

**400 TRYON STREET
TENANT CONSTRUCTION**

Instructions and general rules

- Prior to the commencement of construction, the Landlord must approve and sign-off on blue print drawings of the proposed tenant build-out.
- Tenant should supply Landlord with a list of chosen contractors. Contractors are subject to approval by Landlord.
- Any work affecting either the Fire Alarm or the building Energy Management system must be coordinated through the Management Office.
- Lighting installation must comply with building standard fixture and bulb specifications unless otherwise approved.
- Keys and locks must be ordered through the Management Office in order to coordinate with the building master key system.
- All contractors working in 400 South Tryon must provide the Landlord with a Certificate of Insurance which lists the Owner and Manager as additional insured. The certificate must read as follows:
Additional insured: 400 South Tryon Street Investors, LLC. and Spectrum Properties Management Company, as agent for owner. (Address: 400 S. Tryon Street, Suite M-7, Charlotte, N.C. 28285)
- The loading dock is available Monday through Friday from 6:00 am to 5:00 pm on a first come, first served basis. For use after business hours and on weekends a reservation must be made through the Management Office (Telephone – 704-333-6661)
- Nighttime deliveries and trash removal is preferred.
- Passenger elevators are not to be used for the moving of equipment and / or conveyors. These types of deliveries must be completed using the freight elevator.

Please note that the Rules and Regulation governing the activities of Contractors and Vendors can be found under the “Vendor / Contractor” link.