



GATEWAY
BUSINESS CENTER

Owner's Work Letter for Office Space

*The base rent rate quoted in this proposal includes the following scope of work.
Please review these terms carefully because there is no such thing as a "standard" work letter.*

Design Services

- Owner provides interior design assistance at no cost to Tenant.
- Design services include office floor plan and selection of paint colors and flooring materials.
- Services do not include open plan partition design, selection of furnishings, or selection of office equipment.

Walls and Partitions

- Tenant receives fifty (50) linear feet of partition wall per 1,000 square feet of space.
- Demising walls between different Tenant spaces will be full height insulated one-hour fire separation using six inch steel studs and 5/8" drywall.
- Interior tenant partitions will be 3 5/8" steel studs with 5/8" 24" center drywall on each side built to the underside of the ceiling.

Ceilings and Light Fixtures

- Ceilings will be 2' x 4' second look lay-in tile with a reveal suspended acoustical ceiling tile on an exposed metal grid at nine feet above finished floor.
- Tenant receives one lighting fixture per 100 square feet of finished office space.
- Light fixtures will be recessed 2'x4' T-8 fluorescent with standard 18 cell parabolic diffusers

Flooring

- Six (6) inch non-reinforced concrete floor.
- Carpet will be 28 oz solution dyed nylon cut loop carpeting glued down with vinyl base in the office area, hallway, and conference rooms.
- Vinyl composition tile will be 12" x 12" x 1/8" thick with vinyl base in the washroom, break room and entrance area.

Painting:

- All drywall surfaces will be painted with one latex primer coat and one latex finish coat.
- Tenant receives one color per wall and two colors total for the office.

Doors and Hardware

- Entrance doors will be 3' x 8' double aluminum single swing doors (total opening six feet) with full glass panel.
- Interior tenant doors will be 1 3/4" x 3' 0" x 7'0" solid core oak veneer with two coats of polyurethane finish inside hollow metal knockdown frames with Schlage "A" series or equal door hardware.
- Tenant receives one interior door per 350 square feet of finished office space

Cabinetry

- Tenant receives eight linear feet of upper and lower cabinets with plastic laminate counter top for kitchen or break room, or conference room.
- Tenant is responsible for custom work including reception desks and other cabinetry.

Electrical Service

- Each Tenant space will receive a distribution panel with capacity of 9.0 watts per square foot sufficient to provide 3.0 watts per rentable square foot for lighting, 3.0 watts per rentable square foot at 120 volts for power distribution, and 3.0 watts per rentable square foot for Heating, Ventilation, and Air Conditioning.
- One 20 amp 120 volt receptacle will be provided for every 100 sf of finished office space.
- One switch will be provided for every 200 sf of finished office space.
- Special power requirements for computer systems, telephone equipment, copiers, isolated grounds, etc. are not included.

Heating, Ventilation, and Air Conditioning (HVAC)

- Owner provides gas fired roof top units with economizers and programmable thermostats designed to maintain the following conditions with (i) a maximum density factor of one person per 200 square feet, and (ii) the electrical distribution provided:
 - Winter 70 degrees with a dry bulb of +/- 2 degrees
 - Summer 74 degrees with a dry bulb of +/- 2 degrees
- Each washroom receives a ventilation fan.
- Cooling requirements for computer server room and other special uses are not included.

Plumbing, Toilet Fixtures, and Washroom Finishes

- Owner provides ADA compliant washrooms sufficient in size for the office area.
- One single bowl stainless steel sink is provided for the break room or kitchen.
- Washroom flooring is ceramic tile with 6 inch tile base

Fire Protection

- The office has fire protection that meets ordinary hazard class one

Any work performed outside the scope of this letter will be the responsibility of the Tenant.