



REIT Management Services Limited Partnership
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TransCanada Tower Work Authorization Permit

WORK TO BE UNDERTAKEN Please describe work to be undertaken (attach separate sheet if necessary)	Start Date: End Date:
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List below areas/floors which will need to be accessed and the relevant tenants	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th colspan="8">List start and end times for each day</th> </tr> <tr> <th style="width: 12.5%;">Mon</th> <th style="width: 12.5%;">Tues</th> <th style="width: 12.5%;">Wed</th> <th style="width: 12.5%;">Thur</th> <th style="width: 12.5%;">Fri</th> <th style="width: 12.5%;">Sat</th> <th style="width: 12.5%;">Sun</th> <th style="width: 12.5%;"></th> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	List start and end times for each day								Mon	Tues	Wed	Thur	Fri	Sat	Sun									
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Mon	Tues	Wed	Thur	Fri	Sat	Sun																			

CONTRACTOR DETAILS Main Contractor: Contact Person: List any other contractors or sub-contractors on a separate sheet	WORKERS Site Foreman: Workers: Note: All contractor/subcontractor workers needing access to the work areas must be listed. Continue on a separate sheet if necessary.
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SAFETY & SECURITY REQUIREMENTS		(To be completed by H&R REIT.) <u>Contractors must ensure that the following are met:</u>	
Have in place general contractors safety programs <input type="checkbox"/> Ropes and warning signs required <input type="checkbox"/> Breathing equipment required <input type="checkbox"/> Fire watch required <input type="checkbox"/> City permits required <input type="checkbox"/> Fire extinguisher required <input type="checkbox"/> <input type="checkbox"/>		Ensure hard hats and safety shoes used ... <input type="checkbox"/> Complete roof waiver <input type="checkbox"/> Eye and ear protection required <input type="checkbox"/> Valves locked and tagged <input type="checkbox"/> Electrical source locked and tagged <input type="checkbox"/> Fall arrest equipment required <input type="checkbox"/> <input type="checkbox"/>	
<u>H&R REIT will undertake the following:</u>			
Disable fire zones <input type="checkbox"/> Organize access approval for POP/communications rooms <input type="checkbox"/> Issue keys/cards for access <input type="checkbox"/> Book loading dock/elevator (Out of hours only)..... <input type="checkbox"/> <input type="checkbox"/>		Issue red tag permits <input type="checkbox"/> Issue hot work permits <input type="checkbox"/> Fire watch <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Approved: _____ <small style="display: block; text-align: center;">Operations Supervisor or representative</small>		_____ <small style="display: block; text-align: center;">Security Manager or representative</small>	

TENANT/SUBTENANT APPROVAL I have read and accept the "General Rules for Work Authorization Permits" and request the work permit be granted.		
_____ <small style="display: block; text-align: center;">Signature</small>	_____ <small style="display: block; text-align: center;">Print Name</small>	_____ <small style="display: block; text-align: center;">Telephone</small>

CONTRACTOR ACCEPTANCE I have read and agree to abide by the "General Rules for Work Authorization Permits"		
_____ <small style="display: block; text-align: center;">Signature</small>	_____ <small style="display: block; text-align: center;">Print Name</small>	_____ <small style="display: block; text-align: center;">Telephone</small>

PROPERTY MANAGER'S APPROVAL Permission is given for the work described above to be undertaken providing all safety and security requirements are met.		
_____ <small style="display: block; text-align: center;">General Manager or representative</small>	_____ <small style="display: block; text-align: center;">Expiry Date</small>	_____ <small style="display: block; text-align: center;">Permit Number</small>

For office use only:	
Ins <input type="checkbox"/> WCB <input type="checkbox"/> Annual <input type="checkbox"/>	Prime Contractor: Contact details:

GENERAL RULES FOR WORK AUTHORIZATION PERMITS – TransCanada Building

1. The application for a work authorization permit must be made 48 hours, (two working days) before the start of work, except in an emergency.
2. Each permit issued must contain complete information.
3. All notations must be legible and accurate.
4. Signatures are required where indicated. Initials are not acceptable.
5. The job to be done and requirements specified on the permit must be discussed with the permit issuer to ensure full understanding.
6. Any changes to the permit once it has been issued must be made to any copies and the changes discussed by the Contractor and the Property Manager/Operations Supervisor to avoid any misunderstanding.
7. Work permits cannot extend beyond the expiry date noted on the bottom of the permit. If an extension is required, a new permit must be issued.
8. Any direct violation of the terms and conditions of the permit will result in cancellation of the permit. Repeated disregard of work permit rules and regulations may result in the Contractor or their workers involved being removed from the premises. This includes violation of work times, work area and/or safety requirements.
9. Only the Contractor's employees & subcontractors indicated on the permit are permitted to work on site. Any change in work staff must be indicated to Security prior to starting, to facilitate security clearances.
10. Keys will be issued by Security for the specific work areas noted on the permit. Keys will be picked up at the start of each day, upon proof of identification, at the Security Desk. Keys will be returned at the end of each workday to the Security Desk.
11. The staff of the authorized Contractor in the building will be issued an identification label at the start of each day when they sign in at the Security Desk. These must be worn in plain view while on site. Any Contractor on site without a security label may be escorted to the Security Desk or removed from the building. All contractors must sign out at the end of each day.
12. The Contractor will maintain the work area to a standard of cleanliness acceptable to the Tenant as well as the H&R REIT Property Manager and/or their representative.
13. H&R REIT may require all work to be conducted and all tools and equipment stored behind screens or hoarding.
14. All cutting and drilling or other work of a vibrant nature, which will cause excessive noise, will be conducted outside of the normal working hours of tenants, after receipt of proper clearance by H&R REIT.
15. The Contractor assumes full responsibility for all keys, cards and equipment signed out. Full replacement and direct costs associated with such loss will result in charge backs directly to the Contractor (key cutting, rekeying, etc.).
16. H&R REIT will not provide the Contractor or his employees with parking.
17. The Contractor shall store all paint, varnish and flammable materials in a fire-safe manner. MSDS sheets for such materials should be attached to the work permit at application.
18. All materials being moved into or out of the building shall be moved via the loading dock. Access to freight elevator for the transporting of larger materials shall be arranged with H&R REIT 403-215-2371. The Tenant and the Tenant's Contractors and Suppliers are further responsible with regard to:
 - a. time and place of deliveries - security of the premises during construction
 - b. material handling and equipment storage - washroom facilities
 - c. power, heat and water supply - clean up and garbage removal
19. Companies working in TransCanada Tower are required to have five million dollar insurance coverage depending on the scope of work, with H&R REIT, Hoopp Realty Inc., 845501 Alberta Ltd. and TransCanada Pipelines named as additional insured. Companies working in TransCanada Tower are required to have current WVCB coverage.
20. Contractors are responsible for checking the insurance and WCB coverage of any subcontractors.
21. H&R REIT believes in the prevention of violence and harassment and promotes an abuse-free environment. Any acts of violence or harassment committed by or against any worker or members of the public is unacceptable and will not be tolerated. Contractors are responsible for ensuring all workmen on site conform to these standards. A copy of the H&R REIT Preventing Violence and Harassment Policy can be obtained from the H&R REIT office, phone (403) 215-2371.
22. H&R REIT is the Prime Contractor for the building unless this responsibility has been delegated in writing to a tenant or contractor. As Prime Contractor H&R REIT retains the right to establish the health & safety practices and standards for all contractors and inspect work sites within the building.

SAFETY REQUIREMENTS

The Operations Supervisor and the Security Manager, or their representatives, will be responsible for detailing the safety requirements, based on the information provided in the permit.

1. Hot Work

The use of tools, techniques or equipment which can constitute a source of ignition is referred to as "hot work". Some examples are:

- welding arcs
- cutting or heating torches
- grinding tools
- soldering equipment (oxy acetylene 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 stand-by extinguishers, use fire proof tarps to contain sparks, etc.

2. Electrical Work

Any work on major electrical equipment such as primary or secondary switchgear, MCC panels, transformers, 120, 347 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 a qualified tradesperson.

All electrical disconnects, controllers, breakers or switches must be isolated by padlocks or breaker locks with an associated "Do Not Operate" tag giving the following information:

- equipment identification
- date
- signature
- purpose and/or permit number

The Operations Supervisor or his representative will issue all required locks, tags etc. to the Contractor at the start date of the job. The Contractor will follow proper lock out and isolation procedures at all times. Upon expiry of the permit, all equipment will be returned to the Operations Supervisor in good condition. The Contractor will notify the Operations Supervisor on a daily basis as to the equipment being removed or returned to service as well as any extended shutdowns.

3. Fire Systems

Any work which will 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. Examples of "fire system work" are:

- closure of sprinkler isolations valves
- draining of sprinkler lines or risers
- pressure reducing valve repairs or bypass conditions
- fire pump shutdown or isolation
- smoke or heat detector, pull station, enunciator, bells, speakers, or computer system repairs or modifications
- any hot work which may activate smoke or heat detectors
- fire system testing or adjustment

The Contractor will strictly adhere to all the requirements and prepare the area as identified on the permit, i.e. provide fire watch, provide stand-by extinguishers, etc. The Contractor will notify the Operations Supervisor, or his/her representative, on a day-to-day basis, regarding which system or which portion of the system will be impaired, the duration for which they will be impaired and provide immediate notice when the system is being restored to service. Contractors may not operate the fire control panel without permission.