

Town Center – Rules for Telecommunications Installations

Periodically, it may become necessary for telecommunications systems to be installed in a tenant space, with the tenant directly coordinating said work. Examples would be installation of fiberoptic lines, installation of telephone/data wiring, installation of racks or other equipment, etc. In such cases, it is necessary that the following procedures are followed:

1. For contractors who have not worked in the facility, the NEW VENDOR WORKSHEET – attached to this document – must be completed and remitted to the Management Office.
2. Notification must be made to the Management Office *at least 48 hours in advance* of the work being performed. The management office number is (614)224-8550. This will allow us ample time to verify that the contractor's documentation (insurance certificate, etc.) is current. Once the contractor has been verified, and the work being performed has been approved, the Management Office will notify security of the contractor's presence in the building.
3. Contractors must, without exception, check in with security prior to starting work. This includes mobilizing tools or personnel into the work area. Contractors must follow security's instructions as it pertains to the use of our loading dock for offloading materials, tools, etc.
4. Building Management retains the right to inspect the work that is being performed. Furthermore, Building Management retains the right to demand that permits be pulled for any work that is required to have permits and inspections as per City Code.
5. In an effort to alleviate an abundance of abandoned and obsolete cabling from our telecommunications riser rooms, any cables installed in common riser closets are subject to the following requirements:
 - a. All cables must be properly tagged in every closet. Tags must include the name of the provider, the telephone number of the provider, the date of installation, and the name of the tenant who is using the service. Tags must be reasonable durable and easily accessible. Cables installed without proper tags are subject to removal during our routine riser audits.
 - b. All cables must be plenum-rated. Management reserves the right to inspect all cabling that is being installed to verify plenum-rating.
 - c. Existing floor and wall penetrations may be utilized, provided there is space available. Any fireproofing material that is removed for cable installation must be properly re-installed.
 - d. Any new floor or wall penetrations must be cleared through the Management Office.
 - e. Cabling installed above suspended ceilings must be installed in a neat fashion. Cables should be tied up and attached to the ceiling suspension wires, or run along in D-rings or cable trays, depending on the quantity of cables. Cables that are laid directly on top of the ceiling system are subject to removal during our routine riser audits.
 - f. In the common riser rooms – any new rack equipment, or other equipment besides cabling, must be cleared by the Management Office prior to installation. Labeling requirements for said equipment are equivocal to the requirements for cabling (see "a" above). Management reserves the right to deny installation of said equipment if the electrical requirements, space requirements, or heat output is excessive.
6. Contractor will be held responsible for any physical damages to property or any damages due to service interruption to Building Occupants.
7. Failure to follow these procedures will result in denial of access into the building for the contractor(s) involved.

Acknowledgement: _____
Contractor Name _____ Date _____

NEW VENDOR

VENDOR INFORMATION:

Legal Business Name _____

Address _____

City, State & Zip _____

Phone # _____

Contact Name _____

Contact Email _____

VENDOR INSURANCE:

Contractor shall at its own expense procure and maintain insurance with the minimum insurance terms and general conditions as set forth below.

Contractor shall provide a Certificate of Insurance that complies with the insurance requirements noted below.

A. General Liability:

Per Occurrence	\$1,000,000
General Aggregate	\$1,000,000
Products and Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
Medical Payments	\$ 5,000

B. Workers' Compensation:

State	Statutory
Employers Liability (including Ohio Stop Gap)	\$1,000,000 Each Accident
Bodily Injury by Accident	\$1,000,000 Each Accident
Bodily Injury by Disease	\$1,000,000 Policy Limit
Bodily Injury by Disease	\$1,000,000 Each Employee

C. Financial Ratings of Insurance Carrier(s):

The Insurance Carrier(s) must have a financial rating of at least A- VII as defined by the AM Best Company.
