

Office Building Rules and Regulations

Rules and Regulations are contained within each Lease document. Certain leases may have additional or different Rules and Regulations more applicable to the type or location of the business. The following information is presented as general information, and is not intended to supersede more stringent policies, which may be included within actual lease documents.

1. The sidewalks, halls, passages, exits, entrances, elevators and stairways of the Building shall not be obstructed by any of the tenants or used by them for any purpose other than for ingress to and egress from their respective Premises. The halls, passages, exits, entrances, elevators and stairways are not for the general public and Property Manager shall retain the right to control and prevent access thereto of all persons whose presence, in the judgment of the Property Manager, would be prejudicial to the safety, character, reputation and interest of the Building and its tenants. Nothing herein contained shall be construed to prevent such access to persons with whom any tenant normally deals in the ordinary course of its business, unless such persons are engaged in illegal activities. No tenant and no employee or invitee of any tenant shall go upon the roof of the Building. Property Manager shall have the right at any time without the same constituting an actual or constructive eviction and without incurring any liability to Tenant therefore to change the arrangement and/or location of entrances or passageways, doors to doorways, corridors, elevators, stairs, toilets or other common areas of the Building
2. No sign, placard, picture, name, advertisement or notice visible from the exterior of any tenant's Premises shall be inscribed, painted, affixed or otherwise displayed by any tenant on any part of the Building without the prior written consent of Property Manager. Property Manager will adopt and furnish to tenants general guidelines relating to signs inside the Building. Tenant agrees to conform to such guidelines. All approved signs or lettering on doors shall be printed, painted, affixed or inscribed at the expense of Tenant by a person approved by Property Manager. Material visible from outside the Building will not be permitted.
3. The Premises shall not be used for the storage of merchandise held for sale to the general public for lodging. No cooking shall be done or permitted on the Premises, The use of microwave or heating ovens or toasters is prohibited.
4. No tenant shall employ any person or personal other than the janitor of Property Manager for the purpose of cleaning its Premises. No person or persons other than those approved by Property Manager or Landlord shall be permitted to enter the Building for the purpose of cleaning the same. No tenant shall cause any unnecessary labor by reason of such tenant's carelessness or indifference in the preservation of good order and cleanliness. Property Manager shall not be responsible to any tenant for any loss of property on the Premises, occurring, or for any damage done to the effects of any tenant by the janitor or any other employee or other persons.
5. Property Manager will furnish each tenant free of charge with one key to the Building and one key to each door lock provided in the Premises by Property Manager. Property Manager may make a reasonable charge for any additional keys. No tenant shall have any such keys copied or any keys made. No tenant shall alter any lock or install a new or additional lock or any bolt on any door of its Premises. Each tenant, upon termination of its lease, shall deliver to Property Manager all keys to doors in the Building.
6. Property Manager shall designate appropriate entrances for deliveries or other movement to or from the Premises of equipment, materials, supplies, furniture or other property, and Tenant shall not use any other entrances for such purposes. All persons employed and means or methods used to move equipment, materials, supplies, furniture or other property in or out of the Building must be approved by Property Manager prior to any such movement. Property Manager shall have the right to prescribe the maximum weight, size and position of all equipment, materials, furniture or other property brought into the Building. Heavy objects shall, if considered necessary by Property Manager, stand on a platform of such thickness as is necessary to properly distribute the weight. Property Manager will not be responsible for loss of or damage to any such property from any case and all damage done to the Building by moving or maintaining such property shall be repaired at the expense of Tenant.

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7. No tenant shall use or keep in the Premises or the Building any kerosene, gasoline, inflammable or combustible fluid or material other than limited quantities reasonably necessary for the operation or maintenance of office equipment. No tenant shall use any method of heating or air conditioning other than that supplied by Property Manager. No tenant shall use or keep any foul or noxious gas or substance in the Premises. No Tenant shall permit or suffer the Premises to be occupied or used in a manner offensive or objectionable to Property Manager or other occupants of the Building by reason of noise, odors or vibrations. No Tenant should interfere in any way with other tenants or those having business in the Building, nor shall any animals or birds be brought or kept in the Premises of the Building, except for seeing-eye dogs.
8. Property Manager shall have the right, excusable without notice and without liability to any tenant, to change the name or street address of the Building.
9. Property Manager reserves the right to exclude from the Building between the hours of 6 P.M. and 7 A.M., and at all hours on Saturdays, Sundays and legal holidays, all persons who do not present identification acceptable to Property Manager. Property Manager shall in no case be liable for damages for any error with regard to the admission to or expulsion from the Building of any person. In the case of invasion, mob, riot, public excitement or other circumstances rendering such action advisable in Property Manager's opinion, Property Manager reserves the right to prevent access to the Building by such action as Property Manager may deem appropriate, including closing the doors.
10. No curtains, draperies, blinds, shutter, shades, screens or other coverings, hangings, or decorations shall be attached to, hung or placed in, or used in connection with any window of the Building without the proper written consent of Property Manager. Tenant shall keep window coverings closed when the effect of sunlight (or the lack thereof) would impose unnecessary loads on the Building's heating or air conditioning systems.
11. Tenant shall not purchase water, ice, coffee, soft drinks, towels, or other merchandise or services from any company or person whose repeated violation of Building regulations has caused, in Property Manager's opinion, a hazard or nuisance to the Building and/or its occupants.
12. Each tenant shall ensure that the doors of its Premises are closed and locked and that all water faucets, water apparatus and utilities are shut off before Tenant and Tenant's employees leave the Premises so as to prevent waste or damage, and for any default or carelessness in this regard, Tenant shall make good all injuries sustained by other tenants or occupants of the Building or Property Manager. On multiple-tenancy floors, all tenants shall keep the doors to the Building corridors and stairs closed at all times except for ingress and egress.
13. The toilet rooms, toilets, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed. No foreign substance of any kind whatsoever shall be thrown therein and the expense of any breakage, stoppage, or damage resulting from the violation of this rule shall be borne by the tenant, whose employees shall have caused it.
14. No tenant shall sell or permit the sale in the Premises, or use or permit the use of any corridor, sidewalk or mall area adjacent to the Premises for the sale, of newspapers, magazines, periodicals, theatre or travel tickets or any other good or merchandise at retail to the general public in or on the Premises; nor shall any tenant carry on or permit any employee or other person to carry on the business of stenography, typewriting, printing or photocopying or any similar business in or from the Premises for the service or accommodation of occupants of any other portion of the Building. The Premises of any tenant shall not be used for manufacturing of any kind, or any business or activities other than that specifically provided for in such tenant's lease.
15. Unless otherwise explicitly provided in its lease, no Tenant shall install any radio, television or other data transmission antenna, satellite dish, loudspeaker or other device on the roof or exterior walls of

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the Building without Property Manager's prior written consent. No TV, radio or recorder shall be played in such a manner as to cause a nuisance to any other tenant.

16. Tenant will not install any alarm and/or audio/video recording devices of any kind in the common areas. Any alarm and audio/video recording equipment installed shall be limited to the interior of leased/rented premises. Tenant/s further agree not to use or any audio/video recordings in manners that could defame other tenants or expose their business related communications, activities, or trade secrets to others without their mutual or written consent.
17. There shall not be used in any space, or in the public halls of the Building, either by any tenant or others, any hand trucks except those equipped with rubber tires and side guards or such other material handling equipment as Property Manager may approve. The use of any such equipment shall be restricted to the freight elevator. No other vehicles of any kinds shall be brought by any tenant into the Building.
18. Tenant shall handle its newspapers, "office paper," garbage, trash and other waste products in the manner required by applicable law (as the same may be amended from time to time) whether required of Property Manager or otherwise and shall conform to any recycling plan instituted by Property Manager. Property Manager shall have no obligation to accept any waste that is not prepared for collection in accordance with any such requirements. Property Manager reserves the right to require Tenant to arrange for waste collection, at Tenant's sole cost and expense, utilizing a contractor reasonably satisfactory to Property Manager, and to require Tenant to pay all costs, expenses, fines, penalties, or damages that may be imposed on Property Manager or Tenant by reason of Tenant's failure to comply with any such requirements. If Tenant is unable to comply with Property Manager's standard procedures regarding the internal collection, sorting, separation and recycling of waste, then, upon reasonable advance notice to Property Manager, Property Manager shall use reasonable efforts to arrange for alternative procedures for Tenant, provided Tenant shall pay Property Manager all additional costs incurred by Property Manager with respect thereto.
19. All loading and unloading of merchandise, supplies, materials, garage and refuse shall be made only through entryways and elevators and at such times as Property Manager shall designate. The Tenant shall not obstruct or permit the obstruction of any designated loading area and at no time shall Tenant park or allow its officers, agents or employees park vehicles therein except for loading and unloading.
20. Canvassing, soliciting, distribution of handbills or any other written material and peddling in the Building are prohibited, and each tenant shall cooperate to prevent the same.
21. The requirements of tenants will be attended to only upon application in writing at the Management Office. Employees of Property Manager shall not perform any work or do anything outside of their regular duties unless under special instructions from the Property Manager.
22. HVAC maintenance activities that interfere with normal operation or those producing odors and emissions are performed during non-business hours.
23. General contractors are contractually obligated to maintain Material Safety Data Sheets for chemicals stored and used during interior renovation/construction projects by themselves or their subcontractors. Monetary penalties will be charged should the contractor fail to comply.
24. Material Safety Data Sheets will be provided (upon request) to the Management Office.
25. Uses of offensive cleaning and construction materials are limited to non-business hours.
26. Uses of solvent-free maintenance and construction products are required when available.

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27. Contractors are not allowed to collect air samples outside of their leased space without consulting with Engineering, the Management Office or the knowledge and approval of ownership or Property Manager.
28. Tenant shall not construct, maintain, use or operate within the Premises any electrical device, wiring or apparatus in connection with a loudspeaker system (other than an ordinary telephone and paging system) or other sound system, in connection with any excessively bright, changing, flashing, flickering or moving light or lighting device, or in connection with any similar device or system, without Property Manager's prior written consent. Tenant shall not construct, maintain, use or operate any such device or system outside of its Premises or within such Premises so that the same can be heard or seen from outside the Premises. No flashing, neon or search lights shall be used which can be seen outside the Premises. Tenant shall not maintain, use or operate within the Premises any space heater.
29. Except as shown in the Final Construction Drawings, Tenant shall not install or operate in the Premises any electrically operated equipment or machinery (other than standard servers, desk-top office equipment, including desk-top computers and copiers, typewriters, facsimile machines, printers or other similar equipment used in connection with standard office operations) without obtaining the prior written consent of Property Manager. Property Manager may condition such consent upon Tenant's payment of additional rent in compensation for the excess consumption of electricity or other utilities and for the cost of any additional wiring or apparatus that may be occasioned by the operation of such equipment or machinery. Property Manager shall have the right at any time and from time to time to designate the electric service providers for the Building. Tenant shall cooperate with Property Manager and such service providers and shall allow, as reasonably necessary, access to the Building's electric lines, feeders, risers, wiring and any other Building machinery. Tenant shall not install any equipment of any type or nature that will or may necessitate any changes, replacements or additions to, or changes in the use of, the water system, heating system, plumbing system, air conditioning system or electrical system of the Premises or the Building, without obtaining Property Manager's prior written consent, which consent may be granted or withheld in Property Manager's sole and absolute discretion. In no event shall Tenant use or permit the use of any space heaters or similar devices in the Premises. If any machine or equipment of Tenant causes noise or vibration that may be transmitted to such a degree as to be objectionable to Property Manager or any tenant in the Building, then Property Manager shall have the right to install at Tenant's expense vibration eliminators or other devices sufficient to reduce such noise and vibration to a level satisfactory to Property Manager or to require Tenant to do the same.
30. All telephone and telecommunications services desired by Tenant shall be ordered by and utilized at the sole expense of Tenant. Property Manager shall have no responsibility for the maintenance of Tenant's telecommunications equipment (including wiring) nor for any wiring or other infrastructure to which Tenant's telecommunications equipment may be connected. Property Manager shall have the right, upon reasonable prior notice to Tenant (except in the event of an emergency), to interrupt telecommunications facilities as necessary in connection with any repairs or with installation of other telecommunications equipment. Subject to the provisions of the Lease, Tenant shall not utilize any wireless communications equipment (other than usual and customary cellular telephones), including antennae and satellite receiver dishes, at the Premises or the Building, without Property Manager's prior written consent, which may be granted or withheld in Property Manager's sole and absolute discretion.
31. Tenant shall not request Property Manager's employees to perform any work or do anything outside of such employees' regular duties without Property Manager's prior written consent. Tenant's special requirements will be attended to only upon application to Property Manager, and any such special requirements shall be billed to Tenant in accordance with the schedule of charges maintained by Property Manager from time to time or as is agreed upon in writing in advance by Property Manager and Tenant. Tenant shall not employ any of Property Manager's employees for any purpose whatsoever without Property Manager's prior written consent.

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32. Unless otherwise expressly provided in the Lease, Tenant shall not use, occupy or permit any portion of the Premises to be used or occupied for the storage, manufacture, or sale of liquor.
33. Tenant shall comply with all workplace smoking Laws. There shall be no smoking in bathrooms, elevator lobbies and elevators, stairways, or within 50 feet of any entrance.
34. All wiring and cabling installed by Tenant shall be marked and coded, in a manner reasonably acceptable to Property Manager, to identify such facilities as belonging to Tenant and the point of commencement and termination of such facilities. All such cabling and wiring shall, at Property Manager's request, be removed by Tenant upon the expiration or termination of the Lease if required by the terms of the Lease or if applicable governmental agencies require removal of such facilities upon the termination of their use or abandonment.
35. Tenant shall purchase or contract for waxing, rug shampooing, Venetian blind washing, interior glass washing, furniture polishing, janitorial work, removal of any garbage from any dining or eating facility or for towel service in the Premises, only from contractor, companies or persons approved by Property Manager.
36. Tenant shall comply with such regulations concerning the use of parking facilities in the Project as Property Manager or the Declarant under the Declaration of Covenants, Restrictions and Easements affecting the Project may impose from time to time.
37. Property Manager may waive any one or more of these Rules and Regulations for the benefit of any particular tenant or tenants, but no such waiver by Property Manager shall be construed as a waiver of such Rules and Regulations in favor of any other tenant or tenants, nor prevent Property Manager from thereafter enforcing any such Rules and Regulations against any or all of the tenants of the Building.
38. These Rules and Regulations are in addition to and shall not be construed to in any way modify or amend, in whole or in part, the agreements, covenants, conditions and provisions of any lease of Premises in the Building.

Tenant: _____

Date: _____

Tenant: _____

Date: _____