined on an individual building basis.
- 2. Signs to be aligned with adjacent signage.
- 3. No "Inc." or "Co." etc., or website address on sign.
- 4. 3/16" thick plexiglass or polycarbonate letter faces. (Black letter faces are not allowed, while dark colored faces are also discouraged, as they are not conspicuous against most facades.)
- 5. Black, aluminum sides (3"-5" deep when raceway mounted /5"-8" deep when direct mounted) with low profile black edge trim molding at edge of sign elements.
- 6. No exposed fasteners or brackets permitted. Exposed raceway brackets painted to match the building may be allowed with preapproval on a case-by-case basis. No sign company logo or ID on exterior of sign.
- 7. All sign components, including fasteners, to be non-corrosive and non-staining.
- 8. Confirm through-bolt, or expansive anchor into poured concrete only, installation method prior to start. Unless otherwise approved, LESSEE responsible for all installation related costs, including any additional framing or blocking.
- 9. No backer board or material except for mounting-troughs. Any mounting trough to be centered vertically on letters, not extend beyond ends of letters or symbols and not exceed 8"h x 8" deep.
- 10. Unless, otherwise approved by CPL, all channel letters to be mounted on raceway(s) painted to match building. Sign contractor to submit paint sample of color for approval prior to sign construction. Other sign features proposed for direct mounting also require prior CPL approval.
- 11. Submit drawings and sign location color-photo montages to CPL for review/approval before sign installation.
- 12. Remove any existing sign(s) in the approved location and weather-tight all resulting holes with silicone sealant, while repairing any facade damage that won't be covered by new sign.
- 13. Sign installations requiring hammer drilling or other work that will cause noise disturbances to neighboring clients is prohibited during normal business hours without prior written consent from CPL. If allowed during normal business hours, any client objections to installation noise will require an immediate work stoppage and subsequent rescheduling.
- 14. LESSEE responsible to promptly repair any sign damage resulting from accident, vandalism, snow, ice, wind, or water. LESSEE may install protective construction provided it receives prior approval by CPL.
- 15. If the sign is removed for any reason during the lease term or upon termination, then LESSEE shall be responsible for restoring the building accordingly.
- 16. CPL reserves the right for future construction of buildings and/or additions that may impact visibility of sign. As such, CPL will not be responsible for any relocation of the sign.
- 17. See "Signage - Submission Requirements" (4.3a, number 7) for temporary sign or banner requirements.

LESSEE/Contractor signature: \_\_\_\_\_ Date: \_\_\_\_\_

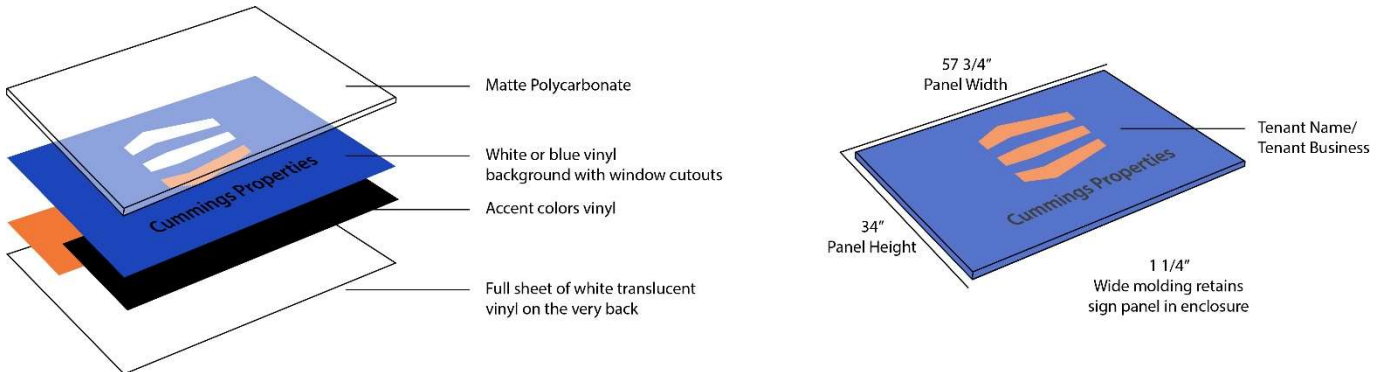
### 4.3d Signage – Cluster Specialty Work Guidelines

The following should be used in conjunction with the entirety of these Guidelines.

#### Checklist

**Please use this form to confirm that the proposed sign construction will comply with CPL standards. Check off each item and/or insert comments as necessary. Please email completed form and other submission requirements to Jeff Turri at [jdt@cummings.com](mailto:jdt@cummings.com) or [grafix@cummings.com](mailto:grafix@cummings.com).**

- 1. LESSEE has a fully executed sign agreement with CPL which designates the sign location.
- 2. A scale drawing of sign graphics is attached for written design approval prior to fabrication of panels.
- 3. LESSEE will deliver the fabricated sign panels to CPL at 200 West Cummings Park for final approval and installation. (Two panels at most locations).
- 4. 3/16" thick clear matte polycarbonate made of Lexan, Makrolon, or another approved matte polycarbonate. Any materials that are not matte polycarbonate will not be allowed. First faces of panels to be matte textured and free of graphics with all vinyl applied to second face of panel. Matte overlays are not allowed as they will yellow and deteriorate quickly.
- 5. White or blue sign background color is correct for assigned panel location on cluster sign.
- 6. Avery Dennison Blue translucent vinyl, No. A6567-T, or Arlon Bright Blue translucent vinyl #67.
- 7. Avery Dennison White translucent vinyl, No. A6001-T, or Arlon White translucent vinyl #20.
- 8. Up to three colors of text and symbols over white or blue background, but cannot exceed more than 50% of the overall design.
- 9. Graphics will be free of bubbles, shadows, or other defects.
- 10. Background vinyl material to be one sheet of vinyl with no seams and cover entire rear surface of sign panels.
- 11. Graphics will be applied only to the rear surface of the sign panel using one of the two following options:  
**OPTION I:** If panel requires a blue background- Apply *full* sheet of blue translucent vinyl (with "window cutouts" allowing for graphics) to back of polycarbonate. Then apply patches of colored vinyl over blue vinyl sheet thus creating colored graphics through "window cutouts." Subsequently apply *full* sheet of white translucent vinyl over the colored vinyl patches and blue translucent vinyl to allow for even light diffusion.  
**OPTION II:** If panel requires a white background- First apply colored cut vinyl graphics to the back side of the polycarbonate. Subsequently apply *full* sheet of white translucent vinyl over the colored vinyl graphics to allow for even light diffusion.
- 13. All graphics to be centered horizontally on sign.
- 14. A minimum border area free of lettering or graphics to extend 3" in from edge of entire sign.
- 15. Graphics should follow the sample layout below, with large, simple text elements. Sign should include business description if not evident in business name. Telephone numbers and website addresses are not allowed.



**Notes:**

- 1. Some cluster signs are *not* illuminated, including 18 Commerce Way, 3 Gill Street, 200 Boston Avenue, and the sign adjacent to 74 Cummings Park.
- 2. Signs at the following locations have non-standard dimensions and require field verification by LESSEE sign vendor; 78 Olympia Avenue, 200 Boston Avenue, and 66 Concord Street (57 5/8" x 33 7/8").

LESSEE/Contractor signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **4.3e Signage – Solid Letter**

#### **Specialty Work Guidelines**

The following should be used in conjunction with the entirety of these Guidelines.

#### **Checklist**

***Please use this form to confirm that the proposed sign construction will comply with CPL standards. Check off each item and/or insert comments as necessary. Please email completed form and other submission requirements to Jeff Turri at [jdt@cummings.com](mailto:jdt@cummings.com) or [grafix@cummings.com](mailto:grafix@cummings.com).***

- 1. Sign to be located on the side of the leased premises above LESSEE'S windows. Sign size, colors and location to be determined on an individual building basis.
- 2. Signs to be aligned with adjacent signage.
- 3. No "Inc." "Co." etc. on sign.
- 4. No exposed fasteners or brackets permitted. No sign company logo or ID on exterior of sign.
- 5. All sign components, including fasteners, to be non-corrosive and non-staining.
- 6. Letters must be between 1-2" thick
- 7. All solid letters are to be mounted on raceways which will then be through-bolted onto the façade to decrease the number of penetrations to the façade. Raceways to be painted to match the façade.
- 8. The width of the raceways should not expand past the overall width of the grouping of solid letters. Raceways should be between 2" to 5" thick for both height and depth.
- 9. Submit drawings and sign location color-photo montages to CPL for review/approval before sign installation.
- 10. Remove any existing sign(s) in the approved location and weather-tight all resulting holes with silicone sealant, while repairing any facade damage that won't be covered by new sign.
- 11. Sign installations requiring hammer drilling or other work that will cause noise disturbances to neighboring clients is prohibited during normal business hours without prior written consent from CPL. If allowed during normal business hours, any client objections to installation noise will require an immediate work stoppage and subsequent rescheduling.
- 12. LESSEE responsible for the prompt repair of any sign damage resulting from accident, vandalism, snow, ice, wind, or water. LESSEE may install protective construction provided it receives prior approval by CPL.
- 13. If the sign is removed for any reason during the lease term or upon termination, then LESSEE shall be responsible for restoring the building accordingly.
- 14. CPL reserves the right for future construction of buildings or additions that may impact visibility of sign. As such, CPL will not be responsible for any relocation of the sign.

LESSEE/Contractor signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 5.0 Material Specifications

The intent of the following Schedules, is to facilitate the continuation of consistent Work, promote uniformity within LESSOR spaces, and reduce maintenance costs and restoration charges. Construction in CPL buildings shall utilize these materials or CPL approved equivalents. CPL reserves the right to substitute materials or change specifications without notice, and items and materials not listed shall be specified by CPL upon request.

CPL assumes no responsibility for the use any of the materials specified herein. All work by LESSEE in CPL buildings requires written consent, and non-typical applications of the following materials or use of 'non-building standard' materials, at the sole discretion of CPL, may incur LESSEE upfront or future restoration charges.

### 5.1 Building and Schedules Key

Location	Street, Building #	Schedule
Andover	Shattuck Road, 40	Maple / Oak
Beverly	Cummings Center, 100, 200 600, 800, 950	Grey
Beverly	Cummings Center, 500, 900	Mahogany
Beverly	Dunham Road, 48, 52	Maple / Oak
Beverly	Dunham Road, 50	Mahogany
Burlington	Cambridge Street, 101	Grey (Beige)
Medford	Boston Ave, 196	Mahogany
Medford	Boston Ave, 200 (nic Southern Addition)	Grey
Medford	Boston Ave, 200 (Southern Addition only)	Mahogany
Wakefield	Audubon Rd, 30-40	Mahogany
Wakefield	Audubon Rd, 50-60	Mahogany
Wilmington	Concord Street	Grey
Wilmington	Fordham Road	Grey
Stoneham	Montvale Ave, 38, 41	Grey
Stoneham	Montvale Ave, 92	Mahogany
Sudbury	North Road, 142	Grey
Sudbury	North Road, 144	Maple / Oak
Woburn	Cabot Road (nic 8 Cabot)	Grey
Woburn	Cabot Road (8 Cabot only)	Maple / Oak
Woburn	Commerce Way, 10	Grey (Beige)
Woburn	Commerce Way, 18	Maple / Oak
Woburn	Commerce Way, 34	Grey
Woburn	Cummings Park	Grey (Beige)
Woburn	Gill St (nic 12 Gill)	Grey (Beige)
Woburn	Gill Street (12 Gill only)	Mahogany
Woburn	Henshaw St.	Grey (Beige)
Woburn	Merrill St	Grey (Beige)
Woburn	New Boston St	Grey (Beige)
Woburn	Olympia Ave	Grey (Beige)
Woburn	Roessler Rd	Grey (Beige)
Woburn	Sixth Road	Grey (Beige)
Woburn	Tower Office Park	Grey (Beige)
Woburn	Trade Center 128 (incl. 100)	Mahogany
Woburn	Washington St, 299	Grey
Woburn	Washington Street, 444	Grey (Beige)
Woburn	West Cummings Park	Grey (Beige)
Woburn	Wildwood Ave	(contact CPL)

### 5.2.a Grey Schedule

34

- Most typical / prevalent materials.
- Materials not listed in other schemes shall follow the 'Grey' scheme.

### 5.2.b Beige Schedule

39

- Occurs in some buildings, noted (Beige).
- Small renovations should match an existing 'Beige' Scheme, while more comprehensive modifications should convert to the 'Grey' Scheme.

### 5.2.c Mahogany Schedule

41

- Upgraded materials.

### 5.2.d Maple / Oak Schedule

44

- Upgraded materials.

### 5.2.e Specialty Schedule

47

- Specialty materials ('non-building standard') that may occur in some spaces that would otherwise follow the Schedules above, that may be approved in writing by CPL for LESSEE use in certain spaces, and that may incur upfront or future restoration charges.
- This Schedule includes following categories:
  - 'Uppg'**, Upgraded materials.  
(e.g. Vinyl Plank flooring)
  - 'Tech'**, Lab and Technical space materials.  
(e.g. Metal Casework)
  - 'Med'**, Medical space materials.
  - 'Black'**, Spaces that include black door/frame paint and black wall base.

### 5.3 Graphic Index of Finishes

51

#### Notes:

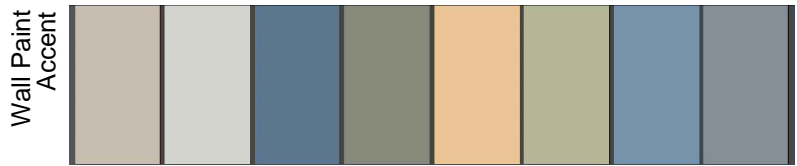
- Small renovations should match existing finishes while comprehensive modifications should convert to listed finishes.
- It is LESSEE's responsibility to confirm that actual materials within LESSEE premises align with the associated Schedule.





Wall Paint

'Origami White'



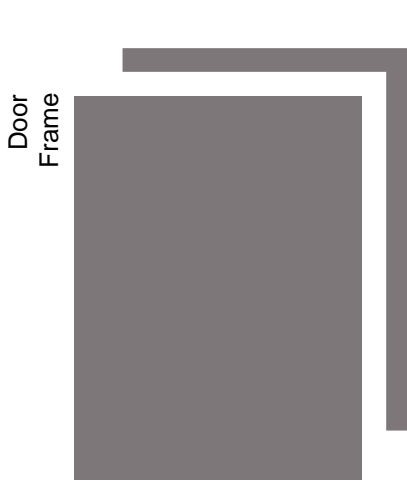
Wall Paint Accent

See Index for Color



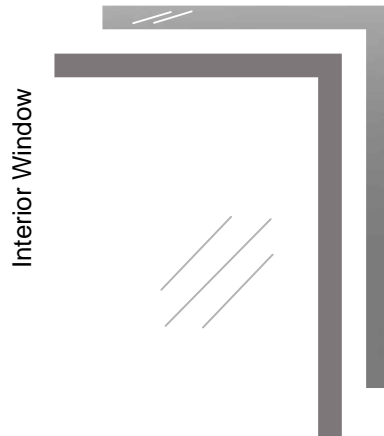
Ceramic Tile Wall

'Balance'



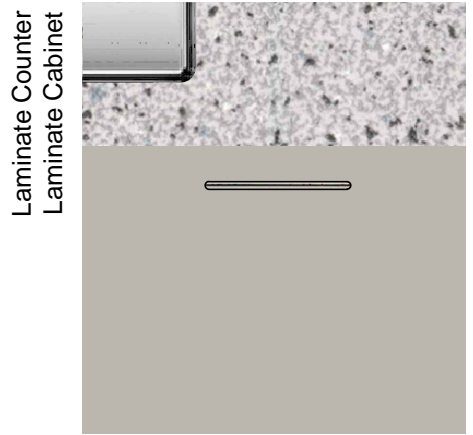
Door Frame

'Tower Grey'  
'Tower Grey'



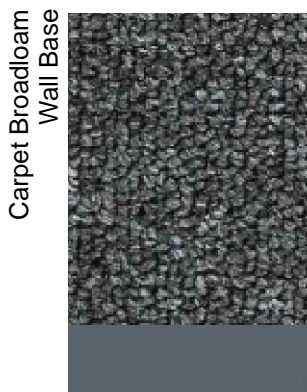
Interior Window

'Tower Grey'  
'Aluminum Storefront'



Laminate Counter  
Laminate Cabinet

'Folkstone Celesta'  
'Dove Gray'



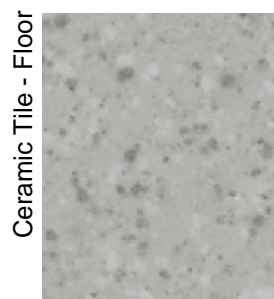
Carpet Broadloom  
Wall Base

'Grey Level Loop'  
'Medium Gray'



VCT

'Sterling'



Ceramic Tile - Floor

'Storm Gray'

Actual color and detail may vary from on-screen or printed representation. Refer to CPL Guidelines and Construction Specifications for more detailed Finish Schedule information. LESSOR reserves the right to substitute materials or specifications without notice, and Work by LESSOR may include keeping existing finishes "as is".

Scheme ↓	Color / Finish / Material / Product	Mfg.	Size / Description
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**5.2.a Grey (p 2 of 5)**

**WALLS**

<b>Wall</b>	Board	-	<b>Drywall, 1/2" (NOT 5/8")</b>	US Gypsum	3 coats compound, 2 coats paint
<b>Const</b>	Board - Rated	-	<b>Drywall Fire Code C, 1/2" (NOT 5/8")</b>	US Gypsum	3 coats compound, 2 coats paint
	Board - MR	-	'Green', 1/2" water resistant coating	-	At tiled and/or wet areas
	Board - Edges	-	J-trim or 'tear-away' at exposed edges	-	
	Framing	-	Metal Stud Galv., 3 5/8", 25 ga.	Marino	Spacing at 16"o.c.
	Blocking	-	Wood, FRTW as reqd	-	At all openings
	Corners	-	Corner Bead, Metal	-	Screwed
	Insulation	-	Fiberglass Batts, 3 1/2"	-	
	Insulation	-	Mineral Wool Batts, 3"	-	
	Masonry	-	CMU, 8x8x16	-	tooled mortar joints
		-	Reinforcing Horizontal	-	Wire lath every 3 courses
		-	Reinforcing Vertical	-	Rebar at 4' o.c., fill solid
<b>Wall Paint</b>	'Cummings White'	<b>Grey</b>	'Origami White' #7636	SW	Latex Flat, Prop Solutions Base
<b>Wall Tile RR</b>	Ceramic Ceramic, 4x4	<b>Grey</b>	- Over 'Green' Board with thin-set 'Balance' #0014, Color Story Grout: 'Bright White' #44	Amer. Olean Laticrete	4 3/8" x 4 3/8" Permacolor, unsanded cem. base

**FLOORING**

<b>Floor CPT</b>	Carpet	<b>Grey</b>	"Grey Level Loop" 'Shadow' #3120, Style AJUP6	EF Contract	26 oz. level loop, Roll
	Entry Mat	-	'Charcoal Black'	DecoRib	Ribbed Polypropylene
<b>Floor VCT</b>	Vinyl Comp. Tile	<b>Grey</b>	'Sterling' #51904	Azrock	12x12x1/8"
<b>Floor Conc</b>	Painted	-	'Haze Gray' #C676, Armorseal Treadplex	SW	Sealer + Floor coating
<b>Floor Tile RR</b>	Ceramic, 2x2	<b>Grey</b>	- At upper floors slope tile to floor drain - At slab on grade VCT is permitted 'Storm Gray' #A06, speckled Grout: "Natural Grey" #1524	Amer. Olean Laticrete	2x2, unglazed Sanded
<b>Floor Base</b>	Vinyl	<b>Grey</b>	- Straight/Toeless Base used at CPT, and - Toe/Cove Base at CPT Tile, VCT, VP, CT 'Medium Gray' #014	FlexCo	4"

Scheme ↓	Color / Finish / Material / Product	Mfg.	Size / Description
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**5.2.a Grey (p 3 of 5)**

**DOORS, FRAMES, and HARDWARE**

<b>Door Interior</b>	Metal Door	-	Steel / HM, 20 ga., hollow core Frame: Steel / HM, 18 ga., knock down Paint: 'Tower Gray' #MC-65, Pro Indust	Galaxy Steelcraft SW	3'-0" x <b>6'-8"</b> x 1-3/4" HW Prep: Steelcraft Semi-G Enamel (oil/water)
	Suite Entry w Vision Kits		- See door material, + 'D door' vision kit - 'A door', glass with aluminum frame - 'B door' kit, flush, no vision kit - 'C door' kit, vision kit 10" x 10" - 'D door' kit, vision kit 24" x 66" / 70"		Tempered Glass - 'F door' kit, vision kit 24" x 36" - 'G door', all glass door - 'L door', flush 3' F door + 1' B door - 'BB door', flush 3' door + flush 3' door
<b>Door Exter.</b>	Building Utility	-	Steel / HM, Weatherstrip Frame: Steel welded Paint: 'Bronzestone' #2740, Super Spec	Galaxy Galaxy Ben. Moore	3'-0"  Urethane Gloss Enamel (oil)
	Building Entry	-	Aluminum, 'A door', Weatherstrip Frame: Alum Duranodic Finish: 'Dark Bronze' Vision Kit: 'A' door, glazing bronze tint	Alumiline or Kawneer	3'-0" x 7'-0"
		-	Aluminum, 'A door', Weatherstrip Frame: Alum Series #3000  Finish: 'Clear Anodized' Vision Kit: 'A' door, glazing clear	Oldcastle Oldcastle	3'-0" x 7'-0" x 1-3/4" Exterior, 2" x 4-1/2", thermal break
	Door - Overhead	-	Steel, 24 ga., motorized over 10'		8'w x 10'h typical
<b>Hard Ware</b>	Prep		- Steelcraft Hinge and Lock Prep		
	Int. Passage Set	-	USD #26D, #MLX01-SR-26D-R23	Arrow	Lever handle, 2 3/4" backset
	Int. Lock Set	-	USD #26D, #MLX81-SB-26D-R21-C	Arrow	Key-In Lever, 2 3/4" backset
	Entry Lock	-	USD #26D, #B11XL	Arrow	Specialty Mortise Deadbolt
	Closer	-	Grey/Bronze (match door), #1601	Norton	Surface mount hydraulic
	Closer - Exterior	-	Grey/Bronze, #1601BF	Norton	Surface mount hydraulic

**WINDOWS**

<b>Wdw Interior</b>	Wdw - Metal		- Metal frames only when matching existing		
		-	'Metal', Wrap Frame Finish: See Door Paint Glazing: 1/4", tempered as reqd.	US Alum.	2'-6" x 5'-0" or 4'-0" x 4'-0"
	Wdw - Alum	-	'Clear Anodized', Alum. Storefront #2000 Glazing: 1/4", tempered as reqd.	Oldcastle	2'-6"x5', 4'x4', 3'x7' (x1 3/4")
<b>Wdw Ext.</b>	May Vary	-	'Clear Anodized', Alum. Storefront #3000 Glazing: 1" insulation, tempered as req.	Oldcastle	Thermal Break
	Skylight	-	'Clear' or 'Translucent', double dome (do not overlap int. alum curb w drywall)	Naturalite	48" square, Aluminum Curb with guardrail as reqd.

Scheme ↓	Color / Finish / Material / Product	Mfg.	Size / Description
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### 5.2.a Grey (p 4 of 5)

<b>Sill</b>	Plastic Laminate		- 3/4" exterior grade ply (adhere) - Ears extend 1 1/2" ea. side of opening	
	-		'Graphite Spectrum' #AE012	Pionite
<b>Blinds</b>			- Not typically provided by CPL	
	Horizontal	<b>Grey</b>	'Gray', Aluminum	Levolor 1"
	Vertical	-	'Soft White' #1385	Plastibec Maestro

### CASEWORK, Countertops - Cabinets - Valance - Panel Covers

<b>Counter</b>	General		- Square edge counter, loose backsplash		Torsion box where no cabinet
	Plastic Laminate	<b>Grey</b>	'Folkstone Celesta' #692	Formica	
<b>Cabinet</b>	General		- Frameless, full overlay doors, square edge - B/SB30 (34.5 t, 24" d), W30 (30" t x 12" d)		
	Plastic Laminate	<b>Grey</b>	'Dove Gray' #D92-60	Wilsonart	
	Hardware	-	Hinges - 'Satin Chrome', Euro Type	Blum	
		-	Drawer Slides - 3/4"	Blum	
-		Pulls - 'Satin Chrome', C-pulls, 4" centers			
<b>Other</b>	Elec Panel Cover	<b>Grey</b>	'Dove Gray' #D92-60 , Matte	Wilsonart	

### CEILING

<b>Ceiling</b>	Grid - Typical	-	White Enamel, Standard Weight	Armstrong	15/16", 3 wire ties/12' main 2x4
	Acoustical Tile	-	'Cortega' #769A, Mineral Fiber Tile	Armstrong	
	Open to Above	<b>WH</b>	Unpainted		
<b>Lights</b>	Fixtures - Office		- Typically Steel Troffer, 2 x 4 Fixtures - Verify if LED Retrofit exists		
		-	'2x4 Prismatic', White, Prismatic Lens Lamp: (2)T-8 Fluorescent	Columbia	2 x 4 x varies Electronic Ballast
		<i>Retro</i>	Lamp: LED, ballast bypass		
		<i>Retro</i>	'2x4 LED', White, Day-Brite, Flux Grid 2FG-G43L840-4-UNV-DIM-SWZCS	Signify	2 x 4 x 3", integrated controls for occupancy
		<i>Retro</i>	'2x4 LED', White, Day-Brite, FG "Gen2" 2FGX-G43L840-4-FS-UNV-DIM-SWZCS	Signify	2 x 4 x 3", integrated controls for occupancy
	Fixtures-WH/Flex	-	'8ft Linear', White, Open Strip with reflector Lamp: (2)T-8 Fluorescent	Varies	8'x1'x4-1/2"
		<i>Retro</i>	Lamp: LED		
		<i>Retro</i>	'4ft Linear LED', White, Strip Lights HY-4FT-LS100-32W-CCT	Honya	4'
	Fixtures - Accent	-	'4-6in Can', White, Can Light Lamp: 7 watt LED	Varies	4" (or 6"), screw base Trim Kit, open or wall wash
		<i>Retro</i>	'4-6in Can LED', White, Conversion KIT #RL460WH840PK	HALO	4" (or 6"), edison screw base
	<i>Retro</i>	'4-6in Puck LED', White, Wafer #WFF6, 4000k	Lithonia	4" or 6"	

Scheme ↓	Color / Finish / Material / Product	Mfg.	Size / Description
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**5.2.a Grey (p 5 of 5)**

**HVAC**

<b>Control</b>	T-Stat - Typical	-	'White'	Honeywell	Digital, non-programmable
	T-Stat - Program	-	'White', Home T4 Pro, TH4110U2005/U	Honeywell	Digital, 1 heat/1 cool
	T-Stat - Program	-	'White', Home T6 Pro, TH6320U2008/U	Honeywell	Digital, 2+heat/2+cool

**ELECTRICAL**

<b>Electric</b>	Wall switches	-	'White', devices and cover plates	Leviton	
	Receptacles	-	'White', devices and cover plates	Leviton	120V/20A typ, duplex receptacles

**FIRE - Alarm and Suppression**

<b>Alarm</b>	Pull Station	-	'Red', #BG-10, Fire Lite	Fire lite	
	Heat Detector	-	'White' #601	Chemtron	135° rate of rise of temp
	Smoke Detector	-	'White' #ESL 2424 TH, Ionization	ESL	
	Strobe/Horn	-	'Red', Recessed, wall mount piezo	Wheelock	
	Strobe/Horn	-	'White', ceiling mount		at ceilings over 8'
	Strobe Only	-			at Restrooms
	Exit Light	-	'Glass w Green letters', L.E.D., 9" x 12"	Dual Lite	
	Emerg. Light	-	'White', Battery powered, Surface mount	Dual Lite	
	Duct Smokes	-	Mechanical Units over 10 ton		
	Air Monitoring	-	Sensors/Alarms for gas/O2 detection		where reqd
<b>Sprnklr</b>	Finished	-	'Chrome', Pendant, removable escutcheon.		155 - 165 degrees F for light hazard
	Warehouse	-	'Brass', Upright		155 - 165 degrees F for light hazard

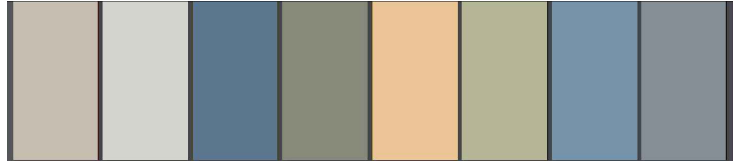
5.2.b Beige (p 1 of 2)

Wall Paint



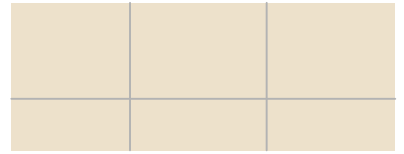
'Navaho'

Wall Paint  
Accent



See Index for Color

Ceramic Tile  
Wall



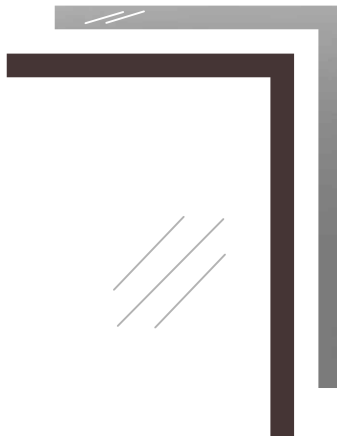
'Calm'

Door  
Frame



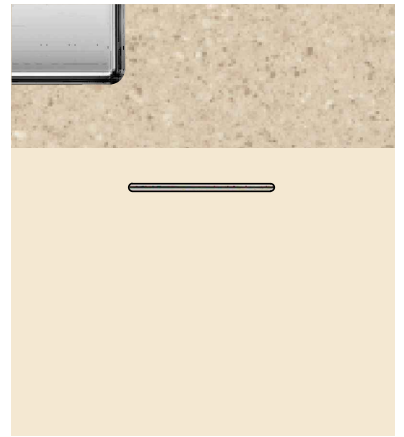
'Bronzestone'  
'Bronzestone'

Interior Window



'Bronzestone'  
'Aluminum Storefront'

Laminate Counter  
Laminate Cabinet



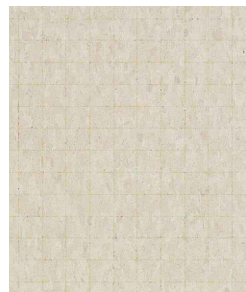
'Classic Rock'  
'Natural Almond'

Carpet Broadloom  
Wall Base



'Brown Level Loop'  
'Bark'

VCT



'Washed Linen'

Actual color and detail may vary from on-screen or printed representation. Refer to CPL Guidelines and Construction Specifications for more detailed Finish Schedule information. LESSOR reserves the right to substitute materials or specifications without notice, and Work by LESSOR may include keeping existing finishes "as is".

Scheme ↓	Color / Finish / Material / Product	Mfg.	Size / Description
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Refer to 'GREY' except as noted below

**5.2.b Beige** (p 2 of 2)

**WALLS**

<b>Wall Paint</b>	'Cummings Beige' <b>Beige</b>	'Navajo White' #6126	SW	Latex Flat, Prop Solutions Base
<b>Wall Tile RR</b>	Ceramic Ceramic, 4x4 <b>Beige</b>	- Over 'Green' Board with thin-set 'Calm' #0035, Color Story Grout: 'Bright White' #44	Amer. Olean Laticrete	4 3/8" x 4 3/8" Permacolor, unsanded cem. base

**FLOORING**

<b>Floor CPT</b>	Carpet <b>Beige</b>	'Ginger' #57725, Ambition II	Shaw	26 oz. level loop, Roll
<b>Floor VCT</b>	Vinyl Comp. Tile <b>Beige</b>	'Washed Linen' #51810	Armstrong	12x12x1/8"
<b>Floor Conc</b>	Painted -	'Haze Gray' #C676, Armorseal Treadplex	SW	Sealer + Floor coating
<b>Floor Base</b>	Vinyl <b>Beige</b>	- Straight/Toeless Base used at CPT, and - Toe/Cove Base at CPT Tile, VCT, VP, CT 'Bark' #02	FlexCo	4"

**DOORS, FRAMES, and HARDWARE**

<b>Door Interior</b>	Metal Door <b>Beige</b>	Paint: 'Bronzestone' #2740, Super Spec	Ben. Moore	Ureth Gloss Enamel (water)
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**WINDOWS**

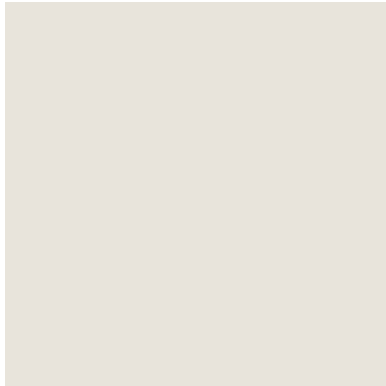
<b>Wdw Interior</b>	Wdw - Metal -	'Metal', Wrap Frame Finish: See Door Paint Glazing: 1/4", tempered as reqd.	US Alum.	2'-6" x 5'-0" or 4'-0" x 4'-0"
<b>Blinds</b>	Horizontal <b>Beige</b>	- Not typically provided by CPL 'Dark Bronze' #885, Aluminum	Levolor	1"

**CASEWORK, Countertops - Cabinets - Valance - Panel Covers**

<b>Counter</b>	Plastic Laminate <b>Beige</b>	'Classic Rock' #RK2001T	Nevamar
<b>Cabinet</b>	Plastic Laminate <b>Beige</b>	'Natural Almond' #D30-60	Wilsonart
<b>Other</b>	Elec Panel Cover <b>Beige</b>	'Natural Almond' #D30-60	Wilsonart

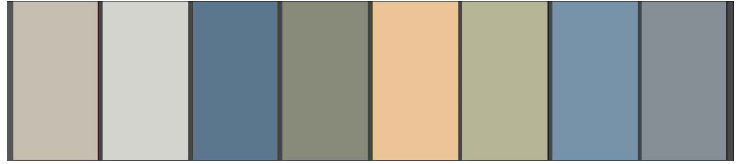
5.2.c Mahogany (p 1 of 3)

Wall Paint



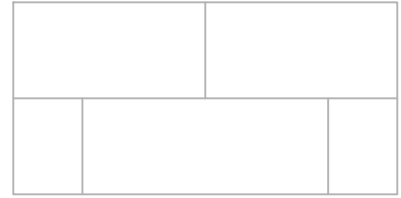
'Origami White'

Wall Paint Accent



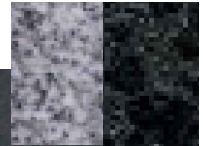
See Index for Color

Ceramic Tile



'Ice White'

Granite  
'Grey' 'Black'



Door Frame



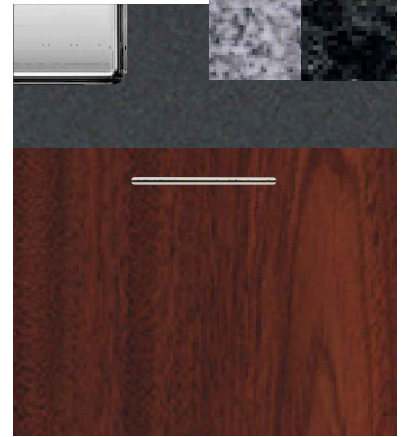
'Mahogany'

Interior Window



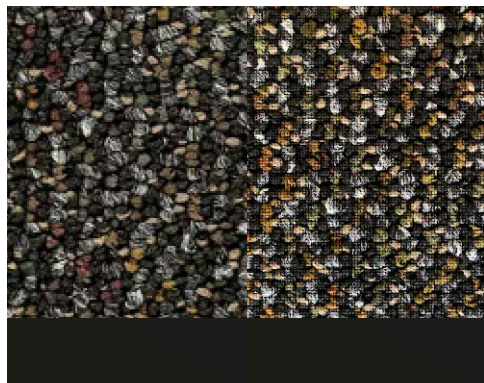
'Aluminum Storefront'

Laminate Counter  
Laminate Cabinet



'Graphite Spectrum'  
'Acajou Mahogany'

Carpet Broadloom  
Wall Base



'Fortune'  
'Black Dahlia'

'New Fortune'  
'Black Dahlia'

VCT



'Sterling'

CT (Ceramic Tile)



'Matte Shadow'

Actual color and detail may vary from on-screen or printed representation. Refer to CPL Guidelines and Construction Specifications for more detailed Finish Schedule information. LESSOR reserves the right to substitute materials or specifications without notice, and Work by LESSOR may include keeping existing finishes "as is".



Scheme ↓	Color / Finish / Material / Product	Mfg.	Size / Description
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Refer to 'GREY' except as noted below **5.2.c Mahogany** (p 2 of 3)

**WALLS**

<b>Wall</b>		-*	'Big Chill Grey' #7648 (* typ. at 92 Montvale)	SW	Latex Flat, Prop Solutions Base
<b>Paint</b>		-*	'Navajo White' #6126 (*typ. at 30-40Aud)	SW	Latex Flat, Prop Solutions Base
<b>Wall Tile RR</b>	Ceramic, 6x3	Upg	'Ice White' #MT25, Greenwich Village Grout Option: 'Bright White' #44 Grout Option: 'Natural Grey' #24 Top of Wall Option, "Ice White' #MT25	Amer. Olean Laticrete Laticrete Amer. Olean	Subway 6"x3"x1/4", Glossy Permacolor, unsanded cem. Permacolor, unsanded cem. 2" x 8" Bullnose cap at wall

**FLOORING**

<b>Floor CPT</b>	Carpet	Upg Grey*	'New Fortune' #B201, PO139 'Shadow' #3120, Style AJUP6 (*alternate)	Cambridge EF Contract	24 oz. level loop, Roll 26 oz. level loop, Roll
<b>Floor Tile RR</b>	Ceramic, 12x12	Upg	'Matte Shadow' #0016, Color Story Grout: 'Raven'	Amer. Olean Laticrete	12x12, porcelain Sanded
<b>Floor Base</b>	Vinyl		- Verify floor base finish in each space		
		Black Grey*	'Black Dahlia' # VB-01 'Medium Gray' #014 (* typ. at 92M, 12G, 50-60Aud )	FlexCo FlexCo	4" 4"

**DOORS, FRAMES, and HARDWARE**

<b>Door Interior</b>	Metal Door Utility	-	- Verify door finish/height in each space		
			Steel / HM, 20 ga., hollow core Frame: Steel / HM, 18 ga., knock down Paint: 'Black' Paint: 'Black' (* typ. at Beverly Buildings)	Galaxy Steelcraft Ben. Moore Rust-Oleum	3'-0"w x 1-3/4" HW Prep: Steelcraft Std Scuff-X, SemiG (wat.based) Gloss Enamel (oil based)
		Grey*	Paint: 'Tower Gray' #MC-65, Pro Ind (* typ. at 92M, 12G, 50-60Aud )	SW	Semi-Gloss Enam (oil/water)
	Wood Door Typical	Upg	- Verify door finish/frame in each space		
			'Mahogany', Oak prefin. mahogany stain or Oak + Stain 'Red Mah' + Seal Oil Poly Frame: Metal, See 'Utility' Frame	Oshkosh Minwax/ZAR	3'-0"w x 1 3/4", Solid Stain + Seal + Sand + Seal
		Upg	Frame: Alum Series #2000	Oldcastle	Interior, 1-3/4"x4-1/2"

Scheme ↓	Color / Finish / Material / Product	Mfg.	Size / Description
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Refer to 'GREY' except as noted below **5.2.c Mahogany** (p 3 of 3)

Suite Entry	- Verify door/frame finish in each space		
	- See door material, + 'D door' vision kit		Tempered Glass
-	- 'D door' kit, vision kit 24" x 66" / 70"		
Upg	Aluminum, 'A door'	Oldcastle	
	Frame: Alum Series #2000	Oldcastle	Interior, 1-3/4"x4-1/2"
	Finish: "Clear Anodized"		
	Vision Kit: 'A' door, glazing clear		
Upg	'All Glass', frameless entry door	Herculite	42", pivot at head and slab
	Frame: "All Glass", top and bottom rails	Herculite	(TC, some unit entries)

**WINDOWS**

Wdw		- Verify size in each space		
Interior	Wdw - Alum	Upg	'Clear Anodized', Alum. Storefront #2000	Oldcastle
			Glazing: 1/4", tempered as reqd.	2'-6" x 5'1/4"x4'3"x7' (x1 3/4")

**CASEWORK, Countertops - Cabinets - Valance - Panel Covers**

Counter		- Verify counter finish in each space		
	Plastic Laminate	-	'Graphite Spectrum' #AE021, Suede	Pionite
	Granite	Upg	'Grey', #GR-4 (white w/grey specs)	Import
		Upg*	'Black', #G684*	Import
				4" loose side/backsplashes
				* limited availability
Cabinet	Plastic Laminate	Upg	'Acajou Mahogany' #7088-43	Formica

**CEILING**

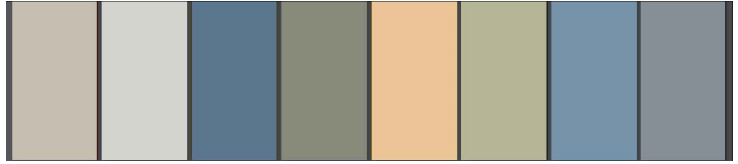
Ceiling	Acoustical Tile	Upg	'Second Look II' #2767, Mineral Fiber Tile	Armstrong	2x4 (2x2 appearance)
Lights	Fixtures - Office		- Verify if LED Retrofit exists, see 'Grey'		
		Upg	'Parabolic', P4D24, Parabolic Reflector	Columbia	2 x 4 x 6 1/2", Alum., 12(-18)
			Lamp: (2)T-8 Fluorescent		Electronic Ballast, EE
		Retro	Lamp: LED		
		-*	Note: Intregal return air slot(s) in Fixture		
			(*typ. at 92 M)		

Wall Paint



'Origami White'

Wall Paint Accent



See Index for Color

Ceramic Tile



'Ice White'

Granite  
'Grey' 'Black'

Door Frame



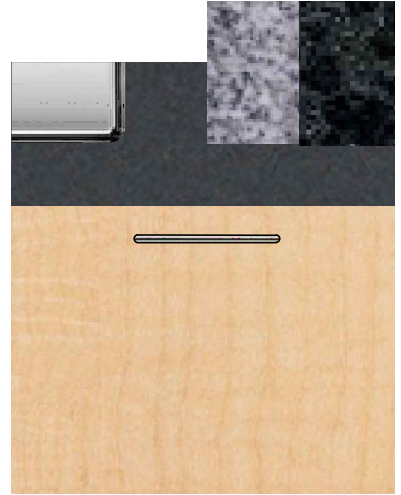
'Maple'

Interior Window



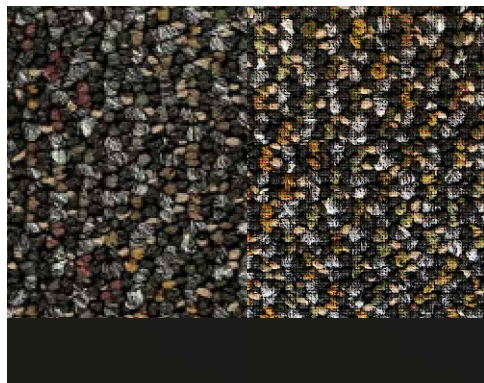
'Aluminum Storefront'

Laminate Counter  
Laminate Cabinet



'Graphite Spectrum'  
'Hardrock Maple'

Carpet Broadloom  
Wall Base



'Fortune'  
'Black Dahlia'

'New Fortune'  
'Black Dahlia'

VCT



'Sterling'

CT (Ceramic Tile)



'Matte Shadow'

Actual color and detail may vary from on-screen or printed representation. Refer to CPL Guidelines and Construction Specifications for more detailed Finish Schedule information. LESSOR reserves the right to substitute materials or specifications without notice, and Work by LESSOR may include keeping existing finishes "as is".

Scheme ↓	Color / Finish / Material / Product	Mfg.	Size / Description
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Refer to 'GREY' except as noted below **5.2.d Maple / Oak** (page 2 of 3)

### WALLS

<b>Wall Tile RR</b>	Ceramic, 6x3	<i>Upg</i>	'Ice White' #MT25, Greenwich Village	Amer. Olean	Subway 6"x3"x1/4", Glossy
			Grout Option: 'Bright White' #44	Laticrete	Permacolor, unsanded cem.
			Grout Option: 'Natural Grey' #24	Laticrete	Permacolor, unsanded cem.
			Top of Wall Option, 'Ice White' #MT25	Amer. Olean	2" x 8" Bullnose cap at wall

### FLOORING

<b>Floor CPT</b>	Carpet	<i>Upg</i>	'New Fortune' #B201, PO139	Cambridge	24 oz. level loop, Roll
		<i>Grey*</i>	'Shadow' #3120, Style AJUP6 (*alternate)	EF Contract	26 oz. level loop, Roll

<b>Floor Tile RR</b>	Ceramic, 12x12	<i>Upg</i>	'Matte Shadow' #0016, Color Story	Amer. Olean	12x12, porcelain
			Grout: 'Raven'	Laticrete	Sanded

<b>Floor Base</b>	Vinyl		- Verify floor base finish in each space		
		<i>Black</i>	'Black Dahlia' # VB-01	FlexCo	4"
		<i>Grey*</i>	(* see 'Grey', some spaces at 18C)		

### DOORS, FRAMES, and HARDWARE

<b>Door Interior</b>	Metal Door Utility	-	- Verify door finish/height in each space		
			Steel / HM, 20 ga., hollow core	Galaxy	3'-0"w x 1-3/4"
			Frame: Steel / HM, 18 ga., knock down	Steelcraft	HW Prep: Steelcraft Std
		<i>Black</i>	Paint: 'Black'	Ben. Moore	Scuff-X, SemiG (wat.based)
		<i>Black*</i>	Paint: 'Black'	Rust-Oleum	Gloss Enamel (oil based)
			(* typ. at Beverly Buildings)		
		<i>Grey*</i>	(* see 'Grey', some spaces at 18C)		
	Wood Door Typical		- Verify door finish/height in each space		
		<i>Upg</i>	'Maple', Maple, prefin. clear or Maple + Clear + Seal Oil Poly	Oshkosh Minwax	3'-0"w x 1 3/4", Solid
		<i>Upg*</i>	'Oak', Oak prefin. (or stain + 2 coats poly) Stain 'Crown Diamond', #CP18ST (* some spaces at 18C)	Oshkosh ZAR	3'-0" x 7'-0" x 1 3/4", Solid Stain + Seal + Sand + Seal
		<i>Upg*</i>	(*see 'Mahogany', some spaces at 8C)		
		-	Frame: Metal, See 'Utility' Frame		
<i>Upg</i>	Frame: Alum Series #2000	Oldcastle	Interior, 1-3/4"x4-1/2"		
	Suite Entry	-	- Verify door finish/height in each space		
		-	- See door material, + 'D door' vision kit		Tempered Glass
		-	'D door' kit, vision kit 24" x 66" / 70"		
		<i>Upg</i>	'Maple', Maple, prefin. clear or Maple + Clear + Seal Oil Poly	Oshkosh Minwax	3'-0" x 1 3/4", Solid
-	Frame: Metal, See 'Utility' Frame				

Scheme ↓	Color / Finish / Material / Product	Mfg.	Size / Description
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**Refer to 'GREY' except as noted below**      **5.2.d Maple / Oak** (page 3 of 3)

-*	Frame*: Steel / HM, welded frame (*some spaces at 40S)	Varies	typically includes sidelight
Upg	Aluminum, 'A door' Frame: Alum Series #2000 Finish: "Clear Anodized" Vision Kit: 'A' door, glazing clear	Oldcastle Oldcastle	Interior, 1-3/4"x4-1/2"
Upg	'All Glass', frameless entry door	Herculite	42", pivot at head and slab

**WINDOWS**

<b>Wdw</b>	- Verify interior window in each space		
<b>Interior</b>	Wdw - Alum	Upg	'Clear Anodized', Alum. Storefront #2000 Glazing: 1/4", tempered as reqd.
	Wdw - All Glass	Upg	'All Glass', Full Glass with top / bottom rails Glazing: 1/2", tempered as reqd.
			Oldcastle      3'x7' (x1 3/4") Herculite      3'-6" x 7'-0"/7'-6"/8'-0"/8'-6"

**CASEWORK, Countertops - Cabinets - Valance - Panel Covers**

<b>Counter</b>	- Verify counter finish in each space		
	Plastic Laminate	-	'Graphite Spectrum' #AE012
		Grey*	(* see 'Grey', some spaces at 18C)
	Granite	Upg	'Grey', #GR-4 (white w/grey specs)
		Upg*	'Black', #G684*
			Pionite      Formica      Import      Import      * limited availability
<b>Cabinet</b>	Plastic Laminate	Upg	'Hardrock Maple' #WM791
		Upg*	(*see 'Mahogany', some spaces at 8C)
		Grey*	(*see 'Grey', some spaces at 18C)

**CEILING**

<b>Ceiling</b>	Acoustical Tile	- Verify ceiling finish in each space	
		Upg	'Second Look II' #2767, Mineral Fiber Tile
	Grid (non-Typ)	-*	Silhouette XL (of matching existing) (*some spaces at 40S)
	Tile (non-Typ)	-*	Cirrus #558 Bevel Tegular (if match exist) (*some spaces at 40S)
			Armstrong      Armstrong      Armstrong
			2x4 (2x2 appearance) 1/4" Reveal 9/16" Bolt-slot grid 2 x 2 (not typical)
<b>Lights</b>	Fixtures - Office	- Verify if LED Retrofit exists, see 'Grey'	
		Upg	'Parabolic', P4D24, Parabolic Reflector
			Columbia
			2 x 4 x 6 1/2", Alum., 12(-18) cells Electronic Ballast, EE
		Retro	Lamp: (2)T-8 Fluorescent Lamp: LED

For Specialty finish images,  
refer to '5.3 Graphic Index of Finishes'

Scheme ↓	Color / Finish / Material / Product	Mfg.	Size / Description
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**Upgrades / Medical / Technical**      **5.2.e Specialty** (p 2 of 4)

**WALLS**

<b>Wall Paint</b>	Accent		<i>- Minimal, one reception and one conf. wall</i>		
		-	'Big Chill Grey' #7648	SW	Latex Flat
		-	'Analytical Gray' #7051	SW	Latex Flat, ProMar 200/400
		-	'Storm Cloud' #6249	SW	Latex Flat, ProMar 200/400
		-	'Grizzle Gray' #7068	SW	Latex Flat, ProMar 200/400
		-	'Denim Blue' #6523	SW	Latex Flat, ProMar 200/400
		-	'Sporty Blue' #6522	SW	Latex Flat, ProMar 200/400
		-	'Dried Thyme' #6186	SW	Latex Flat, ProMar 200/400
		-	'Majolica Green' #0013	SW	Latex Flat, ProMar 200/400
		-	'Hubbard Squash' #0044	SW	Latex Flat, ProMar 200/400
		-	'Navajo White' #6126	SW	Latex Flat, ProMar 200/400
	Epoxy	Tech	'White', Epoxy, Catalyzed		
<b>Wall Tile RR</b>	Ceramic, 6x3	Upg	'Ice White' #MT25, Greenwich Village	Amer. Olean	Subway 6"x3"x1/4", Glossy
			Grout Option: 'Bright White' #44	Laticrete	Permacolor, unsanded cem.
			Grout Option: 'Natural Grey' #24	Laticrete	Permacolor, unsanded cem.
			Top of Wall Option, "Ice White' #MT25	Amer. Olean	2" x 8" Bullnose cap at wall

**FLOORING**

<b>Floor CPT</b>	Carpet	Upg	'New Fortune' #B201, PO139	Cambridge	24 oz. level loop, Roll
	Carpet Tile	Upg	'Blue Moon' #62486, Clearview Transparent	Shaw	24x24, x turn
		Upg	'Sea Glass' #62560, Clearview Transparent	Shaw	24x24, x turn
		Med	'Gleam' #27585, Brightwork Glimmer	Shaw	24x24, x turn
		Upg	'Lagoon' #54400, Captivate	Shaw	24x24, x turn
<b>Floor VCT</b>	Vinyl Comp. Tile	Med	'Washed Linen' #51810	Armstrong	12x12x1/8"
		Tech	Sterling' #51904	Armstrong	12x12x1/8"
<b>Floor VP</b>	Vinyl Plank	Upg	'Cocoa' #LV097-294	Patcraft	6"x48"x2.5mm, 1/3 offset
		Upg	'Cotton' #LV097-520	Patcraft	6"x48"x2.5mm, 1/3 offset
<b>Floor Epoxy</b>	Epoxy	Tech	'Gray Speckle' #Q28-21, Dur-A-Quartz	Dur-A-Flex	2-part, orange peel texture
		Tech	Base: (see above)	Dur-A-Flex	6" integral base, troweled
<b>Floor Tile RR</b>	Ceramic, 12x12		<i>- At upper floors slope tile to floor drain</i>		
		Upg	'Matte Shadow' #0016, Color Story	Amer. Olean	12x12, porcelain
			Grout: 'Raven'	Laticrete	Sanded
<b>Floor Base</b>	Vinyl	Black	'Black Dahlia' # VB-01	FlexCo	4"
		Med	'Linen' #00011	Shaw	4" (Toe/Cove only)

Scheme ↓	Color / Finish / Material / Product	Mfg.	Size / Description
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**Upgrades / Medical / Technical**      **5.2.e Specialty** (p 3 of 4)

**DOORS, FRAMES, and HARDWARE**

	Metal Door and Frame	<i>Black</i> <i>Black</i> <i>Med</i>	Paint: 'Black' Paint: 'Black' (Beverly Buildings) Paint: 'Sandbar' #7247	Ben. Moore Rust-Oleum SW	Scuff-X, Semi Gl (water) Gloss Enamel (oil based) Semi-Gloss Enam (oil/water)
<b>Door Interior</b>	Wood Door	<i>Upg</i>	'Maple', Maple, prefin. clear or Maple + Clear + Seal Oil Poly	Oshkosh Minwax	3'-0" x 7'-0" x 1 3/4", Solid
		-	Frame: Metal, See 'Utility' Frame		
		<i>Upg</i>	Frame: Alum. Storefront Series #2000	Oldcastle	Interior, 1-3/4"x4-1/2"
		<i>Upg</i>	'Mahogany', Oak prefin. mahogany stain Oak + Stain 'Red Mah' + Seal Oil Poly	Oshkosh Minwax/ZAR	3'-0"w x 1 3/4", Solid Stain + Seal + Sand + Seal
		-	Frame: Metal, See 'Utility' Frame		
	Suite Entry w Storefront	<i>Upg</i>	Aluminum, 'A door' Frame: Alum. Storefront Series #2000 Finish: "Clear Anodized" Vision Kit: 'A' door, glazing clear	Oldcastle Oldcastle	Interior, 1-3/4"x4-1/2"
	Suite Entry All-Glass	<i>Upg</i>	'All Glass', frameless entry door	Herculite	42", pivot at head and slab

**WINDOWS**

<b>Wdw Interior</b>	Wdw - All Glass	<i>Upg</i>	'All Glass', Full Glass with top / bottom rails Glazing: 1/2", tempered as reqd.	Herculite	3'-6" x 7'-0"/7'-6"/8'-0"/8'-6"
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**CASEWORK, Countertops - Cabinets - Valance - Panel Covers**

<b>Counter</b>	Plastic Laminate	-	'Graphite Spectrum' #AE021, Suede	Pionite	
		<i>Med</i>	'Flax Gauze' #7708-50, Matte Finish	Formica	
	Granite	<i>Upg</i>	<b>- Built-up bullnose or pencil edge</b>		4" loose side/backsplashes
		<i>Upg</i>	'Grey', #GR-4 (white w/grey specs)	Import	
		<i>Upg*</i>	'Black', #G684*	Import	* limited availability
<b>Cabinet</b>	Plastic Laminate	<i>Upg</i>	'Acajou Mahogany' #7088-43	Formica	
		<i>Upg &amp; Med</i>	'Hardrock Maple' #WM791	Pionite	
	T-Edge Moulding	<i>Med</i>	'Beige' #4654, work surface		
		<i>Upg</i>	'Steel Case Black' #4245, work surface	Charter Ind.	1-1/4"
<b>Tech</b>	General Counter	<i>Tech</i>	'Black', Phenolic Resin Incl. backsplashes + side at adj. surfaces Incl. sink trapeze for support as reqd.	Varies	30" deep, 1"thick, islands 60" 4" tall
	Counter - Sink	<i>Tech</i>	'Black', Phenolic Resin, drop-in flush edge Incl. high arc faucet and resin strainer Incl. blade handles and serated nozzle Incl. 5 gal. acid neutralization tank	Varies	18"w x 15"l x 8"d (typical)



Scheme ↓	Color / Finish / Material / Product	Mfg.	Size / Description
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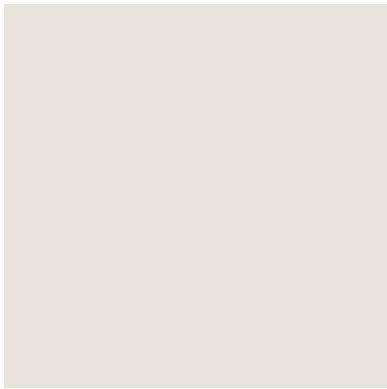
**Upgrades / Medical / Technical**                      **5.2.e Specialty** (p 4 of 4)

Cabinets	<i>Tech</i>	'Bright White', Metal Incl. back panel + apron at knee spaces Incl. back panel at sink as reqd. Incl. end panels and visible ends Incl. 'Black' vinyl base where meets floor	Mott	22" deep + 7" end panels
Hardware	<i>Tech</i>	'Satin Chrome', C-Pull, 4"	Varies	
Fumehoods	<i>Tech</i>	'Bright White', Metal Incl. (1)solvent and (1)base cabinet Incl. Air Flow Alarm	Mott	6', typ. no active sink
Utility Chases	<i>Tech</i>	'White', Plastic Laminate	NELab	Removable Panel
Shelving	<i>Tech</i>	'Black', Plastic Laminate	NELab	12" deep, 30-36" w, 2 tiers
Shelving Support	<i>Tech</i>	'Bright White', Metal Posts (at Reagent), Vertical Standards, and Brackets	NELab	

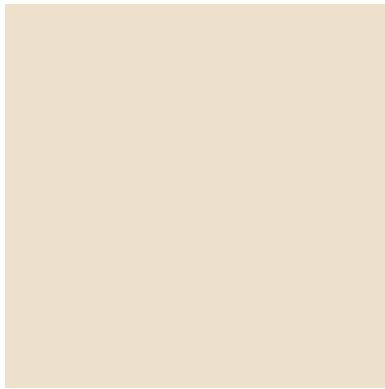
**CEILING**

<b>Ceiling</b>	Grid (Heavy Duty)	<i>Tech</i>	'White', Heavy Duty, Enamel	Armstrong	1-1/2", add wire ties as reqd
	Grid (Clean Rm)	<i>Tech</i>	'White', Heavy Duty, with Clip/Gasket/Seal	Armstrong	
	Acoustical Tile	<i>Upg</i>	'Second Look II' #2767, Mineral Fiber Tile	Armstrong	2x4 (2x2 appearance)
	Drywall Painted	-	'Origami White' #7636	SW	Latex Flat, Prop Solutions
	Open to Above	<b>WH</b> <i>Tech</i>	Unpainted (Warehouse / Flex) Painted: White, Grizzle Grey, Black	Dryfall	
	Vinyl Faced Tile	<i>Tech</i>	'White', #3270	USG	2 x 4 (labs and kitchens)
<b>Lights</b>	Fixtures - Office	<i>- Typically Steel Troffer, 2 x 4 Fixtures</i> <i>- Verify if LED Retrofit exists, see 'Grey'</i>			
		<i>Upg</i>	'Parabolic', P4D24, Parabolic Reflector Lamp: (2)T-8 Fluorescent (or LED)	Columbia	2 x 4 x 6 1/2", Alum., 12(-18) Electronic Ballast, EE
		<i>Retro</i>	Lamp: LED		
		<i>Tech</i>	'Clean Room', Epanel Lamp: (4)T-8 Fluor, Vapor-Proof	Lithonia	2x4 Electronic Ball with Timer
<b>Controls</b>	Occ. Sensors	-	'White' #MPC-50V, ceiling mount	Enerlites	Occupancy Sensors
		-	'White' #HMOS-W, wall mount	Enerlites	Occupancy Sensors

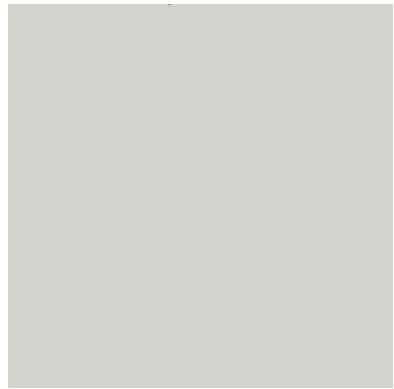
Wall Paint



'Origami White'

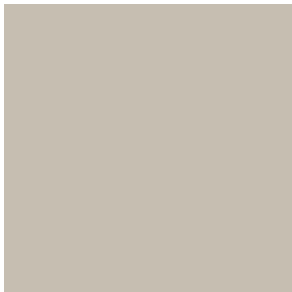


'Navaho'



'Big Chill Grey'

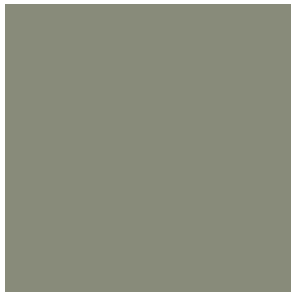
Accent Paint



'Analytical Gray'



'Denim'



'Dried Thyme'



'Hubbard Squash'



'Majolica Green'



'Sporty Blue'



'Storm Cloud'

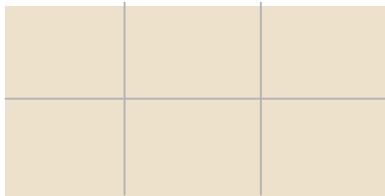


'Grizzle Grey'

Ceramic Tile



'Balance'



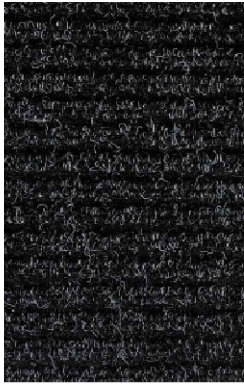
'Calm'



'Ice White'

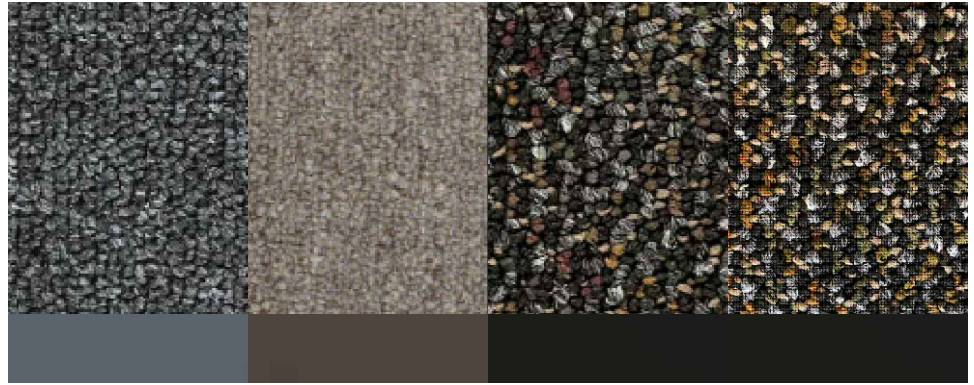
Actual color and detail may vary from on-screen or printed representation. Refer to CPL Guidelines and Construction Specifications for more detailed Finish Schedule information. LESSOR reserves the right to substitute materials or specifications without notice, and Work by LESSOR may include keeping existing finishes "as is".

Entry Mat



'Charcoal Black'

Carpet Broadloom  
Wall Base



'Grey Level Loop'  
'Medium Gray'

'Brown Level Loop'  
'Bark'

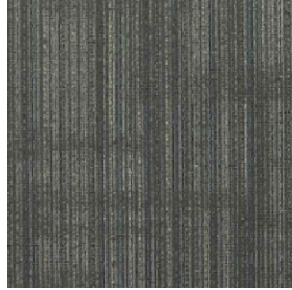
'Fortune'  
'Black Dahlia'

'New Fortune'  
'Black Dahlia'

Carpet Tile



'Blue Moon'



'Sea Glass'

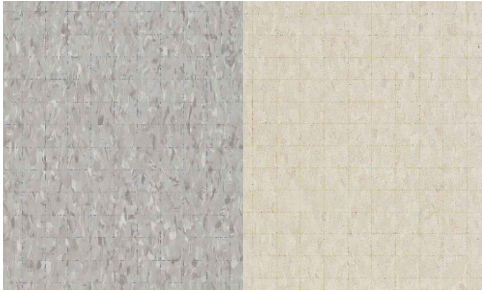


'Gleam'



'Lagoon'

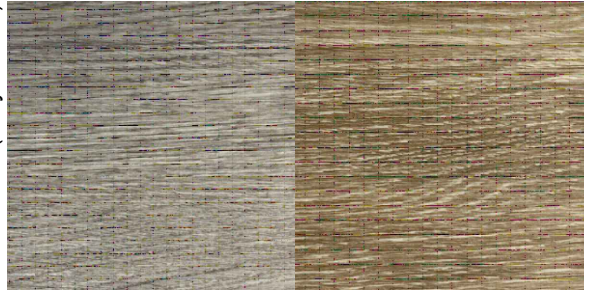
VCT



'Sterling'

'Washed Linen'

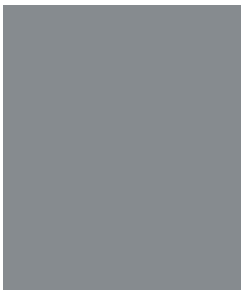
VP (Vinyl Plank)



'Cotton'

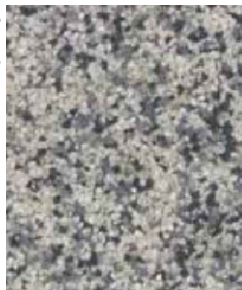
'Cocoa'

Concrete Paint



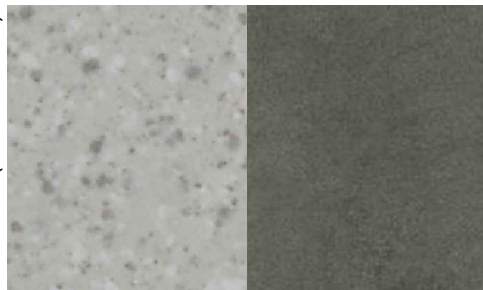
'Haze Gray'

Epoxy



'Gray Speckle'

CT (Ceramic Tile)



'Storm Gray'

'Matte Shadow'

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'Tower Grey'



'Bronzestone'



'Black'



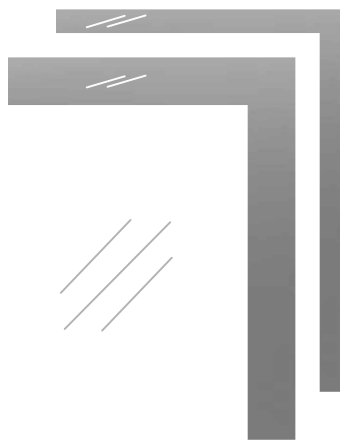
'Sandbar'



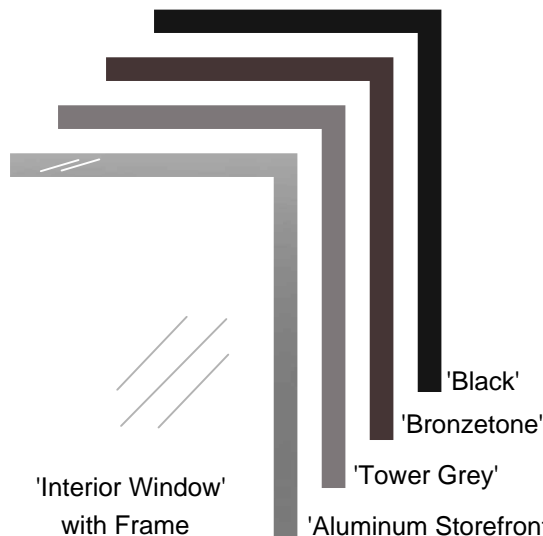
'Maple'



'Mahogany'



'Aluminum Door'



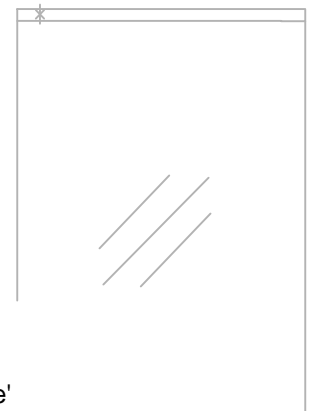
'Interior Window'  
with Frame

'Black'

'Bronzestone'

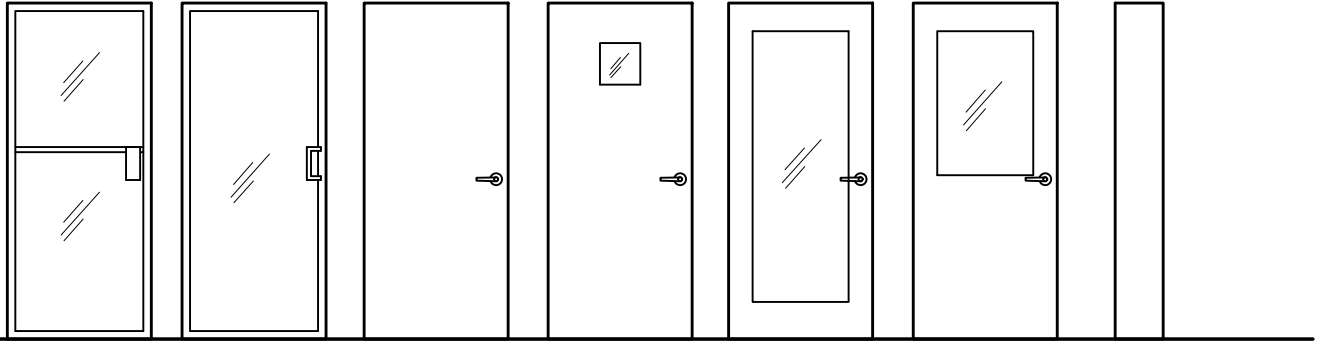
'Tower Grey'

'Aluminum Storefront'

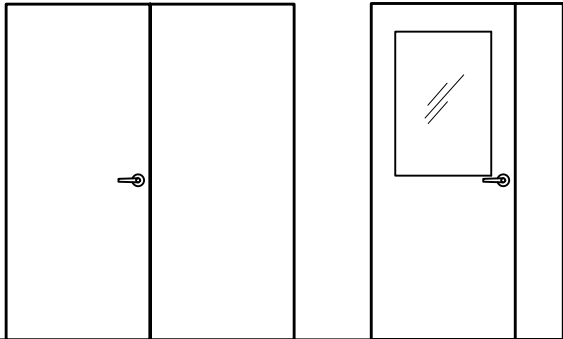


'Interior Window'  
'All Glass'

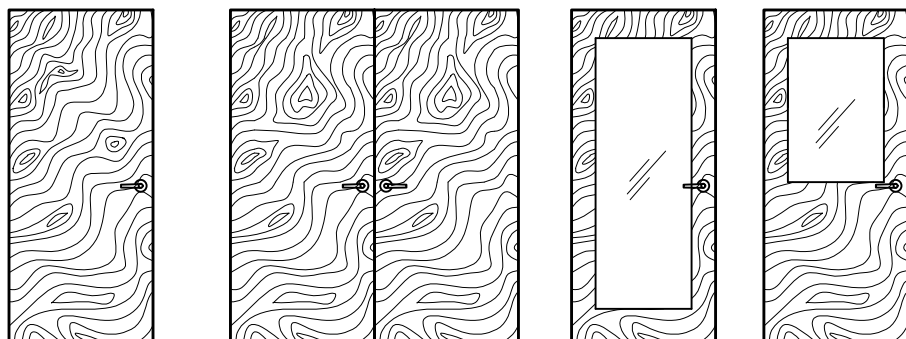
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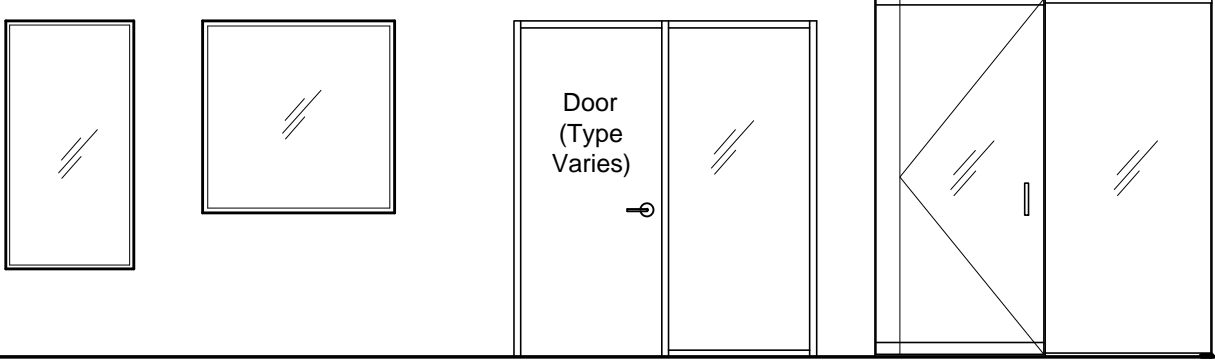
(A) (A) sim (B) (C) (D) (F) (L)



(BB) (FL)



(W) (WW) (DW) (FW)



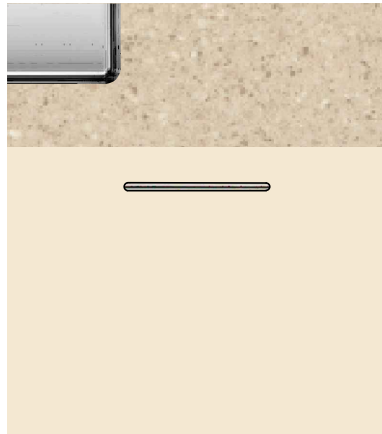
(Y) (X) (V) "All-Glass"

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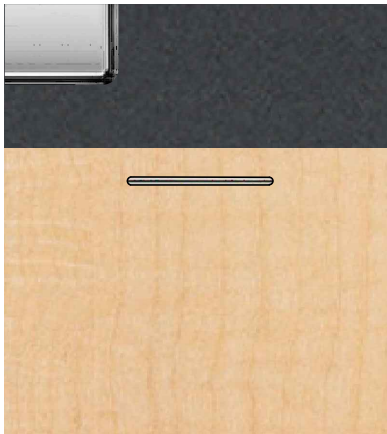
Laminate Counter  
Laminate Cabinet



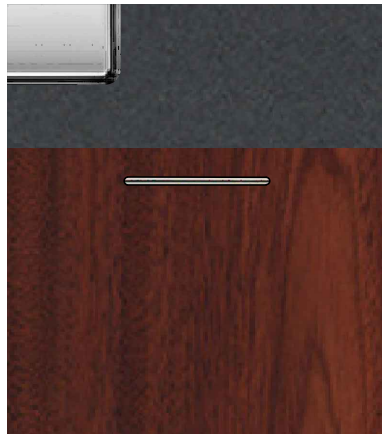
'Folkstone Celesta'  
'Dove Gray'



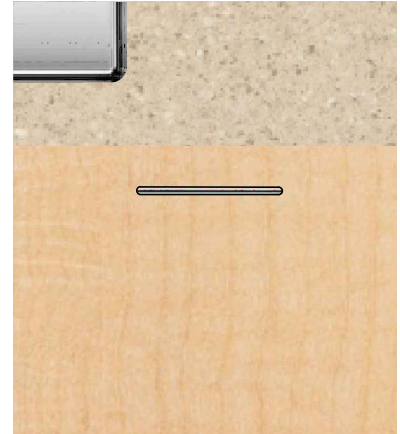
'Classic Rock'  
'Natural Almond'



'Graphite Spectrum'  
'Hardrock Maple'

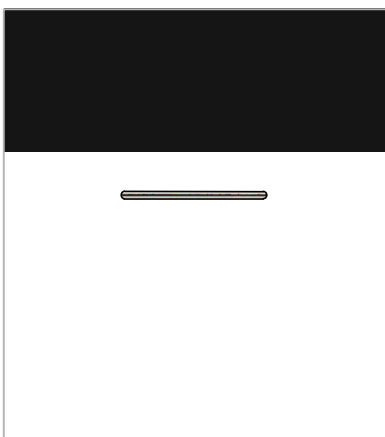


'Graphite Spectrum'  
'Acajou Mahogany'



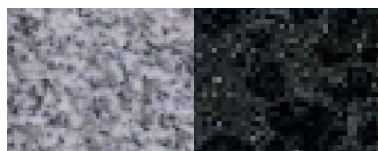
'Flax Gauze'  
'Hardrock Maple'

Phenolic Counter  
Metal Cabinet



'Black'  
'Bright White'

Granite Counter



'Grey' 'Black'

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