



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.*

Walls and Partitions

- Tenant receives fifty (50) linear feet of partition wall per 3,000 sq ft 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 sq ft of finished office space.
- Light fixtures will be recessed 2' x 4' LED lights.

Flooring

- Six (6) inch non-reinforced concrete floor.
- Vinyl laminate with vinyl base in the washrooms, break room and entrance area as well as offices. No flooring to be installed in mechanical rooms or warehouse areas.

Painting

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

Doors and Hardware

- Interior tenant doors will be 1 3/4" x 3' 0" x 7' 0" hollow core pre finished.

Electrical Service

- Each Tenant space will receive a distribution panel 200 amp and plugs and switches to code.

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 sq ft, 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 complaint washrooms sufficient in size for the office area per code.

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.*