

WORK PERMIT

IN CASE OF EMERGENCY CALL THE SECURITY EMERGENCY LINE **416-364-2050**
BUILDING CONTROL CENTRE **416-364-8025**

WORK PERMIT NUMBER

REQUESTOR CONTACT INFORMATION

TENANT/LANDLORD CONTACT NAME CELL PHONE EMAIL
 CONTRACTOR/AUTHORIZED AGENT AUTHORIZED AGENT NAME CELL PHONE EMAIL

PERMIT REQUIREMENTS (Please clearly specify all access requirements as these will be programmed onto passcards)

PERMIT TYPE

ACCESS ONLY MECHANICAL/ELECTRICAL HOT WORK FIRE SYSTEM CONSTRUCTION TELECOM/RVCOM
 OTHER

CONTRACTOR INFORMATION

GC/CONTRACTOR/COMPANY/OTHER CONTACT NAME CELL PHONE EMAIL

SUBCONTRACTORS/OTHERS REQUIRING ACCESS (LIST ALL):

PERMIT DETAILS

BUILDING

FLOORS LOCATION ON FLOOR(S)

GENERAL SPACE ACCESS (Specify):

TENANT SPACE ACCESS (Specify):

PERMIT DURATION

		MON	TUES	WED	THUR	FRI	SAT	SUN
START DATE: <small>MM/DD/YY</small>	START TIME							
FINISH DATE: <small>MM/DD/YY</small>	FINISH TIME							

DESCRIPTION OF WORK:

I have read and understand the WORK PERMIT TERMS AND CONDITONS – PAGE 2
 I have read and understand the PRIME CONTRACTOR FOR SAFETY GUIDELINES – PAGE 2
 The prime contractor for safety is:

PHONE

AUTHORIZATION

TENANT NAME/SIGNATURE TITLE PHONE EMAIL

FOR OFFICE USE ONLY:

ADMINISTRATOR CHECKLIST

WSIB INSURANCE CONTRACTOR CHECK (L.L. ONLY)
 ADVISORY SIGNAGE FORM 3 - ASBESTOS
 CITY PERMITS FORM 3 - LIENS NOT COVERED UNDER PGA

ADDITIONAL FORMS:

WO / PO NUMBER:
 MPS NUMBER:
 OTHER:

GATEKEEPER CHECKLIST

Work completed for (check one): LANDLORD TENANT
 REQUEST: APPROVED DENIED REASON

PERMIT COPIED TO:

AUTHORIZED BY:
 LANDLORD REPRESENTATIVE NAME TITLE PHONE EMAIL

AUTHORIZED APPROVAL

WORK PERMIT TERMS AND CONDITIONS:

NOTICE REQUIREMENTS (BUSINESS DAYS)

Work Permit	3 days
Asbestos Work Permit	5 days
Mechanical System isolation/drain down.....	5 days
Electrical Isolation	5 days
Fire System drain down	5 days
Maglock testing	5 days
X-ray testing	5 days
Security Escort	3 days
Hot Work	3 days

Any request received without the appropriate notice or details of the isolation required will be immediately denied

GENERAL RESTRICTIONS, SAFETY PRECAUTIONS AND OTHER SPECIAL INSTRUCTIONS

Electrical/Mechanical:

- All electrical and mechanical or life safety isolations are to be carried out by Building staff. Subsequent system isolations should be submitted by the requestor to Tenant Services at 416-364-4110 or ccto-tenantserv@gwlr.com.
- The Building Control Centre should be contacted before and upon completion of life safety isolation by the on-site contractor.
- All contractors must follow Commerce Court mandated lock and tag out procedures when working with/on any and all mechanical and electrical devices. Any incident that occurs as a result of Contractors failure to comply with aforementioned requirements is wholly the contractor's responsibility. The Building Control Centre should be contacted before lock/tag out of equipment and upon completion.

Permit:

- All Contractors and Sub-contractors MUST carry a copy of this permit to gain access to the complex. Access will only be granted at the times and dates given on this permit.
- This permit automatically expires on date noted on the permit.

Asbestos:

- All contractors should be aware that Commerce Court contains asbestos in a minority of locations, please inquire with the Control Centre for these specific areas before commencing any work as appropriate precautions must be carried out by anyone working within these asbestos areas. All contractors are to have completed an Asbestos Acknowledgement Form available through the Control Centre or by calling the property management office at 416-364-2281.

General:

- Standard Commerce Court noise disturbance restrictions apply. Any work which will impact tenants is to be done after business hours from 6:00 p.m. – 7:00 a.m.
- All Contractors are required to abide by the contents of the Commerce Court Leasehold Improvement Manual.
- Commerce Court is a smoke free environment and smoking is prohibited in ALL areas.
- All contractor's are required to use the service elevator for access, egress and movement between authorized floors on a 24/7 basis. Service elevator access is only available to authorized contractors through passcards issued in Shipping and Receiving. Access via passenger elevators is strictly prohibited.

Working Alone:

- If Contractor does not have a working alone policy, they will follow Commerce Court / GWL Realty Advisor's policy.

Bookings:

- Book your Security Escort through Tenant Services at 416-364-4110 and book your service elevator at 416-364-1267.

Parking in Shipping & Receiving:

- Parking is restricted to 20 minutes prior to work and 20 minutes after work, for the purpose of delivery/pick up of equipment and tools only. Keys for the vehicle MUST be left in the vehicle for the duration of each visit.

Required Documentation:

- Insurance - Contractor's Certificate of Insurance is to be obtained and maintained, which shall insure the Owner (bcIMC Realty Corporation), the Manager (GWL Realty Advisors Inc.) and the Contractor against all claims, liabilities and legal fees relating to the Contractor carrying out the work (a) commercial general liability in the sum of at least \$5,000,000 (five million dollars) on an occurrence basis (including bodily injury, property damage, completed operations, non-owned automobile, employer's liability (if applicable), cross liability/severability of interest clause, the Owner and Manager shall be named as additional insured by only in regards to the operations of the named insured). Limit for commercial general liability may be made up of a combination of primary and umbrella liability policies (b) If applicable, automobile liability in the sum of at least \$2,000,000 (two million dollars)
- WSIB - Current Contractor's Certificate of Clearance from the Workplace Safety and Insurance Board

PRIME CONTRACTOR FOR SAFETY

1. The Contractor shall:
 - (a) Be the Prime Contractor for Safety under this Agreement:
 - (i) shall undertake the duties of the Prime Contractor for Safety as outlined in the applicable legislation; and
 - (ii) where required to do so under the applicable legislation, file and post a "Notice of Project" and any other notices or other document and register its role as Prime Contractor for Safety.
 - (iii) represents and warrants that it has adequate resources and is experienced and competent to be Prime Contractor for Safety and will maintain adequate and competent supervisors to oversee and ensure compliance with all health and safety requirements.
 - (iv) shall indemnify, hold harmless and defend the Owner and Manager against any and all liability, claims, damages, actions, costs, fines, penalties and expense, legal fees on a full indemnity basis, incurred by Owner and Manager as a result of the Contractor failing to fulfil its obligations as Prime Contractor for Safety.
- (b) covenant and agree not to do or omit to do anything in the performance of the Work that would cause itself, the Owner, Manager, or any other person who assumes or is responsible for the role of the Prime Contractor for Safety, to be in breach of the duties and responsibilities of any Prime Contractor for Safety with respect to the Work

Definition

1. Prime Contractor for Safety means the person who elects to assume pursuant to the Agreement the title, role, responsibilities, duties and obligations with respect to safety of the Work and at the Work site where the Work will be performed and which upon such election are assigned to the Contractor and, in particular, includes the role of:
 - (a) "constructor", as that term is defined in the:
 - (i) Occupational Health and Safety Act (Ontario) and its related regulations; and
 - (ii) Occupational Health and Safety Act (Nova Scotia) and its related regulations;
 - (b) "contractor" as that term is defined in the Occupational Health and Safety Act, 1993 (Saskatchewan) and, as applicable, includes the person with the greatest degree of control over the matters that relate to any particular duty or requirements;
- (c) "prime contractor", as that term is defined in the:
 - (i) Occupational Health and Safety Act (Alberta) and its related regulation;
 - (ii) Occupational Health and Safety Regulation of the Workers Compensation Act (British Columbia); and
 - (iii) Workplace Health and Safety Act (Manitoba) and its related regulations; and
 - (d) "principal contractor" in the Act respecting occupational health and safety (Quebec) and its related regulations.