



Design and Construction Standards

Prepared by:

ArriVa Commercial Condominium
Condominium Corporation 1014767

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1.0 INTRODUCTION

This document outlines design criteria, procedures, requirements and recommendations which have been developed by the Condominium Board of Directors (Board) for the purpose of assisting the new and existing Owners and Tenants of the ArriVa Commercial Condominium in the development and renovation of their premises. Owner, Tenants, their designers and contractors must acquaint themselves thoroughly with the material herein so their design and construction meets the requirements of the Condominium Bylaws and can proceed in a coordinated and expeditious manner.

The Board reserves the right to amend or add to the information in this document at any time, and the Owners and Tenant are obliged to abide by such changes upon notification thereof.

The ArriVa complex has operating commercial businesses as well as personal residences. Owners and Tenants who have construction to carry out are required to bear this fact in mind when scheduling and directing their work. The Board requires the active cooperation and consideration of all concerned, so that interference with other Owners and Tenants as well as our residential neighbours is kept to a minimum.

2.0 DOCUMENT ACCESS

Documents for use by Owners and Tenants for planning and implementation of renovations to existing spaces are available on the ArriVa Commercial Website at www.arrivacommercial.com. As-built record drawings for the property are not available. The Issued For Construction documents provided are for information only and the ArriVa Commercial Board assumes no responsibility for the accuracy of the provided drawings. It is the responsibility of the owner/tenant proposing a building modification to field check all information.

Electronic documents provided include:

- Base building Architectural, Structural, Mechanical and Electrical Drawings
- Combined Phase 1 and 1A Mechanical Electrical Drawings
- Base Building Mechanical and Electrical Specifications

3.0 COMMUNICATIONS

All official communications with owners and tenants regarding building construction will be by email with the primary contact info@arrivacommercial.com. During construction direct communication with the Board may be required. All correspondence is to be copied to the info@arrivacommercial.com address.

4.0 DESIGN CRITERIA

Owners and Tenants are required to employ competent professionals in the fields of design and contracting relative to their development work. Modifications to the building shall not affect the proper function of existing base building systems which include heating water, chilled water, ventilation, building management controls, domestic water, sprinkler fire protection, lighting, security, power, communications and fire alarm. All modifications to the base building and owner spaces must meet the level of quality of the originally installed systems in the building. The base building mechanical and electrical drawings along with the associated specifications are to be used as a guide for the minimum level of quality that should be maintained in the building for Owner/ Tenant construction projects.

5.0 PERMIT AND APPROVALS

Each Owner/Tenant is responsible for obtaining all necessary permits and approvals from all authorities having jurisdiction over the work to be carried out by the Tenant or its contractors, prior to the commencement of the work on site.

6.0 DRAWING SUBMISSION

All Owner/Tenant development and renovation work intended to be performed by the Owner/Tenant or its contractors must be completely and accurately detailed in working drawings, prepared by competent designers and engineers. The Board will supply base building drawings that are available from the original construction if required by the Owner/Tenant. It is to be clearly understood that the Board does not in any way guarantee the accuracy of the information contained in such drawings. The Owner/Tenant remains responsible for ensuring that the conditions on site are reflected in the Tenant's drawings.

All Owner/Tenant drawings must be submitted to the Board for review and approval. All submissions for use of space in the Commercial Building must be in compliance with the activities and/or businesses acceptable as per the Registered Bylaws. The Board may require that additional drawings be provided by the designer to clarify the definition of the work involved in order to present a clear and concise package for Board approval. Should the project in question be of a complexity that the effect on the base building systems is not readily apparent, the Board may choose to engage the services of the base building architect or engineers to provide a review. The cost of the consultants engaged for this work will be borne by the Owner/Tenant planning to perform the work.

The Board's approval will be provided in writing by the Board by means of a signature of approval on the Tenant's drawings and/or an approval letter, prior to the commencement of any construction within the Premises.

Record drawings showing any architectural, mechanical and electrical changes must be submitted to the Board in electronic format the completion of the construction. These drawings must indicate the "As Built" condition.

7.0 SECURITY AND LIFE SAFETY

7.1 Safety

It is the Owner/Tenant's responsibility to ensure that its contractors comply with the requirements of the laws and bylaws of the City of Calgary, Province of Alberta, and Federal Government of Canada, and the requirements of the Workers' Compensation Board. Any additional safety regulations which may be imposed by an authorized representative of the Board must be followed immediately and fully. Should failure to comply result in any liability for the Condominium Corporation, the Owner/Tenant will be held fully responsible for all costs and any other responsibilities arising there from.

7.2 Security of Premises

The Owner/Tenant's Contractor shall be entirely responsible for the security of the premises under construction as well as the associated common areas when used during the construction period.

8.0 GENERAL RULES

8.1 Work Areas

All construction materials, tools, equipment and work benches must be kept within the work area throughout the construction period.

8.2 Working Hours

Owner/Tenant construction may be carried out in the premises during regular working hours i.e. 8:00 am to 4:30 pm, Monday to Friday. Any work which must be carried out at other times must be specifically arranged with the Landlord. Noisy, noxious, odorous or dusty work must be performed after normal business hours and must be co-ordinated with the Board. Absolutely no radios or stereo equipment are to be used in the construction area.

8.3 Freight Elevator

A freight elevator is available at the south west corner of the building for the transporting of material. The contractor is also responsible for protection of elevator using pads and or plywood. The elevator at the entry lobby is not to be used for transporting construction materials.

8.4 Waste Removal

The Owner/Tenant is responsible for ensuring that its contractor removes all waste and debris from the premises in its own refuse container, after normal working hours. The Owner/Tenant and the contractor shall not dispose of any hazardous material, paint, mortar, or process mixture into the building's drainage system. Use of commercial garbage room bins for construction waste is not acceptable.

Placement of waste bins or portable toilets in the back lane must be approved by the Board in advance of the work proceeding.

8.5 Cleanliness

The contractor is responsible for keeping the construction area in a safe and orderly manner. The Contractor is also to provide Filter Media to prevent the contamination to the ventilation system.

8.6 Damage to the Common Property

The Owner/ Tenant will be held fully responsible for damage of any nature caused by the Owner/Tenant, its agents or contractors to any part or item of the common property. Should such damage occur, the Owner/Tenant will be back charged the full cost of any necessary remedial work.

8.7 Testing of Services

The Owner/Tenant must obtain the Board's permission prior to conducting tests of plumbing, gas or fire protection systems. Any damage which may result from such testing will remain the Owner/Tenant's responsibility, notwithstanding prior approval having been obtained.

8.8 Hot Work

The use of tools, techniques or equipment, which can constitute a source of ignition, is referred to as "hot work". A Board Permit must be filled out prior to commencement of "hot work". Some examples are:

- Welding Arcs
- Cutting or heating torches
- Grinding tools
- Soldering equipment (oxyacetylene or acetylene)
- Pipe cutting (flame tools)
- Tar pots
- Stress relieving equipment
- Hot tapping operations
- Open Flame

Cutting, welding or open flame methods of work will be permitted only when all cold work methods have been exhausted.

The Contractor will strictly adhere to all "hot work" requirements and prepare the areas as identified on the Permit, i.e.: provide fire watch, provide standby extinguishers, use fire proof tarps to contain sparks, etc.

To obtain approval, download the hot work permit form and fill in the appropriate information. Email to info@arrivacommercial.com. An approved PDF copy of the permit will be returned. Please allow a minimum of three working days for approval.

8.9 Electrical Work

Any work on major electrical equipment such as primary or secondary switchgear, MCC panels, transformers, 120, 277 or 600 volt panels and devices is referred to as "electrical work". Exceptions are telephone wiring and data communication cables. All work is to be performed in the de-energized state by qualified tradespersons.

All electrical disconnects, controllers, breakers or switches must be isolated by padlocks or breakers tagged with the following information.

- Equipment identification
- Date
- Signature
- Purpose and/or permit number

Major modifications to the electrical systems require engineered drawings. The approved base building engineers are:

Designcore Engineering

Contact: Rick Robertson

Telephone: (403)269-2125

Alternate consultants may be engaged. Depending on the extent of the work, Designcore may be engaged by the Board at the Owner/Tenants cost to review the design.

8.10 Mechanical Work

The Base Building consultant for Mechanical is:

MCW Engineering Ltd.

Contact: Simon Ganser, P.Eng. sganser@mcw.com

Telephone: 403-716-3291

8.11 Drilling or Cutting into Slab or Envelope

The Owner or Tenant's Contractors are prohibited from drilling, cutting or chase openings of any description in any part of the building structure without the prior approval of the Condominium Corporation.

Where such work as described above is deemed to be necessary and acceptable to the Condo Corp and the base building structural engineer, RJC, it will be carried out by the Owner/Tenant using approved contractors at the expense of the Owner/Tenant. Prior to cutting, core drilling, or chasing openings of any size through the building's structure, the Contractor must first mark the locations and have them reviewed by RJC. Work of this type shall require X-ray inspection of the slab in addition to the Condo Corp's consultant's review, prior to cutting or drilling. The Tenant/Owner shall be responsible for all reasonable consulting services provided by the Condo Corps structural consultant and the cost of any x-ray required.

Precautions must be taken to ensure that cores do not fall on occupants or contents of the floor below, and that all water is vacuumed away before draining to the floor below.

Subject to approval and with five working days advance notice by the Condo Corp, x-raying must be performed after 10:00 p.m. and before 6:00 a.m.

Any damage to cast-in electrical wiring or plumbing will have to be repaired by the Tenant/Owner using the Approved Contractor at the Tenant's cost.

The Owner/Tenant's constructors shall provide temporary firestop material in any penetrations through fire-rated walls or slabs to maintain appropriate smoke/fire separations during construction. Fire separations are to be restored to base building condition.

The Tenant/Owners constructors shall re-establish removed or damaged fire and smoke separations and baffles within the same work day (8 hours maximum) and shall provide permanent and/or temporary separation and baffles to maintain the base building design standards.

Subsequent removal and disposal of temporary facilities, including making-good effected work, remains the Tenant/Owner's Contractors' responsibility.

Design

One (1) set of drawings (Scale 1:100 minimum) prepared by a registered professional engineer. Drawings and specifications are to show all structural modifications and or review of excessive structural floor loading including but not limited to safes, lockers, file systems, and library shelving to the base building

Contact

Read Jones Christoffersen Ltd. (RJC)

Dustin Worts, CET

dwords@rjc.ca

8.12 Fire Systems

Any work, which may cause Security to disable any portion of the fire protection system in any way, is referred to as "fire system work". Simple lamp test functions, etc. are not included.

The following is to be completed by an authorized sprinkler Contractor only. The Base Building Contractor is Stoughton Fire Protection.

- Closure of sprinkler isolation valves
- Draining of sprinkler lines or risers
- Pressure reducing valve repairs or bypass conditions
- Fire pump shutdown or isolation

The following is to be completed by an authorized Electrical Consultant and Fire Alarm Contractor only.

- Smoke or heat detector, pull station, enunciator bells, speakers or computer system repairs or modifications



- Fire system testing or adjustments

All Contractor's will strictly adhere to all the requirements and prepare the area as identified on the Permit, i.e. provide fire watch, provide standby extinguishers, etc. The Contractor will notify Security on a day-to-day basis regarding which system or which portion of the system will be impaired, the duration for which it will be impaired, and provide immediate notice when the system is being restored to service.

