



# Memorandum

**TO: ALL TENANTS OF THE MARKHAM PORTFOLIO**

- 11 Allstate Parkway
- 15 Allstate Parkway
- 19 Allstate Parkway
- 27 Allstate Parkway
- 60 Columbia Way
- 140 Allstate Parkway
- 600 Cochrane Drive
- 625 Cochrane Drive
- 675 Cochrane Drive
- 1725 16<sup>th</sup> Avenue

**FROM:** Anabela Domingos

**DATE:** March 11, 2010

**RE: TENANT CONTRACTOR CHECKLIST**

GWL Realty Advisors Inc. is responsible for ensuring the safety and welfare of employees and the public. In addition to this we are also responsible for ensuring that our business practices follow protocols which protect the environment.

Tougher regulations, director's liability and an ever-growing awareness of the cost of poor management has resulted in a number of procedural changes at GWL Realty Advisors.

We have engaged RiskCheck to assist us in risk management by confirming that we are conforming to legal compliancy issues including Health & Safety Regulations, Fire Life Safety, Green Initiatives and Environmental Regulations.

The enclosed "Contractor Checklist" is just one component which we are adapting to ensure that all tenants and ourselves are compliant.

The intent of this document is to confirm that anyone accessing and working within GWL-managed buildings are compliant with regulatory requirements and utilize best practices.

Effective April 1<sup>st</sup>, 2010, this "Checklist" is to be presented to the Property Manager in conjunction with the required supporting documentation 24 hours before work commences. We suggest that you obtain our approval before engaging and committing to their services.

Examples of contractors obligated to present the necessary documentation are as follows:

- Carpet/furniture cleaning contractors
- Coffee machine suppliers and installers
- Vending machine vendors
- IT/voice data providers and technicians
- Furniture installers/movers
- Plant care
- Signage companies
- Locksmith

It is not meant to be enforced on construction related contractors as we have an extensive qualification process which must be adhered to and can be obtained by contacting our Project Manager, Construction Services (Rob MacDonald) at (905) 475-6425.

Examples of contractors obligated to complete and submit information under the extensive pre-qualification program are as follows:

- Painters
- Electricians
- Plumbers
- General Contractors
- Mechanical Contractors
- Security

If you have any questions or concerns please do not hesitate to contact us at (905) 475-7250.

Sincerely,



Anabela Domingos  
Property Manager