

# EDWARD JONES GENERAL BUILDING AND FINISH SPECIFICATIONS:

## GENERAL NOTES

- a. THE FOLLOWING INFORMATION IS PROVIDED AS A GENERAL GUIDE. IN ALL CASES, IT IS PREFERRED THAT THE BUILDING STANDARD BE USED; OTHERWISE, USE THE INFORMATION PROVIDED BELOW AND ON THE DESIGN INTENT DRAWINGS, OFTEN REFERRED TO AS EXHIBIT A. IT IS THE INTENT THAT THESE MODIFICATIONS/ADDITIONS/IMPROVEMENTS WILL BE PERFORMED ON AN "AS NEEDED" BASIS, AT THE REASONABLE DISCRETION OF EDWARD D. JONES & CO., L.P. D/B/A EDWARD JONES. HEREIN AFTER REFERRED TO AS EDWARD JONES OR TENANT.
- b. ANY DISCREPANCIES ON PAGES 1-3 TO BE BROUGHT TO DESIGNERS ATTENTION IMMEDIATELY.
- c. ALL WORK SHOULD BE PERFORMED BY G.C. (GENERAL CONTRACTOR) PER CITY, STATE, PROVINCIAL, AND NATIONAL CODES (ALL REFERENCES TO "CODE" IN THIS DOCUMENT TO APPLY TO CITY, STATE, PROVINCIAL, AND/OR NATIONAL CODES AS APPLICABLE). ALL CONSTRUCTION WILL BE COMPLETED SO THAT AN OCCUPANCY PERMIT (OBTAINED BY THE G.C.) WILL BE GRANTED PRIOR TO LEASE COMMENCEMENT.
- d. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST ISSUED EDITION OF THE EDWARD JONES APPROVED EXHIBIT A INCLUDED WITH THE CONTRACT FOR SERVICES AT TIME OF BID AWARD.
- e. EXHIBIT A IS INTENDED FOR DESIGN INTENT ONLY AND IS NOT AN OFFICIAL CONSTRUCTION DOCUMENT. GENERAL CONTRACTOR (GC) TO OBTAIN ALL NECESSARY PERMIT DRAWINGS AS REQUIRED PER CODE. COST TO BE INCLUDED IN BID IF NEEDED TO OBTAIN PERMITS.
- f. GENERAL CONTRACTOR MUST PROVIDE ALL SUBCONTRACTORS ALL 6 PAGES AT TIME OF BID AND/OR PRIOR TO ANY CONSTRUCTION.
- g. ALL EXISTING ITEMS TO REMAIN IN BRANCH (AS SHOWN ON PLANS) MUST BE IN GOOD WORKING ORDER AND CONDITION, AND FREE OF MAJOR DEFECTS.
- h. ALL NEW INTERIOR HALLWAYS TO BE NO LESS THAN 4'-0" WIDE, UNLESS OTHERWISE REQUIRED BY CODE OR NOTED ON PAGE 2 OF 6.
- i. EDWARD JONES' INSTALLERS MUST BE NOTIFIED OF ANY CHANGES IN PLACEMENT OF EQUIPMENT, PHONES, OUTLETS, OR FURNITURE. EDWARD JONES HAS AN ESTABLISHED RELATIONSHIP WITH NATIONAL VENDORS FOR FLOORING, PAINT, SIGNAGE, AND LOW VOLTAGE WIRING.
- j. FURNITURE, EQUIPMENT, FIRE EXTINGUISHERS, BOTTLED WATER COOLER (IF REQUIRED BY CODE), PHONE AND DATA WIRING & ALL TERMINATIONS TO BE PROVIDED BY THE TENANT.
- k. THE SPACE SHOULD BE CLEANED AFTER CONSTRUCTION, PLEASE SEE FLOORING SPECIFICATIONS FOR CARPET AND TILE INSTRUCTIONS.
- l. WARRANTY DOCUMENTS SHALL BE PROVIDED TO THE BRANCH FACILITIES ONCE CONSTRUCTION IS COMPLETE.
- m. UPON PROJECT COMPLETION, CLOSE OUT DOCUMENTS TO BE SUBMITTED WITH FINAL INVOICE INCLUDE: CONSTRUCTION DOCUMENTS, APPROVED CHANGE ORDERS, CERTIFICATE OF OCCUPANCY, UEN WAIVER, FINAL PHOTOS OF SPACE, COMPLETED PUNCH LIST WITH ALL OUTSTANDING ITEMS COMPLETED, AND AN AIR BALANCE REPORT.

## INTERIOR CONSTRUCTION SPECIFICATIONS

1. DEMOLITION AND REMOVE FROM THE SITE ALL DEBRIS FROM THE AREAS AS SHOWN ON EXHIBIT A. LEAVE SPACE FREE OF ALL CONSTRUCTION DEBRIS.
  - a. REMOVE EXISTING FINISHES ONLY IN AREAS THAT ARE TO RECEIVE NEW FINISHES PER THE FINISH SCHEDULE SHOWN ON PAGE 3. ROOMS LISTED "NIC" SHALL REMAIN AS-IS UNLESS OTHERWISE NOTED ON FLOOR PLAN.
  - b. LEAVE AND/OR PREPARE FLOOR TO ACCEPT NEW GUE DOWN FLOORING PER FINISH SCHEDULE. SURFACES THAT ARE TO ACCEPT NEW FLOORING ARE TO BE FREE OF ALL DEBRIS AND/OR RESINOUS DEPOSITS. FILL ALL FLOOR CUTS REMAINING FROM ANY PLUMBING OR OTHER TERMINATION WITH CONCRETE. DEMO ALL FLOOR OUTLETS AND PATCH AS REQUIRED. IF FLOOR HVAC VENTS ARE PRESENT IN A WALKWAY, PLEASE CONTACT DESIGNER FOR RELOCATION INSTRUCTIONS.
2. PARTITIONS
  - a. ALL NEW WALLS WILL BE CONSTRUCTED OF 3/5/8" METAL STUDS AT 16" O.C. (WOOD STUDS ACCEPTABLE IF APPROVED BY CODE) AND 5/8" DRYWALL MINIMUM, OR MATCH EXISTING TO REMAIN.
  - b. ALL NEW AND EXISTING WALLS SHALL BE TAPED AND SMOOTH, READY FOR PAINT.
  - c. ALL DEMISING WALLS TO BE BUILT TO DECK STRUCTURE ABOVE, SEALING ALL PENETRATIONS AS REQUIRED. IF PROPERTY UTILIZES A PLENUM RETURN FOR ENTIRE BUILDING, IT IS REQUIRED TO TAKE DEMISING WALLS TO HEIGHT OF ADJACENT TENANT'S WALLS AND INSTALL SECURITY FENCING FROM TOP OF WALL TO DECK TO PROVIDE A SECURE DEMISING WALL.
  1. VERIFY DEMISING WALLS ARE INSULATED AND EXTEND TO DECK; EXTEND AND PROVIDE INSULATION AS REQUIRED.
  2. PROVIDE AND INSTALL SOUND BATT INSULATION ABOVE CEILING ALONG NEW DEMISING PARTITION. IF ADJACENT TENANT IS A RESTAURANT OR MAIL SALON CAULK ALL OUTLETS AND PENETRATIONS AS WELL AS FLOOR LINE AND CONNECTION AT DECK TO AVOID SHELL TRANSFERENCE.
  3. FINISH DEMISING WALL ON BOTH SIDES ONLY IF REQUIRED BY CODE, OR IF NOTED OTHERWISE ON PLANS. IT IS CONTRACTOR'S RESPONSIBILITY TO CONFIRM IF THIS IS REQUIRED DURING THE BIDDING PROCESS.
  - d. A MINIMUM OF 3" SOUND BATT INSULATION SHALL BE INSTALLED IN PARTITIONS AS INDICATED ON EXHIBIT A BETWEEN STUDS AND ABOVE CEILING WHERE THE WALL AND WASHROOM WALLS ARE TO BE FITTED, USE BLOW-IN INSULATION. FA OFFICE AND BETWEEN STUDS.
  - e. PROVIDE RUBBER MOLD/BREAK METAL AT WINDOW MULLION, CAULK ALL SEAMS. ALL WALLS

## THAT END AT EXTERIOR WALLS OR MULLIONS TO INCLUDE SOUND CAULK AND RUBBER GASKET AT POINT OF CONNECTION.

3. CEILING (UNLESS BUILDING STANDARD APPLIES)
  - a. CEILING IS TO BE FREE FROM STAINS AND DIRT. IF INSTALLING NEW, PROVIDE AND INSTALL 2" X 4" COMMERCIAL GRADE GRID AND ACOUSTICAL CEILING TILES. MATCH BUILDING STANDARD WHERE APPLICABLE. STANDARD HEIGHT FOR NEW CEILING TO BE 9'-0", UNLESS NOTED ON PLANS.
  - b. NEW CEILING TO MATCH EXISTING TO REMAIN UNLESS NOTED OTHERWISE ON THE PLANS.
  - c. ACOUSTICAL CEILING: TILES TO BE FREE FROM CHIPS AND BREAKS; ALL TILES TO BE SAME COLOR AND STYLE. PAINT WHITE IF EXISTING IS IN POOR CONDITION OR A COLOR OTHER THAN WHITE. REPLACE AS REQUIRED. TILES SHOULD BE A STANDARD COMMERCIAL GRADE ACOUSTICAL TILE. CONTIGUOUS AREAS MUST HAVE MATCHING TILE.
  - d. DRYWALL CEILING: TO BE LEVEL, HAVE AN EVEN TEXTURE (MATCH EXISTING WHERE APPLICABLE), AND BE PAINTED WHITE (SEE PAINT SPEC).
  - e. INSTALLATION OF CEILING GRID AND COMPONENT TO COMPLETELY WITH ALL CODES AS REQUIRED.
  - f. PROVIDE AND INSTALL 3" SOUND BATT INSULATION ABOVE CEILING IN ROOM 102.
4. RESTROOM/WASHROOM & PLUMBING (UNLESS COMMON FACILITIES PRESENT)
  - a. PROVIDE AND INSTALL RESTROOM LAYOUT AND FIXTURES AS SHOWN ON EXHIBIT A. WASHROOM TO BE BARRIER FREE/HANDICAP ACCESSIBLE AS REQUIRED BY CODE OR AS SHOWN ON PLANS. G.C. TO ADHERE TO ANY CODES, WHICH MIGHT REQUIRE MODIFICATION OF EXISTING RESTROOM NOT SHOWN ON PLANS.
  - b. RESTROOM TO HAVE (1) OF EACH OF THE FOLLOWING: TOILET, LAVATORY, WATER HEATER (DEDICATED TO EDU SPACE), GRAB BARS, TOILET PAPER HOLDER, PAPER TOWEL DISPENSER, SOAP DISPENSER AND MIRROR. PROVIDE AND INSTALL ANY OTHER ACCESSORY AS NOTED ON PLANS OR REQUIRED BY CODE.
  - c. EXISTING RESTROOM/WASHROOM FIXTURES TO REMAIN TO BE IN GOOD CONDITION. (I.E. IN GOOD OPERATION AND FREE OF STAINS OR CRACKS). CLEAN AND RESET FIXTURES AS REQUIRED.
  - d. LAVATORY SINK(S) (ONLY IF SHOWN ON PAGES 2 & 3) TO HAVE HOT AND COLD-WATER SERVICE. IF UNABLE TO INSTALL WATER HEATER ABOVE CEILING, INSTALL INSTA-HOT UNDER SINK.
  - e. PROVIDE AND INSTALL EXHAUST FAN WITH ADEQUATE DUCTING AND SWITCHING AS REQUIRED.
  - f. PROVIDE AND INSTALL BARRIER-FREE UNDER-SINK PIPE PROTECTIVE COVER UNDER SINK IN 105 AS REQUIRED BY LOCAL CODE.
  - g. ANY TRENCH OR GRAVEL AREAS TO BE POURED IN PLACE AFTER LOCATION OF RESTROOM.
5. FIRE PROTECTION
  - a. PROVIDE AND INSTALL NEW SPRINKLER SYSTEM ONLY AS REQUIRED BY CODE. IF EXISTING, MODIFY SPRINKLER LAYOUT AS REQUIRED PER CODE. INCLUDE NECESSARY PERMITS AND INSPECTIONS. HEADS MUST BE CENTERED IN TILE.
  - b. PROVIDE APPROPRIATE COVERAGE OF HEADS FOR PARTITION LAYOUT AS REQUIRED BY CODE PER PARTITION LAYOUT AS SHOWN ON PAGES 2 & 3. QUANTITY AND LOCATION OF HEAD TO COMPLY WITH APPLICABLE CODES.
  - c. PROVIDE/MODIFY FIRE ALARM SYSTEM IF REQUIRED BY LOCAL CODE.
  - d. PROVIDE DESCRIPTION OF ANY LIFE SAFETY SYSTEM PROVIDED IN BUILDING AND ITS OPERATION.
  - e. PROVIDE AND INSTALL SMOKE DETECTORS AS REQUIRED BY CODE.
6. HVAC (UNLESS SHARED SYSTEM PRESENT)
  - a. SYSTEM TO BE FULLY OPERATIONAL, IN GOOD CONDITION AND PROPERLY BALANCED UPON COMPLETION OF WORK. BALANCE BOTH HEATING AND COOLING. SYSTEM TO BE DEDICATED TO EDU SPACE.
    - \* HVAC BALANCE SHEET MUST BE SUBMITTED WITH INVOICE AT PROJECT COMPLETION, AND PROPERLY FUNCTIONING. LOCATION TO BE REVERSED AS NECESSARY PER NEW PARTITION LAYOUT. VERIFY THAT ALL ROOMS IN EDWARD JONES SPACE AS SHOWN ON PAGES 2 & 3 HAVE A MINIMUM OF (1) RETURN AND (1) SUPPLY GRILLE AND MEET TEMPERATURE REQUIREMENTS TO ENSURE A COMFORTABLE WORKING ENVIRONMENT.
    - c. IF SPACE IS BEING SUBDIVIDED, EDWARD JONES SPACE TO BE SEPARATELY CONTROLLED--SHARING OF THERMOSTAT WITH ADJACENT SPACES IS NOT ACCEPTABLE UNLESS IT IS AN OFFICE BUILDING THAT UTILIZES A PLENUM RETURN. IF SHARED SYSTEM EXISTS, THERMOSTAT MUST NOT BE LOCATED WITHIN EDWARD JONES LEASED SPACE.
    - d. VERIFY THERMOSTAT IS LOCATED IN AN ACCESSIBLE AREA OF THE SPACE AS SHOWN ON FLOOR PLAN (TYPICALLY IN ROOM 101 OR 103).
    - e. PROVIDE AND INSTALL A NEW WHITE-RODERS 7-DAY PROGRAMMABLE THERMOSTAT, UNLESS OTHERWISE NOTED ON PLANS. PROVIDE APPROPRIATE STAT FOR UNIT SIZE AND TYPE. THERMOSTAT FOR M-F 8-5 HOURS OF OPERATION. LEAVE INSTRUCTIONS TAPED TO THERMOSTAT FOR FUTURE REFERENCE.
    - f. HVAC SYSTEM SHOULD BE ABLE TO MAINTAIN 75 DEGREE F SUMMER AND 70 DEGREE F WINTER TEMPERATURES IN ACCORDANCE WITH THE ASHRAE DESIGN STANDARDS APPLICABLE TO THIS LOCATION. IF NECESSARY, A FORMAL INSPECTION TO VERIFY EQUIPMENT CONDITION SHOULD BE DONE.
    - g. EDWARD JONES BOC (AS SHOWN ON PAGES 2 & 3) REQUIRES VENTILATION. INSTALL A SUPPLY AND RETURN GRILLE IN BOC ROOM (USUALLY ROOM 104) OR AREA IT IS LOCATED IN, TO MAINTAIN CONSTANT TEMPERATURE REQUIRED.
7. LIGHTING (UNLESS BUILDING STANDARD APPLIES)
  - a. PROVIDE AND INSTALL COMMERCIAL GRADE 2X4 LIGHT FIXTURES, 4 LAMP FIXTURES PREFERRED (W/ E28BX15/3X30CO LAMPS AND GE ULTRAMAX BALLAST OR EQUIVALENT) AT ONE FIXTURE PER EVERY 75 USABLE SF, IN PLACE SO AS TO ACCOMMODATE MINIMUM 60

## FOOTCANDLES AT DECK LOCATIONS.

- b. ALL NEW AND EXISTING LIGHTING SHOULD BE FULLY OPERATIONAL AND IN GOOD CONDITION.
  - c. EXIT AND/OR EMERGENCY LIGHTING TO BE INSTALLED AS REQUIRED PER CODE.
  - d. A SWITCH SHOULD OCCUR AT MAIN ENTRANCE AND WHEED TO OPERATE LIGHTING IN 101 AND PASSAGE 103 AS SHOWN ON PLAN, UNLESS EXISTING. IF SPACE HAS MORE THAN ONE EGRESS DOOR, SWITCH SHOULD BE 3-WAY TO OPERATE AT BOTH ENTRANCES.
  - e. PROVIDE AND INSTALL EXIT LIGHTING AT EGRESS DOORS AS REQUIRED BY CODE.
  - f. AT ALL LOCATIONS WHERE EXISTING FIXTURES ARE TO BE RELAMPED, INSTALL SYLVANIA T8 OCTRON F028/830/XP/SS/ECCO3 LAMPS OR THE EQUIVALENT F28T8/JUMK/ECCO LAMPS WITH GE ULTRAMAX BALLAST. IF IT IS MORE COST EFFECTIVE TO INSTALL NEW FIXTURES PLEASE PRICE NEW FIXTURE OPTION.
  - g. IF EXISTING, VERIFY THAT ALL LENSES AND LAMPS ARE CONSISTENT IN COLOR. LENSES TO BE FREE OF ANY VISIBLE DAMAGE, STAINS, OR DISCOLORATION OF ANY KIND.
  - h. IN ROOMS 101 AND 103, HARD WIRE ONE LIGHT FIXTURE TO REMAIN ON AT ALL TIMES IF NOTED IN SITE SPECIFIC NOTES ON PAGE 2 OF 6. LIGHTS TO BE ORIENTED TO ALLOW ILLUMINATION OF INTERIOR COMMON AREAS FROM EXTERIOR DURING EVENING HOURS. (THIS ITEM TO BE ADJUSTED IN TITLE 24 REGIONS TO MEET LOCAL ENERGY REQUIREMENTS). SEE CONTRACTOR'S NOTES ON PAGE 2 OF 6.
  - i. PROVIDE AND INSTALL (1) COMMERCIAL 6" RECESSED SPOTLIGHT W/ WHITE ADJUSTABLE EXTERNAL TRIM KIT UTILIZING AN ENERGY SAVING BULB TO BE INSTALLED IN CEILING 5'-0" AWAY FROM WALL AND CENTERED ON PARTITION ABOVE INTERIOR LOGO IN 101 AS SHOWN IN EXHIBIT A. PROVIDE A SEPARATE SWITCH FOR SPOTLIGHT; SWITCH TO BE INSTALLED AT ENTRY DOOR UNLESS OTHERWISE SHOWN ON PLAN.
  1. IF CEILING IS HIGHER THAN 10'-0", CONTACT DESIGNER FOR ALTERNATE SOLUTION.
8. DOORS (UNLESS BUILDING STANDARD APPLIES; SEE SHEET 2 FOR PAINT/STAIN INSTRUCTIONS)
    - a. DOORS (BOTH INTERIOR AND EXTERIOR) AND OTHER WOODWORK SHOULD BE STAINED OR PAINTED TO MATCH EXISTING BUILDING STANDARD. IF NO STANDARD IS ESTABLISHED, USE SHERWIN WILLIAMS PAINT AS LISTED IN THIS DOCUMENT. FINISHED DOOR WILL BE FREE FROM UNWENEN COLOR, DRIPS OR RUNS. ALL DOOR EDGES, INCLUDING TOP AND BOTTOM, TO BE FINISHED.
    - b. ALL DOORS TO BE INSTALLED CLEAR OF ANY OBSTRUCTIONS.
    - c. REUSE/RELOCATE EXISTING DOORS AS NOTED ON PLANS. ANY EXISTING DOORS BEING APPROVED FOR REUSE BY EDWARD JONES' DESIGNER. ANY NEW DOORS REQUIRED SHOULD MATCH EXISTING HEIGHT AND STYLE OF REUSED DOORS. DOORS CAN NOT BE UNDERCUT FOR ANY REASON. THE MAXIMUM GAP ALLOWED IS 1/4".
    - d. ALL DOORS TO HAVE WALL OR FLOOR MOUNTED STOPS, CONSISTENT WITH THE REST OF THE SPACE.
  9. EXTERIOR DOORS:
    1. ALL DOOR(S) TO THE EXTERIOR AND BUILDING COMMON SPACES MUST HAVE CLOSERS AND DEADBOLTS WITH THUMB-TURN ON OCCUPIED SIDE UNLESS CODE WILL NOT ALLOW.
    2. AT REAR DOORS LEADING TO THE EXTERIOR, PROVIDE AND INSTALL INSULATED METAL DOOR WITH METAL PRY PLATES, CYLINDER GUARD, AT LEAST ONE SECURITY HINGE WITH NON-REMOVABLE PIN (MCKINNEY TA2314 OR APPROVED EQUAL) AND PEEPHOLE INSTALLED AT 5'-0" A.F.F. WHERE DEADBOLTS ARE NOT ALLOWED BY CODE. INSTALL PHOENIX DOUBLE DEFENDER QUICK RELEASE DOOR SECURITY BAR, SERIES DD-DR (UL LISTED PANIC HARDWARE 2N43). CALL 913-723-3203 FOR LOCAL RETAILER.
    3. SUITE ENTRY DOOR(S) SHALL HAVE EXISTING OPERABLE CLOSER(S) OR RECEIVE NEW CLOSER(S). INSTALL METAL PRY PLATES AT ALL TENANT ENTRY DOORS, COORDINATE WITH UID PRIOR TO INSTALLATION.
  1. INTERIOR DOORS:
    1. NEW INTERIOR DOOR(S) TO BE NO LESS THAN 3'-0" FEET WIDE UNLESS NOTED OTHERWISE.
    2. ALL NEW INTERIOR WOOD DOOR(S) SHOULD MATCH EXISTING WOOD DOOR HEIGHT AND STYLE, IF APPLICABLE.
    3. PROVIDE AND INSTALL 6"-8" WOOD, SOLID CORE SIX (6) PANEL, PAINT-GRADE PRE-HUNG DOORS WITH WOOD FRAME AND TRIM ARE PREFERRED IN THE EVENT THERE IS NO EXISTING STANDARD TO MATCH. DOORS FOR ROOMS 102, 104, 105 AND 106 MUST BE SOLID CORE. REMAINING ROOMS TO BE HOLLOW CORE UNLESS NOTED OTHERWISE ON PLANS. REPLACE AS REQUIRED.
    4. DOORS AND FRAMES TO BE PAINTED WHITE UNLESS NOTED OTHERWISE ON PLANS. SEE PAINT SPECIFICATIONS, THIS DOCUMENT.
    5. ALL NEW HARDWARE TO BE A HANDICAP ACCESSIBLE LEVER STYLE. PROVIDE NEW PASSAGE HARDWARE FOR NEW DOOR(S) TO MATCH EXISTING. IN THE EVENT THAT THE OWNER HAS ESTABLISHED NO STANDARD FINISH, BRUSHED NICKEL IS PREFERRED.
    6. IF RESTROOM/WASHROOM IS IN EDU OCCUPIED SPACE, PROVIDE AND INSTALL PRIVACY LOCKSET AND CLOSER.
    7. PROVIDE AND INSTALL STOREROOM LOCKSET AND CLOSER IN EQUIPMENT/SUPPLY 104.

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EXHIBIT A  
SHEET 4 of 6