

# Joshua Green Building

LANDMARK. LOCATION. YESTERDAY IS TOMORROW.

Tenant Standard's Handbook



Prepared by Burgess Design Inc.

## Introduction to Tenant Standard Guide

Joshua Green Building is a historic landmark in downtown Seattle. The restoration reclaims the buildings original elegance while creating modern amenities for tenants; making it a highly desirable office destination.

The Tenant Standards Guide is intended to assist you during the development of initial space planning, pricing and construction to final occupancy. We appreciate your support in maintaining the buildings unique character by adhering to building standards during the interior build-out of the space as part of the tenant improvement process.

We look forward to working with you in the design and construction of your new offices and are confident that everyone involved will find it an exciting and rewarding experience.

## General Contractors & Subcontractors

Landlord reserves the right to approve all general contractors and corresponding sub-contractors who will be asked to bid and perform construction work in the building on behalf of the Tenant.

All General Contractors will list all subcontractors on their Bid documents. Any Bid not containing this information will be rejected.

No usage of profanity or otherwise lewd behavior will be allowed. The Contractor, its employees and subcontractors shall dress and conduct themselves in acceptable attire which represents their trade and craft. Joshua Green is a non-smoking buildings, therefore no smoking is allowed anywhere in the building.

No radio playing shall be allowed on the tenant occupied projects, multiple tenant floors or during regular building hours.

## Demolition Work

Do not start any new construction without an authorized and approved plan from Landlord. Demolition may be started on verbal approval from the Construction manager or Owner's representative.

Prior to any demolition, Contractor shall walk through the area with the Construction Manager to determine any reusable materials of fixtures to be turned over to the Owner for reuse.

## Construction Assemblies

### **SLAB PENETRATIONS**

All slab penetrations must be carefully coordinated due to the existing pan joist and plaster assembly. Penetrations are encouraged to be limited due to this condition. If required, they must be identified as early as possible during the project so an ultrasound can be completed for Landlord approval.

- Direct all questions regarding potential penetration locations to Landlord's Construction Manager
- Floor x-rays required on all new core drill locations on floor 5 and below.
- All floor penetrations must be concrete filled fully to pan and all telephone/electrical room penetrations fire-stopped by end of job.
- All penetrations must be fire stopped at the completion of the job.
- Any floor penetrations must be labeled within two feet of slab on both sides.
- All damage to the plaster will need to be repaired to maintain the existing fire rating between floors.

### **EXISTING INTERIOR COLUMN CONDITION**

All columns will be left in raw concrete condition. It is the tenant's responsibility to provide the desired finished product.

### **EXISTING INSIDE FACE OF EXTERIOR WALL CONDITION**

All inside face of exterior wall will have the rough plaster patch required per code. It is the tenant's responsibility to provide the desired final finished product. This can be provided by plaster work or GWB finish.

### **PARTITIONS**

B/S Partition: Gypsum wallboard (GWB) both sides from floor to underside of suspended acoustical ceiling tile. All partitions are to be constructed in a way that does not impede the ability to fully open operable windows.

Standard Interior Partition to Grid: 2-1/2", 25 gauge galvanized steel studs, 24" on center, max. height 9'-2"

- Metal angle rim taped and finished over gypsum wallboard at ceiling.
- Noncombustible wood blocking under ceiling grid where runner and grid intersect. Blocking to be painted flat black.
- 5/8" type "X" gypsum wallboard each side.
- Tape, mud, and sand.

B/S Sound Partitions:

GWB both sides with sound batt insulation in wall cavities from floor to underside of suspended ceiling tiles; 4'-0" wide sound batt insulation in ceiling plenum centered over partition just above acoustical ceiling tiles.

- 2-1/2", 25 gauge galvanized steel studs, 24" on center, max height 10'-0".
- Acoustic batt insulation in wall cavity and 4' wide batt over top of wall.
- Metal angle rim taped and finished over gypsum wallboard at ceiling.
- Acoustic tape at the top and bottom track.
- 5/8" type "X" gypsum wallboard each side.
- Tape, mud, and sand.

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B/S Partial Height Partition: Typically finished cap to be 3' -6" AFF. Cap has a B/S wood finish jamb assembly similar to door and relite jambs without stop.

- 2-1/2", 25 gauge galvanized steel studs, 24" on center .
- Noncombustible wood blocking under ceiling grid where runner and grid intersect. Blocking to be painted flat black.
- 5/8" type "X" gypsum wallboard each side.
- Wood Cap.
- Steel bracing at unsupported ends and at 8' oc.

Interior Partition Termination @ Exterior of Building: All partitions perpendicular to the exterior to the exterior glass window wall shall terminate at a vertical window mullion. The partition shall not end on the exterior window trim. Where partition is perpendicular to the exterior wall but does not line up with a window mullion, turn partition parallel to the exterior wall where it meets the exterior sill, then terminate at the nearest mullion or column. Hold parallel partition away from the perimeter vertical mullion so that the Building Standard window covering can be installed. This return shall be a min. of 12" from the exterior sill and shall be painted.

Furring out of Core Partitions: Existing core walls shall be furred-out for electrical and plumbing installations as required.

Plumbing Walls: Do not locate walls requiring piping for waste from sinks, etc., over beams or other major structural elements. Contractor shall provide the correct stud width or furring as required to provide drainage and vent lines. In addition, the Landlord encourages the planner/tenant to locate all sinks as close to the building's existing plumbing as possible.

### **DOORS, FRAMES, RELITES AND HARDWARE**

All doors shall be ADA compliant. All doors, frames and relights shall be finished to match the B/S maple wood with a dark stained finish. Doors shall be in open throated style frames (see attached drawing for more information). Contact the Landlord or Construction Manager for samples of the Building Standard finish.

B/S Single Tenant Doors: B/S 3'-0" x 7'-0" S.C wood assembly. Finish: Premium grade plain sliced Maple veneer with a dark stain finish.

- 5-ply construction with a "particleboard" core.
- Stiles- minimum 1-3/4" hardwood each side
- Bottom Rail-minimum 2-1/4" hardwood
- All doors are pre-machined for mortise lock or passage sets plus (2) butt hinges each 4-1/2" x 4x4-1/2"
- 1/8" in 2" bevel each side.

B/S Paired Tenant Doors: 1'-6" or 3'-0"x 7'0" S.C. wood assembly. Finish: Premium grade plain sliced Maple veneer with a dark stain finish.

- 5-ply construction with a "particleboard" core.
- Stiles- minimum 1-3/4" hardwood each side
- Bottom Rail-minimum 2-1/4" hardwood
- All doors are pre-machined for mortise lock or passage sets plus (2) butts hinges each 4-1/2" x 4x4-1/2", each side
- 1/8" in 2" bevel each side.

B/S Rated Doors: Provide rated assembly as required in door similar to the standard tenant door and provide a painted metal frame. Provide smoke gasketing. Fire doors may have magnetic hold-open devices or electric closers, which tie into adjacent smoke detector. Doors must have factory rating labels.

B/S Full Height Relite: Shall be open throated frame. Finish: Premium grade plain sliced Maple veneer with a dark stain finish.

Standard width shall be 3'-0" x 7'-0"

- Relite will have 4" base elevation
- Provide ¼" tempered glass at all locations. Adjust thickness of glass to attachment and glass widths over 3'.

## **HARDWARE**

All hardware will be commercial rated and of high quality. All hardware shall be satin stainless finish USD-32 or a similar finish. Contractor may adjust specifications as necessary for tenant's construction requirements. The specifications below shall be maintained for B/S common areas.

- Locks: Yale 8800 Series #2196 with Pacific Beach style handles. Provide removable lock cylinder. Locksets with restricted keyway.
- Other lock and latch sets similar to above. (storeroom, classroom, etc.)
- Hinges- two pair butts. Five knuckle: McKinney 4-1/2" x 4-1/2" TA2714 for doors with closers or electric hinges, T2714 x 26D x 4-1/2" at all other doors.
- Closer: Norton 7500 series or similar. Sprayed alum. color.
- Flush Bolts: Ives 458 x 26D (30" top rod, 12" bottom rod).
- Automatic Flush Bolts: Ives FB 40 series. (30" top rod, 12" bottom rod).
- Dust proof strike: Ives, DP-1 or DP-2.
- Wall Bumper: Trimco, 1270 Series
- Floor Stops: Trimco, 1211 Universal Dome Stop
- Coat Hooks: Baldwin 0786 – 260 polished chrome. Install on wall behind door swing.
- Electric Strikes- Von Duprin 5100 series. Verify requirements with Security Vendor.
- Electrical locks: Coordinate with Building Management and Security Vendor.
- There will be a Building Access Control System for the tenant to tie into. Coordinate with the Landlord.

## **CABINET WORK AND MILLWORK**

Building Standard cabinets- shall be constructed in accordance with AWI premium grade flush overlay construction of wood or plastic laminate veneer.

- B/S finish shall be plastic laminate made by Formica, Nevamar or Wilsonart in standard colors and patterns.
- Wood veneers and stone or solid surface countertops can be used. Up charges will be carried by the tenant.
- Exterior edge banding shall be P-lam, uno.
- Interiors will be standard color melamine. (white, almond & black)
- Wire pull shall be 4" standard wire pull. Finish in USD-32.
- All interior hardware shall be off commercial quality.
- Cabinet doors are flush construction.
- Constructor shall supply backing, blocking, cleats, ledgers, or supports required.
- All casework is to be constructed in a way that does not impede the ability to fully open operable windows.

Adjustable Heavy-Duty Shelf Standards & Brackets: Use commercial grade K & V products.

## **Finishes, Fixtures and Equipment**

### **FINISHES**

B/S Suspension Ceiling System (Office): Provide Armstrong, Ultima square lay-in tile #1913 with Prelude XL 15/16" grid and Axiom Trim. Ceiling to be installed at 7'-8" AFF

- Tile is 24" x 48" x 3/4".
- Grid is 24" x 48".
- Axiom trim is 4" Trim Channel in white
- When all new acoustical ceiling is installed (new grid & tile) all sprinkler heads and devices must be located or relocated to center of tile.

B/S Suspension Ceiling System (Center Spine): Provide Armstrong "Optima Open Plan Plank square lay-in tile #3161 with Prelude XL 15/16" grid with exposed double-web for heavy duty use. Ceiling to be installed at 7'-8" AFF.

- Tile is 24" x 72" x 3/4".
- Grid is 24" x 72".
- When all new acoustical ceiling is installed (new grid & tile) all sprinkler heads and devices must be located or relocated to center of tile.

GWB Soffiting: All hard lid-ceiling areas are to be approved by the landlord for plenum mechanical-system access requirements. Access panels may be required.

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Paint: Paint all walls, column, window trim and GWB ceiling/soffit surfaces.

- Prime all wall surfaces, and unless otherwise noted, paint with minimum of two (2) finish coats of ICI eggshell finish latex paint or approved equal at all GWB surfaces.
- Metal surfaces shall have semi-gloss finishes.
- Paint for the light surfaces to conform to the requirements of the "Architectural Specifications Manual" (AWS) for paint systems. Latex paint: AWS System 3-B "custom" (2- coat) grade deep tone paint finish on gypsum board surfaces.
- Minimum 2 coats of color paint on 1 coat of primer. Darker colors and finish may require additional coats.
- Provide proper surface preparations and formulization of paint for surface and conditions. (Level 4 at minimum)
- Tenant has control over window trim paint finish.

Window Sills: Provide window sills per drawing attached at new concrete beams.

Window Coverings: Tenant will provide

Historical windows (North & East face): Window film that provides glare reduction will be installed. Film Spec: Llumar DR 25 SR CDF (gray, 65% solar heat rejected, 99% UV rays rejected).

Non-Historical Windows (South & West Face): Manual Roller blind assembly will be installed. Manual roller Shade Spec: Fabric: Sheer Weave 2410 – 3%, Charcoal/Chestnut-V24, R16 clutch with stainless steel chain, 3" Fascia in 872 Bronze Anodized.

Doors and Woodwork, Stained and Finished: New assemblies shall be manufactured finished. Existing or custom assemblies shall match B/S. Contact the Landlord or Construction Manager for stain samples.

- First Coat: Penetrating wood stain. If required, apply "Bonite" to all veneer surfaces before staining.
- Second Coat: Sanding and Sealer
- Third Coat: Lacquer, semi gloss or satin as directed by tenant.

Floor Leveling: The floor leveling is the responsibility of the tenant. The Shell & Core condition is as is.

Carpet: The B/S carpet will be a broadloom good with a direct glue method of installation. Carpet allowance is \$25 installed. Other carpet specifications can be used with building management approval.

- Specifications: \$25 installed and contains a minimum of 25% of recycled content and/or is 100% recyclable. The carpet will need to comply with green label certification.
- Carpet over pad can be used with Building Management approval. Use NOVA or Interloc II pad or similar. The additional cost will be carried by the tenant.

Carpet Tile: The use of carpet tile is available with building management approval. The additional cost above building standard and attic storage shall be carried by the tenant.

- Moisture tests may be required.
- The additional cost will be carried by the tenant

Rubber Base: The B/S base will be a coved rubber base from major manufactures like Roppe or an approved equal.

- 4" height unless existing conditions are such that using 4.5" will cover flaws in existing partitions.
- Use continuous rolled goods, not sectioned.
- Cut lengths shall be longer than 12" unless at jambs and other similar places.

Sheet Vinyl: The B/S sheet vinyl flooring is Armstrong Linoleum, Style: Marmorette or an approved equal.

### General Finish Notes:

- All adhesives and sealants used shall comply with (A) adhesives, sealants and sealant primers: South Coast Air Quality Management District (SCAQMD) Rule #1168 requirements in effect on January 1, 2003 and rule amendment dated October 3, 2003 and (B) Aerosol Adhesives: Green Seal Standard GC-36 requirements in effect on October 19, 2000. Contractor shall provide documentation supporting these requirements (such as SMDS, specifications, and cut sheets) to construction manager for review and approval. *Suggested Manufacturer: Safecoat Adhesive, CHAPCO Safe-Set Adhesives, Taylor Envirotec Adhesives, HENRY GreenLine, Laticrete Low VOC Products*
- All paints and coating applied on-site must meet the limitations and restrictions concerning chemical components set by the following standards (A) "Topcoat Paints: Green Seal Standard GS-11, Paints", first edition, May 20, 1993. (B) "Anti-corrosive and Anti-rust Paints: Green Seal Standards primers and undercoats: South Coast Air Quality Management District" (SAQMD) Rule 1113, Architectural Coatings", rules in effect on January 1, 2004. Contractor shall provide documentation supporting these requirements (such as SMDS, specifications, and cut sheets) to construction manager for review and approval. *Suggested Manufacturer: Benjamin Moore Eco Spec Paint, Primer and Sealant*
- All composite wood and agrifiber products, including core materials, must contain no added urea-formaldehyde resins. Contractor shall provide documentation supporting these requirements (such as SMDS, specifications and cut sheets) to construction manager for review and approval. *Suggested MDF Manufacturer: Medite II Medium Density Fiber Board Suggested Straw Board Manufacturer: PrimeBoard Premium Wheat*
- New wood-based products and materials, including framing, shall be certified in accordance with the Forest Stewardship Council's principles and criteria, unless otherwise instructed by construction manager. Contractor shall provide documentation supporting these requirements (such as SMDS, specifications and cut sheets) to construction manager for review and approval. *Known Suppliers: Dunn Lumber, Environmental Home Center, Washington Hardwoods*
- GWB and ACT to have no less than 70% recycled content by weight, and were possible, be manufactured within 500 miles of Seattle, Washington, unless otherwise instructed by construction manager. Contractor shall provide documentation supporting these requirements (such as SMDS, specifications and cut sheets) to construction manager for review and approval.

## EQUIPMENT AND FURNISHINGS

Fire Extinguisher Cabinets- One extinguisher and cabinet will be provided for every 3,000 square feet of floor area, to be temporarily mounted no more than 75 feet from any point on a floor as part of Shell and Core. Permanent mounting of extinguishers will take place with Tenant Work Construction.

- Color: White
- Semi-recessed of minimum projection. Cabinets are 6-1/4" deep.
- JL Industries Ambassador, Clear Vue style or approved equal.

Fire Extinguisher: Multi-purpose dry chemical type, UL rated 2A 10B C or as directed by Fire Marshall.

- JL Industries Cosmic 5E or approved equal.

Tenant System Furniture- Tenant and Tenant's furniture vendor will coordinate with Building Management and the design team concerning layout, power and voice/data cabling. Tenant shall be responsible for all aspects of their furniture. The Landlord requires approval of power poles locations within the tenant spaces. The Landlord discourages power poles within 6' of the windows. Furring of exterior walls is possible for supplying power & data to furniture.

## MECHANICAL

### Sprinklers:

The complete sprinkler system will be installed in accordance with Shell and Core specification and current NFPA 13 standards. Design shall comply with IBC 903.3.1.1. All modification costs to accommodate specific Tenant layout will be a part of the Tenant Improvement Allowance. This building does not have quick response heads.

- One head per 165 square feet of unimproved area.
- Semi-recessed Quick Response sprinkler heads.
- Concealed heads with drop-out covers available as an upgrade and cost to be carried by tenant.

Dishwasher: General Electric Tall Tub built-in dishwasher, model # GLDA690MWW or approved equal.

- This dishwasher is ADA compliant.
- Color selection will be provided by Tenant.

Refrigerator: Supplied by Tenant

- General Contractor to provide cold water line per tenant request.

Garbage Disposal: Not allowed

Insta-hot: Supplied by Tenant

- General Contractor to provide installation per tenant request.

Hot Water Heater: Shall be specified and electrical requirements determined by design build contractor based on tenant's plumbing requirements.

- Location shall be in tenant's space.
- Overhead tanks are not allowed
- Equipment to be UL listed
- Existing hot water tanks are not to be re-used and shall be removed.
- All abandoned plumbing lines are to be removed and brought back to the core or riser.
- No piping shall be installed within 2 feet or below any heat pumps.

Plumbing fixtures: Contractor shall coordinate sink holes for plumbing and other tenant required fittings or fixtures. All finishes shall be chrome, uno.

- Kitchen Sink, Elkay #GECR2521, stainless steel, 25" x 21 1/2" x 5" or approved equal. ADA compliant.
- Kitchen Faucet, Kohler Triton base faucet K-7776-K and K-16012-5 wrist blade or approved equal. ADA compliant.
- Basket- Elkay #LK-35 Basket Strainer or approved equal.

Mechanical Ducting:

- Furnish & install unpainted spiral ducting in open ceiling areas per design build contractor's layout. The additional cost for painted spiral or GWB soffiting of ducting will be carried by the tenant.

Mechanical Units:

- Standard Option: Furnish & install building standard water source heat pumps along central spine of building. Quantity shall be based upon design by tenant's HVAC design build contractor.

Window Sensor Alternate: Furnish & install building standard magnetic switches at the operable windows and wiring them to the Zone controller at the heat pump.

- The Quantity shall be based upon design by tenant's HVAC design build contractor. Verify product manufacturer & model number with Building Management.

Air Return Grilles: Installed as required by HVAC design build contractor.

## **LIGHTING, ELECTRICAL AND TELEPHONE**

All lights will be installed as required by the National Electrical Code and the Seattle Energy Code.

B/S 1' x 4' Direct/ Indirect Pendant Fixture: Lightolier, EYE-Q Series Suspended Fluorescent fixture. Fixtures will be provided and installed by tenant.

- Each with 2 each, t8 lamps, 35K, with matching energy saving electronic ballasts.
- 6' flexible wire whip for hardwire connection.

B/S 1' x 8' Direct/ Indirect Pendant Fixture: Lightolier, EYE-Q Series Suspended Fluorescent fixture. Fixtures will be provided and installed by tenant.

- Each with 2 each, t8 lamps, 35K, with matching energy saving electronic ballasts.
- 6' flexible wire whip for hardwire connection.

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B/S Recessed Linear Light Fixture (in Spline): Lightolier, lighting systems SQ6-15, 6" x48" fixture

- Each with 2 each, t8 lamps, 35K, with matching energy saving electronic ballasts.
- 6' flexible wire whip for hardwire connection.
- Light Fixture to be installed centered in grid per attached drawing.

B/S Wall Receptacle- Contractor shall adjust specification with tenant's intended purposes.

- Color code with White color at standard receptacle, gray color at designated computer circuit, orange dot on white receptacle at dedicated, isolated ground outlet or circuit.

Telephone/CRT outlet- Contractor shall provide a mud ring with pull wire in wall cavity.

- Tenant will coordinate and carry all cost of cabling.
- Tenant and Vendor shall coordinate with Building Manager and General Contractor. Verify fixture color with B/S outlets.
- No cabling will be in conduit.
- Plenum rated cable is required

Building Standard Floor Receptacle-Flush: Combination power and communication pedestal.

- Wire Mold RC-4 or approved equal
- See "Slab Penetration" section for more information.

Building Standard Timed Duplex Wall Receptacle: Required for every coffee service.

- Intermatic Time Clock #FD12HC with 12-hour timer or equal.

Switches- Types of switches available are single-wall switches, double-wall switches, dimmer switches, and fan switches. Color: White

- Switches shall be ganged together when ever possible.
- Provide occupancy sensors per WSEC.

Exit Signs: Any exit signs required beyond Shell and Core will be a part of the Tenant Improvement Allowance.

- Double faced when ceiling mounted.
- LED type required per energy code.
- Exit sign to be same as shell and core.
- SPEC: Exitronix V902-R-LB-GC-WH

Emergency Speakers:

All emergency fire alarm speakers will be permanently installed during Tenant Improvement Allowance. Approximate spacing: one per 1,200 square feet of unimproved area. Designate layout per electrical engineer's design.

- Mounted flush with face of ceiling tile and painted white to match ceiling tile.
- Minimum requirement: 55 decibels and 10 decibels above ambient noise levels.

## **Electronic Deliverables to Landlord.**

The General Contractor is responsible for providing electronic copies of all the following items:

- Architectural
- MEP
- Sprinklers
- Fire Alarm
- Finish Maintenance booklet

End of Handbook. CS