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# Cummings Properties, LLC

## Construction Guidelines and Specifications

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Lessee Contractor: \_\_\_\_\_

Received by: \_\_\_\_\_ **(please sign)**

Date: \_\_\_\_\_

CPL Staff: \_\_\_\_\_

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**[www.cummingsproperties.com](http://www.cummingsproperties.com)**

# Cummings Properties, LLC

## Construction Guidelines and Specifications

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## 1.0 INTRODUCTION

- 1.1 The following procedures are a firm guideline for construction work completed by others within buildings managed by Cummings Properties, LLC (hereinafter referred to as CPL) in accordance with all applicable provisions of the lease. The word LESSEE as hereinafter used shall refer either to the actual tenant firm within any CPL building or said tenant's employees, contractors or agents as applicable.
- 1.2 Adherence to these construction regulations will aid in future maintenance and modifications and will very likely result in savings to both CPL and LESSEE. More than just minimum standards, these specifications must be followed to the letter, although other materials or techniques may occasionally be allowed after due consideration and specific written approval in advance from CPL. Nothing contained herein, however, shall be construed as contradicting any applicable codes or ordinances, but instead are supplemental requirements. These requirements may also include other reasonable requirements that LESSOR may have.
- 1.3 Certain types of improvements shall be done only by CPL personnel or by others only with prior written approval. Those projects include, but are not limited to, the following:
  - A. Modification of structural supports of any type.
  - B. Cutting into, or affixing anything onto, or above, the roof of any building.
  - C. Construction of openings in exterior walls, or in interior masonry walls.
  - D. Modification of heating or air conditioning equipment.
  - E. Modification of plumbing and electrical services.
  - F. Exterior excavation or grounds work.
  - G. Fire alarm shutdowns or connections to building zone panels.
  - H. Sprinkler system drainage or flow tests.
  - I. Installation of signage.

This work may require supply of specific materials by the LESSEE for installation by CPL.

- 1.4 LESSEE may propose construction or alteration (referred to hereafter as the Work), where existing leasehold improvements are replaced with construction (removals or additions) which is specific to LESSEE's requirements. All proposed construction must be approved in writing by LESSOR before any modifications are begun and all salvageable material removed must be returned to CPL. Removed materials and/or equipment may not be used as a credit or trade-off. An upfront, non-refundable charge (restoration fee) will be assessed to LESSEE when the proposed construction or alterations lessen the overall scope, configuration, or value of finished space or in any way deviates from CPL's building standards or may require maintenance in the future.
- 1.5 Some buildings contain construction methods or materials that do not conform to this handbook. Ongoing construction updates will eliminate many of these inconsistencies. Any new construction done in these areas shall conform to the latest standards set forth in these guidelines.
  - All existing and proposed construction to be field verified by customer/contractor.
  - Any existing nonstandard construction that differs from current CPL Construction Specifications is to be reported to CPL by customer/contractor.
  - Continuation of non-compliant construction requires CPL's prior written approval by CPL.
- 1.6 LESSEE is solely responsible for all replacement, repair, and maintenance of non "building standard" leasehold improvements. Non "building standard" leasehold improvements as referred to in the Section of the lease entitled "Maintenance" shall include any specialized equipment or construction, including finishes, architectural, structural, electrical, mechanical, or plumbing modifications, or any increase in the capacity of any electrical, mechanical or plumbing equipment, that varies from CPL's building standard or that is necessitated by some specific aspect of LESSEE's use of the leased premises, whether installed by LESSEE, LESSOR, a prior occupant, or others. Specific examples shall include, but not be limited to, antennas, specialized HVAC of all types, low ambient kits, exhaust fans, fume hoods, refrigeration equipment, compressors, generators, ceiling fans, slop sinks, acid neutralization tanks and associated plumbing, dishwashers, floor drains, laboratory equipment and fixtures, and window treatments.

## 2.0 CONSTRUCTION PROCEDURE OUTLINE

The following outline summarizes the major steps in the construction review process. This procedure assumes that LESSEE will be performing construction on CPL leased space with its own contractors. Please refer to the relevant section of the Construction Guidelines for complete requirements:

### **Before construction begins:**

1. Return Additional Work Authorization for construction review to CPL.
2. Receive up-to-date CPL Construction Guidelines and Specifications.
3. Submit preliminary plans to CPL for preliminary approval.
4. Submit working drawings to CPL (after preliminary plans approved) for written final approval of scope of work.
5. Submit copies of applications and Building Permits to CPL.
6. Submit schedule of work to CPL.
7. Submit Certificate of Insurance to CPL.
8. Submit performance bond (if required) to CPL.
9. Confirm LESSEE has a Roof Access Agreement if scope of work requires repeated roof access.
10. Schedule work to be done by CPL or affiliates (roofing, sprinkler work, etc.).

*When the above steps have been satisfactorily completed, a written approval to begin work will be issued.*

### **During construction:**

1. Return salvaged, removed material in good condition, to CPL.
2. Submit Architect's field reports (if an architect is supervising project) to CPL.
3. Meet with CPL field review staff regularly to confirm project is following approved scope of work.
4. Obtain written approval from CPL for any variations from submitted plans and specifications.

### **After construction:**

1. Submit copies of signed-off building permit(s) and occupancy permit to CPL.
2. Submit dimensioned as-built drawings to CPL.
3. Submit specifications and warranties for installed leasehold equipment to CPL.

## 3.0 SAFETY AND INSURANCE

- 3.1 LESSEE shall (1) conduct the Work in a safe manner and shall initiate and maintain safety precautions and programs; (2) comply with all federal, state and local laws, ordinances, codes and regulations in the performance of the Work relating to safety; (3) contact Digsafe as required if approved projects involve sitework or excavation; (4) in conditions of sprinkler impairment attach RSVP red tag to impaired system and follow CPL standard impaired system procedure; (5) and otherwise conform to generally accepted safety standards in the construction industry.
- 3.2 LESSEE shall indemnify and save CPL harmless from all liability and loss because of injury (including death) to any person, or damage to any property that may occur or may be alleged to have occurred during the performance of the Work, as a result, directly or indirectly, of LESSEE's or any subcontractor's fault or negligence, or of its agents and employees, or as a result of any other cause except CPL's sole fault or negligence. LESSEE shall defend all suits or claims alleging such injury or damages and shall pay all charges of attorneys, court costs and other associated costs and expenses. These provisions shall survive completion and acceptance of the Work.
- 3.3 Prior to the commencement of Work, a certificate of insurance and endorsement must be provided to Cummings Properties, LLC. The coverage shall include worker's compensation insurance as well as commercial general liability coverage in the amount of \$1,000,000 naming Cummings Properties, LLC; Atlantic Boston Construction, Inc.; Beverly Commerce Park, Inc.; and the Building Owner as additional insurers. Subcontractors use ISO form CG 20102285 and LESSEEs use ISO form CG 20261185.

- 3.4 LESSEE shall execute a Roof Access Agreement if scope of work requires repeated roof access for construction or maintenance.

#### 4.0 CONSTRUCTION DOCUMENTS AND PERMITS

- 4.1 CPL shall review and approve the conceptual nature of contemplated work along with general design parameters prior to LESSEE proceeding with the full scope of documentation. Any LESSEE proceeding with work prior to CPL review will be proceeding at their own risk.
- 4.2 Any documents CPL may provide as base drawings for LESSEE's use are schematic only and must be verified in field to insure accurate configurations.
- 4.3 LESSEE shall provide CPL with three sets of drawings and any other written material necessary to describe the full extent of the Work to be done so that CPL's review and approval can be given without unreasonable delay. The scope of such submission shall include, but not be limited to, scaled architectural, reflected ceiling, electrical, HVAC, sprinkler, mechanical and plumbing drawings with appropriately detailed information to describe the full extent of the work contemplated. Product specifications or manufacturers' cuts shall be provided for any proposed material or equipment not defined in the accompanying standard material specifications. This preliminary scope and configuration review shall precede any required submission to local, state or federal authorities for their review and subsequent permit issuance, and shall in no way supplant or supersede these reviews.
- 4.4 LESSEE will be responsible for submitting a copy of proposed construction to LESSOR's insurance provider for loss prevention and control review.
- 4.5 A copy of the full scope of all permit application submissions shall be provided to CPL along with a copy of final permit sign-offs, inspections, and/or certificates of occupancy by issuing authorities. This package to include permits for building, plumbing, electrical (including telephone and computer wiring), etc.
- 4.6 Performance bonds or drawings stamped by a registered professional engineer or architect may be required at the sole discretion of CPL.
- 4.7 Meanings of technical or trade language used shall be determined in accordance with common definitions consistently recognized in the construction industry.
- 4.8 Prior to the commencement of the Work, LESSEE shall verify all of the details of the Work to be performed with CPL, including the accuracy of all working drawings and specifications. Where LESSEE has proposed to use a material of a different kind than that provided in these specifications, LESSEE shall obtain a written verification from CPL that such substitution is acceptable.
- 4.9 The LESSEE, through its contractor, shall be responsible for preparing and submitting **a set of as-built drawings**, incorporating any approved field changes which may have been made during the course of construction. Submission shall be made via a set of reproducible prints and AutoCAD 2002 files on disk of all construction drawings.
- 4.10 All guarantees and warranties relating to any materials or equipment installed shall be assigned to CPL by LESSEE or subcontractor as the case may be, as and when received. Copies of these documents shall be delivered to CPL upon completion of the Work.

#### 5.0 CONSTRUCTION PROCESS

- 5.1 LESSEE shall, at the commencement of the Work, submit a complete schedule of Work for approval by CPL. Such schedule shall be comprehensive in nature and shall encompass all aspects of labor, material and equipment to be utilized within the scope of the Work. LESSEE shall thereafter maintain on the site a complete set of Construction Documents progressively filed and updated to reflect the latest changes.
- 5.2 LESSEE shall have the responsibility for workmanlike supervision and coordination of means, methods and techniques involved in the performance of the Work, both on and off site.

- 5.3 LESSEE shall pay all ancillary costs incurred in performance of the Work including, but not limited to, utility costs, temporary structures, temporary lighting, temporary heating, restrooms, snow removal, permits and associated inspections, governmental fees and licenses as required for the Work.
- 5.4 If LESSEE damages any portion of the building during performance of the Work, LESSEE, at LESSEE's sole expense, shall immediately repair such damage.
- 5.5 LESSEE shall be responsible for any costs incurred by CPL as a result of the Work, including a standard rate for construction document review and normal inspection visits.
- 5.6 The Work will typically be allowed to proceed during normal working hours only (Monday - Friday 7 a.m. - 5 p.m.; Saturday 7 a.m. to noon), however, after-hours scheduling may be necessary under some circumstances to avoid disrupting neighboring tenants. Any work performed outside normal working hours shall be reviewed and approved in advance by CPL.
- 5.7 LESSEE shall conduct work so as to minimize disturbances to adjacent tenants or building common area, including those caused by dust, debris, noise, odor or physical obstruction. Such work may be required to be done outside of normal working hours as noted above. LESSEE shall immediately cease any work and correct any conditions objected to by tenants or CPL personnel. Common hallways must be clean and passable at all times.
- 5.8 LESSEE will be responsible for daily maintenance in common hallways, exterior areas, elevators and elevator vestibules used by LESSEE construction crews. Dusty or dirty carpets shall be cleaned, wall paint touched up, ceiling panels reinstalled and damage repaired each day. If, within 24 hours of notification by CPL that maintenance is required, LESSEE does not repair said damages, CPL will repair and charge LESSEE for the costs incurred.
- 5.9 In multi-story buildings LESSEE will restrict construction personnel to the freight elevator, if one exists. The elevator must remain available for use by other tenants at all times. If a freight elevator is not available in the building, LESSEE must protect the doors, threshold, floors and interior finishes from damage.
- 5.10 Demolition debris shall be removed from the site by LESSEE contractor or placed in a dumpster provided by LESSEE or LESSEE contractor (dumpster provider shall be the same as assigned to the building as a whole and shall be placed at a location approved by CPL). No debris should be disposed of in a CPL building or in CPL construction dumpsters. Hours of debris removal may be restricted at the option of CPL.
- 5.11 Asbestos Awareness: Certain building materials used in the construction industry prior to 1980 contained asbestos. Some of those materials, which may exist in a few tenant 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 our buildings is asbestos free. The presence of non friable (e.g. not broken or flaky) asbestos poses no health or safety risk. Similar to many other commercial landlords, 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 property manager.
- 5.12 LESSEE will be responsible for performing "hot work" such as cutting, welding, etc. in accordance with LESSEE's hot work permit process and the standards indicated on the permit. Hot work permits are to be submitted to LESSOR and approved before beginning the work. A copy of a typical hot work permit is attached.

## **6.0 INSPECTION OF THE WORK**

- 6.1 The Work, including any part thereof, is subject to inspection by CPL. An inspection should be arranged by LESSEE before final completion, and/or at other earlier times during construction to insure compliance with CPL requirements. Again, these inspections do not replace those required by permit issuing authorities, but are intended to maintain the consistency of standard CPL construction. Where a request by CPL for inspection requires the damaging or destruction of a completed portion of the Work and such portion is found to be in conformance with the Construction Documents, the cost of repairing such damage or destruction shall be borne by CPL.

- 6.2 LESSEE shall promptly correct any portion of the Work found not to be in conformance with the Construction Documents or found to be a safety hazard at its sole expense.
- 6.3 If within a reasonable time after CPL requests LESSEE to correct any non-conforming portion of the Work and LESSEE fails or neglects to make such correction, CPL may, but is not required to, correct such non-conforming portion and all expenses incurred as a result thereof shall be borne by LESSEE.

## 7.0 COMPLETION OF THE WORK

- 7.1 Final completion of the Work shall mean the performance of all of the work required, including the satisfactory operation of all equipment; the correction of all unacceptable or incomplete portions to the satisfaction of CPL; the settlement of all claims; securing the release of all mechanics liens or liens of a like nature; the issuance of a Certificate of Occupancy or similar acceptance by an appropriate government authority; the removal of all surplus material, equipment and rubbish; the delivery of as-built drawings; and the return to CPL shop of all salvaged standard construction items such as doors, frames, equipment, etc. Although CPL may not be a party to contracts covered under these specifications, the lease on the premises outlines a role in these efforts that can be best served for all concerned if payment by LESSEE to subcontractors is withheld until final approval of the Work by CPL.
- 7.2 In the event the Work is prematurely terminated by LESSEE for any reason, CPL may (1) enter upon the Site and for the purpose of completing the Work take possession of all related materials, tools and equipment on the Site, and/or (2) employ any other person or persons necessary to complete the Work with all expenses incurred borne by LESSEE.

## 8.0 STANDARD CONSTRUCTION TYPES

- 8.1 The following specifications outline the standard materials and level of finish required in the two CPL standard construction types. Any variations from these standards require prior written approval. The material specifications for the components are described in the attached outline specifications.

### A. Warehouse/Manufacturing Space

1. Floor - painted concrete
2. Walls - painted concrete block or drywall
3. Ceiling - exposed structure (unpainted)
4. Lighting - 8' fluorescent strip fixtures (continuous runs @ 10' on center)
5. Utilities -
  - a. Fully sprinklered
  - b. Gas unit heaters or roof top units w/concentric ductwork
  - c. Optional air conditioning

### B. Finished Space

1. Floor - carpet
2. Walls -
  - a. Demising – 3-5/8" metal stud framing to underside of structure--painted ½" drywall with 2 ½" vinyl base
  - b. Typical interior partition – 3-5/8" steel stud framing to 8' height—painted ½" drywall with 2-½" vinyl base.
  - c. Doors - pre-finished hollow metal with hollow metal knockdown frames, passage hardware
3. Ceiling-suspended acoustical tile at 7'-10"± minimum
4. Lighting - 2 x 4 lay-in fluorescent fixtures.
5. Utilities
  - a. Fully sprinklered
  - b. Full heat and air-conditioning
  - c. Convenience electrical outlets in partitions

## 9.0 CPL SPECIFIC CONSTRUCTION POLICIES

The following policies shall be adhered to in conjunction with CPL standard materials. These represent standard operating procedures in CPL buildings and are not meant to be complete.

### 9.1 General

- A. Equipment manufacturer and configuration for each building to be as specified in Section 10: Material Specifications.
- B. All materials used to attach and/or support any equipment, utilities, or other fixtures that are exposed to the weather shall be of corrosion resistant construction. Equipment visible from street level is to be painted a dark bronze color (or other building standard color approved by CPL).
- C. Routing of any mechanical, plumbing, or electrical lines on the exterior of the building is prohibited.

### 9.2 Sitework

- A. The following precautions should be taken with all excavation:
  - Please provide Dig-Safe number and approved start date.
  - Please confirm whether asphalt will be disturbed during construction.
  - Excavated soil must be contained and prevented from washing across paved areas.
  - Precautions must be taken to insure that building footings adjacent to excavation are not undermined.
  - Contractor to provide daily confirmation and details on protection of any excavated area that may be left open and unattended overnight.
  - Exterior sitework modifications to be returned to pre-existing conditions at LESSEE expense. Any re-landscaping to include regrading, replacement of plant material and installation of bark mulch.
- B. Catchbasin, 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.
- C. All trenches in parking areas are to be saw cut or "wheel" cut (not jackhammered). Backfill and patch as follows: After placement of conduits (including at least one 4" PVC spare supplied by CPL if requested) in a sand bed, the conduits should be covered with 3" of additional sand. Following the initial sand backfill the remainder of the trench shall be backfilled with A.) concrete slurry to underside of base asphalt course or B.) clean gravel (with no stones over 2" diameter) mechanically compacted to base level of asphalt course. Distance to top of conduit shall be at least 18" below finish grade. Utility caution tape to be buried above pipe. Asphalt base course to be 1-1/2" thick, followed by a 1" thick finish course with a 3/8" high crown. Review specific details of all trench work with CPL before proceeding.
- D. Infrared all patches over trenched areas in asphalt.
- E. All CPL approved parking lot lines shall be 4" wide and 8'-0" long, starting 8'-0" from curb, painted yellow.
- F. Bollards to be concrete filled, 48" high, 4" diameter galvanized schedule 40 steel pipe embedded a minimum of 24" below grade in a concrete footing 16" in diameter. Typical to protect exterior gas meters and other similar equipment.
- G. Chain link fence specifications are as follows: the height shall be 6'-0" above grade (8'-0" above grade only around an exterior storage facility); the fabric shall be No. 9 Ga. steel, hot-dip galvanized; the posts shall be 2" OD A.S.A. schedule 40 round steel, hot-dip galvanized; the bottom and top rails shall be 1-5/8" OD round steel, hot-dip galvanized; post spacing shall be 10' maximum, equally spaced; footings shall be 32" minimum depth, concrete; privacy slats shall be aluminum or plastic (color determined on a case by case basis by CPL); corner post braces shall be either diagonal or horizontal; and all materials and fasteners

shall be non-corrosive galvanized or stainless steel or aluminum. A vinyl coating on mesh and posts, in addition to above privacy slats may be required at highly visible locations at CPL option.

### 9.3 Architectural

- A. LESSEE construction should follow these design standards:
- Adjacent partitions should align.
  - Diagonal and curved partitions are discouraged.
  - Partitions will align with and engage nearby structural columns and shafts.
  - Doors to adjacent offices will be paired together against the shared partition.
  - Minimum hallway widths:
    - Hallways less than 15' long -- 45" wide
    - Hallways less than 60' long -- 60" or more
    - Hallways over 60' long -- 72"
  - Rooms will be a 10' x 10' minimum size.
  - Walk-in size closets to include lighting and sprinklers (however, standard 2'x6' coat closets do not require lighting or sprinklers).
- B. The alteration of existing warehouse/manufacturing areas into finished space shall be a complete process. All elements shall be included, e.g., exposed interior block walls shall be finished with painted drywall before installation of suspended acoustical tile ceiling.
- C. In office areas constructed in warehouse buildings, suspended ceiling grid shall be hung from appropriately sized and braced joists to provide for future occupied mezzanine construction. Include rim joist at perimeter of framing. Partition walls shall be framed with suitable structural members to accommodate a mezzanine (i.e. bearing walls or beams and columns) at CPL's option.
- D. Wood blocking should be installed 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 (with no vapor barrier) shall be pressure treated.
- E. All partitions shall extend approximately 2" above ceiling (unless greater extended heights are required for fire or acoustic separation or bracing, and approved in advance).
- F. Portions of drywall partitions (soffits) extending down between two adjacent existing ceilings (differing in height or alignment) shall extend no more than 4" below the lowest ceiling level.
- G. Drywall partitions constructed at exterior window walls should line up with, and intersect, window mullions and under no circumstances should walls butt directly into window glass. Exact wall/mullion junction detail per approved CPL method.
- H. The interior faces of exterior walls requiring drywall covering shall be insulated with 3-1/2" fiberglass batt or 2" rigid polystyrene insulation over vertical strapping with horizontal Z channels (R-value = 11). All insulation shall be covered typically to the height of the drywall. Foam insulation to be fully covered with drywall.
- I. Primer and sizing to be applied to drywall partitions before application of any wallcovering. Wallcovering only to be installed with specific approval of CPL.
- J. MR board shall be used in wet areas (or cementitious board as a tile substrate in showers or extremely wet areas).
- K. Bathroom walls shall typically be framed with 2-1/2" metal studs and two layers of drywall (or 3-1/2" metal studs with acoustical batt) for sound attenuation. One side of wall shall have one layer of drywall extend to deck (around full perimeter of each room) for privacy purposes.

- L. Backfilled floor areas shall be fully mechanically compacted. 1/2" dowels, 12" long, projecting 6" shall be placed at max. 24" intervals along the edges of existing concrete slabs before final concrete placement.
- M. Exposed pipes, ducts or other equipment shall be painted the color of the adjacent wall or ceiling.
- N. No floor surface height changes (platforms, ramps, etc.) shall be effected without prior approval. All floor level changes (other than stairs) are required to be finished with an approved contrasting color from the surrounding floor finish to call attention to the elevation change and minimize the possibility of a trip hazard.
- O. All door frame construction shall be knock down type. Welded steel door frames are not allowed. Exterior doors to have a minimum 10" x 10" glass light.
- P. Doors on multiple stall restrooms shall be equipped with a spring hinge door closer.

#### **9.4 Roof** (see curb details, available upon request)

- A. All equipment mounted on (or penetrating through) roofs shall be required to be installed on (or through) insulated, metal curbs or cone flashing. **(Use of sleepers or unadhered construction is specifically not allowed)**. Any joints between metal surfaces are to be folded and welded or soldered continuously. All curbs, curb caps and flashing cones, shall be galvanized steel, aluminum or copper (over a wood or metal structure if required) and a minimum of 10" high. Curb caps must overlap side of curb by a minimum 2". All curbs to be supplied by LESSEE and installed by CPL. Roof pavers shall be installed to access all rooftop equipment. Review configuration required with CPL. Installation of roof equipment may require prior structural engineer's certification or design modification prior to installation.
- B. Openings through roof curbs must be cut at the highest possible point of curb sidewall to lessen the danger of water seepage as a result of ice dams on the roof or windblown rain. In addition, each opening must be carefully "Duxsealed."
- D. Guywires, ductwork, piping, and/or electrical cabling shall not run above the surface of the roof between equipment unless specifically approved by CPL. All such penetrations shall be made through sidewall of curb.
- E. Equipment shall be positioned at a minimum of 10' from roof edges and located to minimize visibility from skylights as well.
- F. Satellite dishes or antennas are approved on a case by case basis after submission of proposals complying with CPL Satellite Dish and/or Antenna Installation Standards. All satellite dishes or antennas must be directly attached to the building structure. So-called "non-penetrating roof mounts" of any type may not be used.

#### **9.5 Plumbing**

- A. No gas work or connection into underground drain lines shall be completed at any time except under the direct review of a CPL licensed plumber. No elevated pressure gas lines are allowed.
- B. When an additional water supply is required by LESSEE, it will be provided by a direct tap into the water main within the unit. Under no circumstances shall such added water lines be carried through block walls from adjacent units. Whenever a tap is made on the main line, it will be mandatory that a quick acting ball valve shutoff be installed in the main at the same time. All such additional water service requirements shall be at LESSEE expense. A suitable means of remote metering, in cubic feet, shall be installed so that the LESSEE will bear the expense of such usage.

- C. When process filtration systems are installed (ie. water coolers, coffee stations, R.O.D.I. systems, etc.), a full-size approved valve must be installed at the connection to the building's water supply. All other connections shall be soldered or threaded. Per CPL standards, swaged fittings and "saddle taps" are *not* allowed, due to a greater likelihood for failure. Piping should be copper or shall comply with 248 CMR Mass. Regulations. CPL also strongly recommends the use of an automatic shut off leak detection system with an automatic shut-off valve. Client to forward project proposal to CPL for review and approval, prior to installation
- D. Backflow devices shall be installed on all equipment and in all facilities where required.
- E. All valves shall be labeled or tagged.
- F. All points of water supply in a multi-story building will be protected by a drain serving that fixture.
- G. All effluents from tenant processes, including de-ionized water and/or chemicals used by tenants must be properly stored, handled and/or disposed of in a manner consistent with all applicable local, state and federal guidelines. Provide appropriately sized water containment berms, appropriate flooring and spill alarm system around specialized water systems. Provide floor drains if effluent doesn't require treatment before discharge.
- H. In no case shall special hazardous wastes discharge into the plumbing system without being thoroughly diluted, neutralized, or treated by passing through a properly constructed and acceptable diluting or neutralizing device.
- I. The following fixtures and equipment are not allowed: instant hot water heaters (due to large electrical draw and leakage potential); sewage ejectors.
- J. A clean out shall be installed at all major changes in directions in underground piping.
- K. Carrier fittings for water closets shall be secured to both the floor and stud walls.
- L. Floor drains shall be set into a minimum 36" square recessed sloped area, 1-1/2" below adjacent floor level.
- M. Water loops subject to freezing shall be made freeze proof to 20° below zero by the use of propylene glycol or other non-toxic antifreeze solution to be checked annually by LESSEE.
- N. All mechanical piping to run above ceilings at highest practical elevation. Piping drops (for gases, water, etc.) must be grouped where practical and run vertically inside drywall partitions (or designated chases) to point of use.

## 9.6 Mechanical

- A. Rooftop compressors, whether equipped with crankcase heaters or not, shall have a separate "compressor switch" mounted to provide a positive shutoff to prevent winter operations. (Winter compressor operation can result in serious compressor damage).
- B. Penetrations of any kind in exterior walls, including through-wall exhausts, are not permitted.
- C. Exhaust fans shall be of upblast configuration only. Rain caps are not permitted. Upblast stack must extend at least 7' above roof surface and shall be at least 25' away from any air intake equipment. Engineering design certification may be required for specialized exhaust systems. All chemical exhaust fan systems to have an audible air-flow alarm within facility. Alarm to signal loss of air-flow.
- D. All mechanical equipment exhaust systems shall be labeled as to function and suite number/address of unit served.

- E. Kitchen exhausts shall have proper grease-collecting reservoirs on roof mounted fans. CPL may also require a "sand bed" around the fan to collect any grease.
- F. Mechanical equipment shall be installed with proper vibration isolation.
- G. Ductwork insulated with fiberglass or other insulation *inside* of ductwork or supply and return boxes is prohibited.
- H. No equipment shall be installed in the landscaping or parking area adjacent to the leased premises.
- I. Non-corrosive duct (aluminum/stainless steel) to be used for the first six linear feet after any humidifier wand installation.
- J. HVAC for single story buildings to be packaged rooftop systems.
- K. All HVAC units shall include a heating section (gas fired if a roof top unit).

#### **9.7 Electrical, Communications, Data, and Other Wiring**

- A. Primary electrical services shall be located on exterior or demising walls. For all electrical service consolidations, leave slack in wires for future re-split of services.
- B. Aluminum wire *is* allowed only from the weatherhead to the line side of the meter. Thereafter, only copper wire shall be used (except on long runs of over 100 amps, with special permission from the CPL construction manager). Aluminum SER cable with proper hydraulic compression connectors is permitted. Aluminum wire shall *never* be used between the roof disconnect switch and any air conditioner under any circumstances.
- C. All underground conduits shall be of sufficient size when installed to accommodate a subsequent change in use to at least the next larger size service. For new service installations a spare conduit (size TBD) shall be run for potential future use.
- D. Weatherheads shall 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.
- E. All new service conduits shall run *inside* the building until they reach weatherhead height.
- F. All services, feeders and branch circuits shall have full size neutrals and not be derated.
- G. No wiring shall include common neutrals.
- H. Electrical distribution panels shall be clearly marked to show the function of each circuit breaker therein.
- I. "GE" brand shall be the CPL standard for all electrical equipment. Substitutions will be allowed only when all replacement parts are completely interchangeable with "GE" equipment.
- J. Wiring for convenience outlets in office walls or partitions shall run vertically within the stud cavity. This facilitates future alterations (such as the addition of a door or window) without involving movement of wires. This provision shall apply for all wiring (e.g. antenna, computer lines, etc.) in new or existing situations. No surface mounted wiring will be permitted in finished areas.
- K. All switch legs for lighting shall be wired in appropriate junction box above ceiling. Only switch leg wiring will extend to wall switch box.

- L. Large open area lighting shall be controlled by panel circuit breakers or lighting contactors. Lighting in finished office areas shall be controlled by appropriately placed wall switches. At least one light fixture in an open warehouse area shall be switch controlled.
- M. Electrical device color will be as set forth in finish schedule.
- N. Surface mounted wiring in warehouse construction shall be run in rigid conduit at roof level, dropping vertically only at receptacle location. This includes power drops to hanging equipment.
- O. All cabling from phone rooms, patch panels, antennas, etc. shall be run in common areas and not through tenant spaces. If, at CPL's sole discretion, cabling is allowed to go through a tenant space, it shall be run in conduit and properly labeled. Path, size, and material to be approved in advance by CPL. Sizing will be sufficient to allow for future cabling installations. At least one spare conduit shall be installed. Pull boxes shall be 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 expense.
- P. Telephone systems, security systems and misc. service equipment shall be located in specifically designated utility rooms and not in finished office areas. All installations must be reviewed and approved by CPL. The installation of any electrical outlets required by the equipment shall be the responsibility of the LESSEE. Appropriate provisions should be made for plenum rated wiring where required.
- Q. Backup electrical generators will be natural gas-fired type (diesel generators are not acceptable). All generators shall be roof mounted with appropriate structural/curbing as required. All generators shall have sound attenuation enclosures, critical silencer mufflers and vibration isolators. All generators shall have a service contract. CPL may require that generators provide additional capacity for related emergency systems.

## **9.8 Fire Alarm and Detection**

- A. Fire alarm strobe/horns shall include electrical signal amplification as required to insure sufficient horn volume.
  - All restrooms shall be equipped with an emergency strobe light mounted on the main wall and positioned in the center of the room.
  - All break rooms shall be equipped with at least one heat detector (per most municipal regulations).
  - For laboratory and other potentially hazardous buildouts, install exterior mounted horn/strobe alarm on roof wired to building main alarm zone in order to warn any maintenance personnel of an interior alarm condition.
- B. Construction projects connecting to existing building fire alarm zone panel systems shall provide additional zone cards, enclosures or other components (if required) to compensate for any zones used. If no municipal connection exists at the building, LESSEE shall share the cost of the connection.

## **10.0 MATERIAL SPECIFICATIONS**

The attached listing describes in summary the most common materials used by CPL. These materials have proven to be of maximum value based on initial cost, maintenance and long-term durability. All construction in CPL buildings will use these standard materials or approved equivalents. Items and procedures not called out will be specified upon request.

It is LESSEE's responsibility to confirm actual material compatibility with existing finishes prior to installation. CPL reserves the right to substitute materials or change specifications without notice. CPL assumes no responsibility for the use any of the materials specified herein.

## CPL Standard Material Specifications

CPL has several finish schedules which apply to the various properties as follows:

**Schedule 1:** Both brown and gray finish standards are used at the following properties. Major construction is generally required to be gray finish. Small renovations should match the prevailing existing finish.

Cummings Park	New Boston St.
West Cummings Park	Roessler Rd.
444 Washington Street	1, 2, 3, 4, 6, 10, & 14 Gill St.
Tower Office Park	30 Sixth Road
Olympia Ave.	101 Cambridge St.
Henshaw St./Merrill St.	10 Commerce Way

Only the gray standards from Schedule 1 are allowed at the following properties:

38 Montvale Ave.	Concord Street
41 Montvale Ave.	Fordham Road
200 Boston Ave.	Cabot Road
299 Washington St.	78 Olympia Ave.
Northeast Trade Center	34 Commerce Way
10 Gill Street	142 North Road

**Schedule 2** 196 Boston Ave.  
This property follows the gray standards from Schedule 1 except as noted in Schedule 2.

**Schedule 3** 92 Montvale Ave.  
This property follows the gray standards from Schedule 1 except as noted in Schedule 3.

**Schedule 4** 18 Commerce Way  
This property follows the gray standards from Schedule 1 except as noted in Schedule 4.

**Schedule 5** 30-40 and 50-60 Audubon Road in Wakefield, MA.  
This property follows the gray standards from Schedule 1 except as noted in Schedule 5.

**Schedule 6** 100 - 800 Cummings Center in Beverly, MA.  
This property follows the gray standards from Schedule 1 except as noted in Schedule 6.

**Schedule 7** 900 Cummings Center in Beverly, MA  
This property follows the gray standards from Schedule 6 except as noted in Schedule 7.

**Schedule 8** 500 Cummings Center in Beverly, MA  
This property follows the gray standards from Schedule 1 except as noted in Schedule 8.

**Schedule 9** 12 Gill Street  
This property follows the gray standards from Schedule 1 except as noted in Schedule 9.

**Schedule 10** 300 – 400 TradeCenter, Woburn and 144 North Road, Sudbury

**Schedule 1.**

	<b>Item</b>	<b>Description</b>	<b>Mfg.</b>	<b>Finish</b>	<b>Comments</b>
<b>Walls</b>	<b>Concrete Block</b>	8"x 8" x 16" Standard Wt.	Generic	Tooled Mortar Joint 1 coat paint	Durawall reinforced @ Every three courses, Vertical rebar @ 4' o.c. Cores filled solid at rebar
	<b>Drywall</b>	1/2" Regular G.W.B. (Firecode C if required)	US Gypsum or Equal	3 Coats compound, sanded, 2 coats of latex paint	Drywall screws (no nails) Plastic J-trim as req'd. All bead screw attached (no crimping)
	<b>Metal Studs</b>	3-5/8" - 25 ga (demising and interior)	Marino or Equal	Galvanized	Wood blocking at all openings. 16" o.c. spacing
	<b>Item</b>	<b>Description</b>	<b>Mfg.</b>	<b>Color Options</b>	
<b>Floor Finishes</b>	<b>Standard Carpet</b>	26 oz. Level Loop	Shaw	Beige Ambition II "Ginger" #57725	Gray Ambition II "Reflection" #57510
	<b>Upgrade Carpet</b>	26 oz. Level Loop	Shaw	<del>Hard Drive "Sandbar"</del>	<del>#76510 (Discontinued)</del>
	<b>Upgrade Carpet</b>	26 oz. Level Loop	Cambridge Carpet		Capital Gain "Fortune" #CPG17
	<b>Premium Upgrade Carpet</b>	28 oz. Level Loop	Cambridge Carpet		Pioneer "Typewriter" #35011
	<b>Vinyl Comp. Tile</b>	1/8" 12" x 12" Resilient tile	Azrock	Desert Haze #V-874	Pewter Gray #V-858 Silver Plum #V-960 (Lab)
	<b>Ceramic Wall Tile</b>	4-3/8" x 4-3/8", on all wet walls only; to 40-48" AFF (to bottom of mirror) 4" x 4"	American Olean	Beige Gloss #07 Bright Linen	Gray Gloss Light Smoke #0042 <del>#43 Seagull Gray</del> (Discontinued)
	<b>Wall Tile Grout</b>	Standard white	Hydroment	White	White
	<b>Ceramic Floor Tile</b>	2" x 2" unglazed mosaic 2" x 2" unglazed mosaic 2" x 2" unglazed mosaic	Winburn American Olean American Olean	Winter Wood #1962 C11 Alabaster Beige	Light Smoke Speckled #A04 <del>C17 Empire Gray</del> (Discontinued)
	<b>Floor Tile Grout</b>	Sanded grout	Hydroment	Linen	Misty Gray #661-59
	<b>Concrete Sealer</b>	Latex Concrete Sealer	Sherwin Williams	Armorseal Treadplex	"Haze Grey" #C676
<b>Vinyl Base Molding</b>	2 1/2" Toeless vinyl (CPT) 2 1/2" Covebase (at VCT)	NAFCO NAFCO	CB 35 2T Nubian CB 35 2T Nubian	Blue Gray 69 Blue Gray 69	
<b>Entry Mat</b>	Ribbed Polypropylene	Deco Rib.		Designer Gray	
	<b>Item</b>	<b>Description</b>	<b>Mfg.</b>	<b>Color Options</b>	
<b>Paint</b>	<b>Wall Paint</b>	Latex Flat	Sherwin Williams Master Hide	Cummings Beige (Navajo White SW6126)	Cummings White (Origami White SW7636)
	<b>Wall Paint</b> (Mid-rise hallways)	Latex Eggshell	Sherwin Williams	Cummings Beige	Cummings White
	<b>Wall Paint</b> (Buildings 400, 600)	Latex Flat	Hancock	Cummings Beige	Cummings White
	<b>Wall Paint</b> (Existing warehouses only)	Latex Flat	Sherwin Williams Master Hide	ZZ 0337 Sun Yellow (uses B-30 W401 Base)	
	<b>Door &amp; Trim Paint</b>	Mirrolac Eggshell Alkyd Enamel	Devoe Sherwin Williams	Bronzetone 2740	MC-65 Tower Gray Industrial Enamel
	<b>Item</b>	<b>Description</b>	<b>Mfg.</b>	<b>Finish</b>	<b>Comments</b>
<b>Doors &amp;Hardware</b>	<b>Interior Door</b>	20 Ga. Hollow Steel 3'-0" x 6'-8" x 1-3/4"	Galaxy	See paint schedule	18 Ga Steel Frame, K.D. Hardware locations metal Steelcraft
	<b>Unit Entry Door</b>	20 Ga. Hollow Steel 3'-0" x 6'-8" x 1-3/4"	Galaxy	See paint schedule	Option: Tempered Glass window, 24 1/2" w. x 65 1/2" h.

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<b>Bldg Entry Door</b>	Aluminum and glass 3'-0" x 7'0" x 1-3/4"	Alumiline or Kawneer	Dark bronze duranodic frame, Bronze tint glass	1/4" Tempered glass, Bronze tint Adams rite lock
<b>Closet Door</b>	20 Ga. Hollow Steel 3'-0" x 6'-8" x 1-3/4"	Galaxy	See paint schedule	18 Ga. Steel Frame, K.D.
<b>Overhead Door</b>	24 Ga. Steel, Uninsulated (8'w x 10'h typical)	--	Painted	No windows (motorized operator if door over 10' high)
<b>Door Closer</b>	Surface mount hydraulic	Norton 1604 Norton 1602 (exterior)	Bronze or gray to match door	
<b>Int. Passage Set</b>	Lever handle	Arrow M01SR	USD #26D	2-3/4" Backset
<b>Int. Lock Set</b>	Lever handle, Key-in-lever	Arrow M11SR	USD #26D	2-3/4" Backset
<b>Entry Lock</b>	Mortise deadbolt	Arrow B11XL	USD #26D	Specialty tenant entry locks.

	<b>Item</b>	<b>Description</b>	<b>Mfg.</b>	<b>Finish</b>	<b>Comments</b>
<b>Ceilings</b>	<b>Grid</b>	15/16" Std. Wt	Armstrong	White Enamel	3 wire tie per 12' main
	<b>Acoustical Tile (standard)</b>	2' x 4' Mineral Fiber Tile	Armstrong	Cortega 769A	
	<b>Acoustical Tile (upgrade)</b>	2' x 4' Mineral Fiber Tile	Armstrong	Second Look II 2767	

	<b>Item</b>	<b>Description</b>	<b>Mfg.</b>	<b>Finish</b>	<b>Comments</b>
<b>Lighting</b>	<b>Office Lighting</b>	Steel troffer 2'x4'x varies Prismatic Lens	Lighting distributor	White	
	<b>Office Lighting (Upgrade)</b>	Steel troffer 2'x4'x6-1/2" 12-18 Cell Aluminum Parabolic Lens	Lighting distributor	White	
	<b>Industrial Fluorescent</b>	1'x8'x4-1/2" Open Strip Fixture White reflector	Lighting distributor	White	2, T-12 F96 CW SP41 bulbs
	<b>Energy Efficient Upgrades</b>	Where specialty energy efficient fixtures have been installed, new fixtures shall match.			

	<b>Item</b>	<b>Description</b>	<b>Mfg.</b>	<b>Finish</b>	<b>Comments</b>
<b>Specialties</b>	<b>Horizontal Blinds</b>	1" Aluminum	Levolor or Equal	Dark Bronze #885 or Gray	For non-annex exterior windows
	<b>Vertical Blinds Int. Window</b>	3-1/2" Rigid vinyl, 48" square or 30"w x 60"h aluminum wrap frame	Louvre Drape P-24 Prudential Door & Window	White, non-perforated See schedule	For annexes Tempered glass where required

	<b>Item</b>	<b>Description</b>	<b>Mfg.</b>	<b>Finish</b>	<b>Comments</b>
<b>Plastic Laminate</b>	<b>Window Sill</b>	3/4" ext. grade plywood Plastic laminate finish	Pionite	Slate Gray #SG228-S	Adhere with const. adhesive. "Ears" extend 2" each side of window
	<b>Counters</b>	Square edge counter Loose backsplash	Formica	Almond Dust #1817-58 (Brown Standard)	Fog Dust #1816-58 (Gray Standard)
	<b>Cabinetry</b>	Full overlay doors, frameless cases, Blum hinges	Wilsonart	Natural Almond (Brown Standard)	Dove Gray (Gray Standard)

	<b>Item</b>	<b>Description</b>	<b>Mfg.</b>	<b>Finish</b>	<b>Comments</b>
<b>Electric Device Covers</b>	--	--	Dark Brown (Brown Standard)	White (Gray Standard)	

<b>Skylight</b>		48" square dbl. dome on aluminum curb	Naturalite	Clear	Do not overlap interior alum. curb w/drywall.
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<b>HVAC</b>	<b>Office HVAC (Midrise building)</b>	Split system fan-coil,	Bryant supplier	--	Ducted return, elec. heat pack
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**Office HVAC (Single story)** Split system fan-coil, to be horizontal above ceiling mounted or rooftop Bryant/American Standard -- Ducted return, gas heat

**Confirm actual building HVAC system with CPL prior to construction**

	Item	Description	Mfg.	Color	Comments
<b>Fire Protection</b>	<b>Zone Panel</b>	8 zone panel	Fire lite Sensiscan 2000	Red	
	<b>Pull Station</b>		Fire lite BG - 10	Red	
	<b>Heat Detector</b>	135° rate of rise of temp.	Chemtron 601	White	
	<b>Smoke Detector</b>	Ionization	ESL 2424 TH	White	
	<b>Strobe/Horn</b>	Recessed, wall mount piezo	Wheelock	Red	ADA approved
	<b>Exit Light</b>	L.E.D., 9" x 12"	Dual Lite	White	Single face
	<b>Emergency Light(s)</b>	Battery powered Surface mount	Dual Lite	White	2 head capacity
	<b>Municipal Connection</b>	Direct wired, mechanical code wheel	Gamewell	Red	New units only
	<b>Sprinkler Head Finished Areas:</b>	Recessed Pendant w/removable escutcheon.	--	Chrome	155 - 165 degrees F for light hazard (per NFPA 13)
	<b>Warehouse/ Manufacturing Areas</b>	Brass upright.		Brass	155 - 165 degrees F for light hazard (per NFPA 13)

**Schedule 2. (196 Boston Ave.)**

(Refer to Schedule 1, Grey Scheme, for materials not listed below.)

	Item	Description	Mfg.	Color	Comments
	<b>Interior Door</b>	Solid Core, Oak Veneer 3'-0" x 6'-8" x 1 3/4"		Minwax Mahogany Stain	Sealer, 2 coats, sand between coats
	<b>Lights</b>	Aluminum parabolic 277 volt, T-8 lamps	--	--	w/dimmable ballast in perimeter locations
	<b>Window Sills</b>	Plastic Laminate over 3/4" ext. grade plywood		Aborite 5-414 Suede Finish	
	<b>HVAC</b>	Water Source Heat Pumps	Trane	--	Additional: perimeter Baseboard heat on 4 <sup>th</sup> floor
	<b>Common Area:</b>				
	<b>Carpet</b>		Barrett	Green (Discontinued)	
	<b>Vinyl Base</b>				
	<b>Wall Paint</b>		Sherwin Williams	SW 1002 "Big Chill Grey"	Eggshell Finish
	<b>Door/Frame Paint</b>	Eggshell Alkyd Enamel	Sherwin Williams	MC-65 Tower Gray	Industrial Enamel

**Schedule 3. (92 Montvale Ave.)**

(Refer to Schedule 1, Grey Scheme, for materials not listed below.)

Item	Description	Mfg.	Finish	Comments
Wall Paint	Latex Flat	Sherwin Williams	SW1002 "Big Chill Gray"	Eggshell finish
Carpet	26 oz. Level Loop	Shaw	<del>Aladdin grey pin dot</del>	(Discontinued)
	30 oz. Cut Pile	Shaw	<del>Hard Drive/Sandbar</del> <del>Troubador/Graphic</del>	(Discontinued) (Discontinued)
Door Frame Paint	a) Semi Gloss Enamel	Fuller O'Brien	Gun Metal Gray	Common Area Hallways Only
	b) Semi Gloss Enamel	Sherwin Williams	Cummings Green	
Door Stain	Stain w/urethane finish	Minwax	Red Mahogany	
Ceiling Tile	2' x 4' Acoustical Tile (with 2' x 2' appearance)	Armstrong	Second Look II # 2767	
Office Lighting	Parabolic 277 volt, T-3 lamps	--	--	
Bathroom Counter & Valance	Plastic laminate over 3/4" ext. grade plywood	Formica	912 Nile Green, Matte finish	Fog Dust #1816-58 (Gray Standard)
Cabinetry		Wilsonart		Dove Gray (Gray Standard)
Blinds (exterior)	3 1/2" Vertical Blinds	Louvre drape	White PVC, black track	Included with CPL buildout
HVAC	Water Source Heat Pumps with central cooling tower and boilers	Trane	--	Plenum return air, Fresh air shaft to plenum
Window Sill	3/4" ext. grade plywood Plastic laminate finish	Pionite	Slate Gray #SG228-S	Adhere with const. adhesive. "Ears" extend 2" each side of window

**Schedule 4. (18 Commerce Way)**

(Refer to Schedule 1, Grey Scheme, for materials not listed below.)

Item	Description	Mfg.	Color / Finish	Comments
Carpet	See Upgrade Carpet	--	--	
Wall Paint (common hall below chair rail)	Latex flat	Hancock	"ICI" 709	
Interior Door	Solid Core, Oak Veneer 3'-0" x 7'-0" x 1 3/4"	Osh Kosh	--	
Door Stain	Stain w/urethane finish	ZAR	Red Mahogany	
Ceiling Tile	2 x 4 Acoustical Tile (with 2 x 2 appearance)	Armstrong	Second Look II #2767	
Office Lighting	Parabolic	--	--	
Bathroom Counter & Valance	Plastic laminate over 3/4" plywood marine grade	Formica	912 Nile Green Matte Finish	
Window Sills	Plastic laminate over 3/4" plywood marine grade	Formica	928-58 "Mouse Gray" Matte finish	
Blinds (exterior)	3.5" Vertical Blinds	Louvre drape	White PVC, black track	
Blinds (interior)				In middle vertical panel only. Recessed track.

**Schedule 5. (30 – 40 and 50 – 60 Audubon Road, Wakefield)**

(Refer to Schedule 1, Grey Scheme, for materials not listed below.)

Item	Description	Mfg.	Finish	Comments
Carpet	26 oz. Level Loop	Shaw	Hard Drive / Sandbar	
Interior Door	Solid Core, Oak Veneer 3'-0" x 7'-0" x 1¾"	--	--	
Door Stain	Stain w/urethane finish	ZAR	Red Mahogany	
Ceiling Tile	2' x 4' Acoustical Tile (with 2' x 2' appearance)	Armstrong	Second Look II	
Office Lighting	Follows upgrade standard	--	--	
Bathroom Counter	Plastic laminate over ¾" particle board	Formica	Fog Dust 1816-58	
Bathroom Valence	Plastic laminate over ¾" particle board	Nevamar	Navy Blue	
Window Sills	¾" Ext. grade plywood w/ plastic laminate	Formica	Mouse Gray 928-58 Matte	
Blinds (exterior)	3 1/2" Vertical Blinds	Louvedrape	White PVC, black track	

**Schedule 6. (Cummings Center, Beverly)**

**100 -800 Cummings Center**

(Refer to Schedule 1. for materials not listed below.)

	Item	Description	Mfg.	Color Standard	
Floor Finishes	Standard Carpet	26 oz. Level Loop	Shaw	Coal Gray	
	Hall Carpet	Border, Field; Office			
	Upgrade Carpet	26 oz. Level Loop	Shaw	Hard Drive "Sandbar" #76510	
	Upgrade Carpet	30 oz. Cut Pile	Shaw	Troubador/Graphic	
	Vinyl Comp. Tile	1/8" 12" x 12" Resilient tile	Azrock	V-858 Pewter Gray	
	Ceramic Wall Tile	4-3/8" x 4-3/8"	Florida Tile	"Bright Glaze" #19 Pearl	
	Wall Tile Grout	Standard white	Hydroment	White	
	Ceramic Floor Tile	2" x 2" unglazed mosaic	Florida Tile	4312 Pumice	
	Floor Tile Grout	Sanded grout	Hydroment	Misty Gray #661-59	
	Concrete Sealer	Latex Concrete Sealer	Sherwin Williams Armor Seal Treadplex	Custom Grey	
	Cove Base	2-½" Toeless vinyl (CPT) 2-½" Covebase (at VCT)	NAFCO --	Blue Gray 69	
	Entry Mat	Ribbed polypropylene	Deco Rib.	Designer Gray	
	Base molding	2 ½" Vinyl (toeless at carpet) (4" below cabinets)	NAFCO	Blue Gray 69	
Paint	Wall Paint	Latex Flat	Sherwin Williams Master Hide	SW-1025 Origami White	
	Wall Paint - Hallway	Polomyx			
	Door & Trim Paint	Eggshell Alkyd Enamel	Sherwin Williams Industrial Enamel	MC-65 Tower Gray	
Doors & Hardware	Item	Description	Mfg.	Finish	Comments
	Interior Door	20 Ga. Hollow Steel 3'-0" x 7'-0" x 1-3/4"	Galaxy	See paint schedule	18 Ga Steel Frame, K.D. Hardware locations metal Steelcraft
	Item	Description	Mfg.	Finish	Comments

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<b>Lighting</b>	<b>Office Lighting</b>	Steel troffer 2'x4' Prismatic Lens	Various Hubbell, typ.	White	Two - T-8 bulbs, mag. ballast
	<b>Office Lighting (Upgrade)</b>	Steel troffer 2'x4'x6-1/2" 12 Cell Aluminum Parabolic Lens	Various Hubbell, typ.	White	Two - T-8 bulbs, mag. ballast
	<b>Industrial Fluorescent</b>	8'x1'x4-1/2" Open Strip Fixture Clear Alzak reflector	Various	White	2, T-12 F96 CW bulbs
	<b>Energy Efficient Upgrades</b>	Where specialty energy efficient fixtures have been installed, new fixtures shall match.			

	Item	Description	Mfg.	Finish	Comments
<b>Plastic Laminate</b>	<b>Sills</b>	3/4" ext. grade plywood Plastic laminate finish	Pionite	Slate Gray SG228-S	Adhere with const. adhesive. "Ears" extend 2" each side of window
	<b>Counters</b>	Square edge counter Loose backsplash	Formica	Fog Dust 1816-58	Typically post-formed
	<b>Cabinetry</b>	Full overlay doors, frameless cases, Blum hinges	Wilsonart	Dove Gray	

	Item	Description	Mfg.	Finish	Comments
<b>Electric Device Covers</b>	--		White		

<b>Skylight</b>		48" square dbl. dome on aluminum curb	Naturalite	Translucent	Do not overlap interior alum. curb w/drywall.
<b>HVAC</b>	<b>Office HVAC</b>	Water Source Heat Pumps with central cooling tower and boilers	Trane	--	--

### Schedule 7. (900 Cummings Center)

(Refer to Schedule 6. for materials not listed below.)

	Item	Description	Mfg.	Finish	Comments
<b>Floor Finishes</b>	<b>Standard Carpet</b>	30 oz. Cut Pile	Shaw	--	Troubador/Graphic
<b>Doors &amp;Hardware</b>	<b>Interior Door</b>	Prefinished Oak with Mahogany Stain 3'-0" x 7'-0" x 1-3/4"	Oshkosh	Tempest Blue (SW2419)	18 Ga Steel Frame, K.D.
	<b>Unit Entry Door</b>	Aluminum and glass 3'-0" x 7'0" x 1-3/4"	Alumiline or Kawneer	Clear anodized	1/4" Tempered Clear Glass
	<b>Closet Door</b>	20 Ga. Hollow Steel 3'-0" x 6'-8" x 1-3/4"	Galaxy	See paint schedule	18 Ga Steel Frame, K.D.
<b>Ceilings Lighting</b>	<b>Acoustical Tile</b>	2'x4' mineral fiber tile	Armstrong	Second Look II #2767	
	<b>Office Lighting</b>	Steel troffer 2'x4' Parabolic Lens	Various	White	T-8 bulbs, mag. ballast
	<b>Office Lighting (Upgrade)</b>	Energy Efficient Indirect Uplight	Various	White	T-8 bulbs, mag. ballast
	<b>Energy Efficient Upgrades</b>	Where specialty energy efficient fixtures have been installed, new fixtures shall match.			
<b>Specialties</b>	<b>Vertical Blinds</b>	3-1/2" Rigid vinyl	Louvre Drape P-24	White PVC, black track	Included with CPL buildout

**Schedule 8. (500 CC)**

(Refer to Schedule 1, Grey Scheme, for materials not listed below.)

	<b>Item</b>	<b>Description</b>	<b>Mfg.</b>	<b>Finish</b>	<b>Comments</b>
<b>Floor Finishes</b>	<b>Standard Carpet</b>	26 oz. Level Loop	Shaw	--	Hard Drive "Sandbar" #76510
	<b>Common Area Field Carpet</b>	28 oz. Level Loop	Shaw	Fireball #73800	Solstice BL
	<b>Common Area Border Carpet</b>	28 oz. Level Loop	Shaw	Balance #753308	
<b>Base</b>	<b>Carpet Base – Common Halls only.</b>	28 oz. Level Loop	Shaw	Balance #753308	
	<b>Carpet Base Trim – Common Halls only.</b>	Sewn	Cyntrex	Unofficial color (Burgundy)	#337
	<b>Interior Suite</b>				Black Vinyl Base
<b>Doors &amp; Hardware</b>	<b>Interior Door</b>	Prefinished Oak with Mahogany Stain 3'-0" x 7'-0" x 1-3/4"	Oshkosh	See paint schedule for door frame.	18 Ga Steel Frame, K.D. Painted Black Semi-Gloss
	<b>Closet Door</b>	20 Ga. Hollow Steel 3'-0" x 7'-0" x 1-3/4"	Galaxy	Painted Black Semi-Gloss	18 Ga Steel Frame, K.D.
	<b>Utility/Lab</b>	20 Ga. Hollow Steel 3'-0" x 7'-0" x 1-3/4"	Galaxy	Painted Black Semi-Gloss	Painted Black Semi-Gloss
<b>Ceilings</b>	<b>Acoustical Tile</b>	2'x4' mineral fiber tile	Armstrong	Second Look II #2767	
<b>Lighting</b>	<b>Office Lighting</b>	Steel troffer 2'x4' Parabolic Lens	Various	White	T-8 bulbs, mag. ballast
	<b>Energy Efficient Upgrades</b>	Where specialty energy efficient fixtures have been installed, new fixtures shall match.			
<b>Specialties</b>	<b>Vertical Blinds</b>	3-1/2" Rigid vinyl	Louvre Drape P-24	White PVC, black track	Included with CPL buildout
<b>Plastic Laminate</b>	<b>Restroom Counters</b>	Square edge counter Loose backsplash	Nevamar		Café Allusion #AL2004T
	<b>Electric Panel Cover</b>		Wilsonart	Matte	Dove Gray
<b>HVA/C</b>	<b>Office HVA/C</b>	Water Source Heat Pumps with central cooling tower and boilers	Trane	--	Ducted return

**Schedule 9. (12 Gill Street)**

(Refer to Schedule 1, Grey Scheme, for materials not listed below.)

	<b>Item</b>	<b>Description</b>	<b>Mfg.</b>	<b>Finish</b>	<b>Comments</b>
<b>Floor Finishes</b>	<b>Standard Carpet</b>	26 oz. Level Loop	Shaw	--	Hard Drive "Sandbar" #76510
	<b>Common Area Field Carpet</b>	28 oz. Level Loop	Shaw	--	Solstice BL "Forest Floor" #73320
	<b>Common Area Border Carpet</b>	28 oz. Level Loop	Shaw	--	Momentum "Speed Machine" #50913
<b>Base</b>	<b>Carpet Base – Common Areas only.</b>	28 oz. Level Loop	Shaw	--	Momentum "Speed Machine" #50913
	<b>Carpet Base Trim – Common Areas only.</b>	Vinyl J-trim	Johnsonite		#CCC-28-C
	<b>Lab Areas</b>	4" Toe Base at VCT to coordinate with casework			

<b>Doors &amp; Hardware</b>	<b>Interior Door</b>	Prefinished Oak with Mahogany Stain 3'-0" x 7'-0" x 1-3/4"	Oshkosh	See paint schedule for door frame.	18 Ga Steel Frame, K.D.
	<b>Closet Door</b>	20 Ga. Hollow Steel 3'-0" x 7'-0" x 1-3/4"	Galaxy	See paint schedule	18 Ga Steel Frame, K.D.
<b>Ceilings</b>	<b>Acoustical Tile</b>	2'x4' mineral fiber tile	Armstrong	Second Look II #2767	
<b>Lighting</b>	<b>Office Lighting</b>	Steel troffer 2'x4' Parabolic Lens	Various	White	T-8 bulbs, mag. ballast
	<b>Energy Efficient Upgrades</b>	Where specialty energy efficient fixtures have been installed, new fixtures shall match.			
<b>Specialties</b>	<b>Vertical Blinds</b>	Exterior: 3-1/2" wide rigid curved vinyl Interior: 2" wide ridge curved vinyl (to fit shallow recess)	Louvre Drape P-24	White PVC, black track	Included with CPL buildout
<b>Plastic Laminate</b>	<b>Restroom Counters</b>	Square edge counter Loose backsplash	Formica	Matte	Navy Grafix #7018-58
	<b>Electric Panel Cover</b>		Wilsonart	Matte	Dove Gray
<b>HVA/C</b>	<b>Office HVA/C</b>	Water Source Heat Pumps with central cooling tower and boilers	Trane	--	Ducted return

**Schedule 10. (300 – 400 TradeCenter, 144 North Road)**

	<b>Item</b>	<b>Description</b>	<b>Mfg.</b>	<b>Color Options</b>	
<b>Floor Finishes</b>	<b>Standard Carpet</b>	Tufted weight 28 oz. Broadloom Carpet	Cambridge	Style: Taffeta	Bengaline - 76612
	<b>VCT 1 – Break Rm, Storage, Copy</b>	12" x 12"	Azrock	Cortina VCT	Desert Haze #V-874
	<b>Restroom Floor Tile</b>	13" x 13" Porcelain	American Olean	Style - Metroplex	Iron: MXOI
<b>Wall Finishes</b>	<b>Ceramic Wall Tile - Restroom</b>	3" x 6"	American Olean	Greenwich Village	Ice White #MT25
	<b>Bullnose Trim - Restroom</b>	2" x 8"	American Olean	Martinique	Ice White #MT25
	<b>Wall Base -Carpet</b>	4" high – toeless	Nafco	Black Vinyl Base	CB-80-4T
	<b>-Ceramic Tile</b>	6" cove base	American Olean	Metroplex	Iron: MXOI
	<b>-Solid Vinyl Tile</b>	4" high	Nafco	Black Vinyl Base	CB-80-4
<b>Paint</b>	<b>Wall Finish -Field</b>	Eggshell, low VOC	SW ProGreen 200		Beige: Navajo White SW6126
	<b>-Accent Walls</b>	Eggshell, low VOC	SW ProGreen 200	Dried Thyme SW6186 Demin SW6523	Hubbard Squash SW0044 Poetry Plum SW6019
	<b>-Restroom</b>	Eggshell, low VOC	SW ProGreen 200	Rainwashed – SW6211 Quietude – SW6212	TradeCenter 144 NR
	<b>Drywall Ceiling</b>	Flat, low VOC	SW ProGreen 200	Origami White – SW7636	
	<b>Door Frames</b>	Semi-gloss, low VOC	SW ProGreen 200	Black	

Metal Surfaces, Risers, Railings, Etc. Semi-gloss enamel

Oxford Grey No. 4

	Item	Description	Mfg.	Finish	Comments
<b>Doors &amp; Hardware</b>	<b>Wood Doors</b>	3' x 7'	Oshkosh	Mahogany stained oak, solid core	TradeCenter
	<b>Entry Door</b>	Herculite Glass		Maple, clear finish, solid core	144 NR
				Frameless entry door and sidelight system	May vary by location
<b>Ceilings</b>	<b>ACT 2 x 4 - Storage</b>	769 A Cortega	Armstrong	White	CPL Standard or upgrade
<b>Lighting</b>	<b>2 x 4 -Parabolic</b>	P4D24	Columbia		Energy efficient
	<b>-Prismatic - Storage</b>	Two 32 w lamps			Energy efficient
	<b>Occupancy Sensors</b>		Wattstopper		
<b>Specialties</b>	<b>Vertical Blinds</b>		Plastibec Maestro	1385 Soft White	
	<b>Int. Window Frames</b>	Tube Stock	Vistawall	760 Black	
<b>Millwork/ Plastic Laminate</b>	<b>Cabinet Surfaces</b>	Plastic Laminate	Formica	7583 Victorian Mahogany	TradeCenter
			Pionite	WM791 Hardrock Maple	144 NR
	<b>Counters</b>	Plastic Laminate	Pionite	AE021 Suede – Graphite Spektrum	
	<b>Breakroom Counters</b>	Granite		Gray granite – G603	5'-0" lengths only
	<b>Restroom Counters</b>	Granite		Gray granite – G603	
	<b>Window Sills</b>	Plastic Laminate	Pionite	AE201 Suede – Graphite Spektrum	
<b>Miscellaneous</b>	<b>Wall Panel System – Reception Areas</b>			Mahogany – stained, oak veneer wall panels	TradeCenter
				Maple, Clear – wall panels	144 NR

**CPL reserves the right to substitute equivalent materials**

## **11.0 SPECIALIZED CONSTRUCTION STANDARDS**

(The following specifications are available from the Cummings Design Department upon request).

### **11.1 Signs**

**11.1.1** Tenant Sign Submission for Approval

**11.1.2** Internally Illuminated Channel Letter Sign Standards & Checklist

**11.1.3** Non Illuminated Channel Letter Sign Standards & Checklist

**11.1.4** Cluster Sign Standards & Checklist

**11.2** Satellite Dish and Antenna Installation Standards

**11.3** Restaurant Construction Standards

12.0 HOT WORK PERMIT  
**Cummings Properties**

Hot Work Permit No. \_\_\_\_\_

Site Name:	_____
Site Location:	_____

Permit Issue Date: \_\_\_\_\_ Permit Expiration Date: \_\_\_\_\_

Describe work to be performed and location where activity will be conducted:  
\_\_\_\_\_  
\_\_\_\_\_

SAFETY ZONE for work established by (check all that apply):

- Cones   
 Caution Tape   
 Natural Barrier   
 Welding Screen   
 Building  
 Other, please explain: \_\_\_\_\_  
 \_\_\_\_\_

SAFETY REQUIREMENTS (check YES or NO):

- Fire Extinguisher properly rated     YES     NO   
 Fire watch present     YES     NO  
 Combustibles covered within 50'-0"     YES     NO   
 Work area clean     YES     NO  
 Cables, hose lines, regulators, cylinders, electric sources checked     YES     NO

SAFETY EQUIPMENT (check all that apply):     Respirator,     Welders mask,     Face shield,  
 Burning goggles,     Other: \_\_\_\_\_

Are SPECIAL FIRE PROTECTION procedures being implemented? (If yes, describe): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AIR MONITORING REQUIREMENTS			
	<input type="checkbox"/> FID / PID	<input type="checkbox"/> O <sub>2</sub>	<input type="checkbox"/> CGI
Background:			
Time: _____			
_____			
_____			
_____			

Supervisor Signature: _____	User Signature: _____
Air Monitor Signature: _____	User Signature: _____
Fire Watch Signature: _____	User Signature: _____