# Tenant Manual

240FOURTH | QuadReal™

**240-4 Ave SW Calgary, AB T2P 4H4**

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## Welcome to 240FOURTH, a building managed by QuadReal Property Group.

Headquartered in Vancouver, Canada, QuadReal Property Group is a global real estate investment, operating and development company. QuadReal manages the real estate and mortgage programs of British Columbia Investment Management Corporation (BCI), one of Canada's largest asset managers with a $171.3 billion portfolio.
QuadReal manages a $44.2 billion portfolio spanning 23 Global Cities across 17 countries. The company seeks to deliver strong investment returns while creating sustainable environments that bring value to the people and communities it serves. Now and for generations to come.

QuadReal: Excellence lives here.

For more information, visit: www.quadreal.com.

### Management Team

| | | |
|---|---|---|
| Keri Cormier | Director, Property Management &General Manager keri.cormier@quadreal.com | 403-202-7522 |
| Ronald Cheung | Assistant Property Manager Ronald.cheung@quadreal.com | 403-202-7910 |
| Thomas Waite | Chief Engineer thomas.waite@quadreal.com | 403-202-7537 |
| Clare Ocampo | Property Administrator clare.ocampo@quadreal.com | 403-202-7548 |
| Simona Berneanu | Tenant Relations Manager simona.berneanu@quadreal.com | 403-202-7559 |
| Andrei Rotundu | Manager, Security&Life Safety andrei.rotundu@quadreal.com | 403-202-7511 |
| Ali Mirza | Security Supervisor ali.mirza@quadreal.com | 403-202-7533 |
| Security Desk | +15 Level 240fourth.security@quadreal.com | 403-237-7050 |

Conference Room Bookings at Jamieson Place:simona.berneanu@quadreal.com

**240FOURTH is managed by:**

**QuadReal Property Group**
**Suite 2810, 308 – 4th Avenue**
**SW Calgary, Alberta T2P 0H7**

**Phone: (403) 202-7555**

**Office Hours: Monday to Friday 8:00 a.m. to 4:30 pm.**
**Security Office (+15 level) hours are – Monday to Friday 8:00 a.m. to 4:00 p.m.**

**If your call is an after-hours emergency, please contact QuadReal CONNECT at 1-877-977-2262**

# Building Fact Sheet

## General Building

| | | | |
|---|---|---|---|
| Address | 240-4th Avenue SW<br>Calgary, AB T2P 4H4 | ***Gross Area*** | 653,909 sf |
| Ownership | bcIMC Realty Corporation,<br>240 Fourth Holdings Inc. | ***Leasable Office***<br>***Leasable Retail*** | 647,444 sf<br>6,465 sf |
| Base Building Electrical | 600 Volt incoming<br>Lighting 120 volt | ***Parking***<br>***-Ratio***<br>***-Rate*** | 1:3,400 leasable sf<br>$500/month random<br>$590/month reserved |
| Base Building Mechanical | Compartmental unit VAV system with perimeter hot water heaters | | |
| Building Construction | Reinforced concrte with granite cladding | ***Year of Completion*** | 1988 |
| | | ***HVAC – Hours of Operation*** | 6:00 A.M. to 6:00 P.M. – Weekdays<br>By request - Weekends |
| | | ***Security – Hours of Operation*** | 24 hours manned |
| | | ***Number of Floors*** | 32(including mechanical floor) |

## Typical Floor

| | | | |
|---|---|---|---|
| Average Floor Plate | 23000 sf | ***Floor Loading*** | 100lbs. per square foot |
| Ceiling Height | 9 feet (12 feet slab to slab) | ***Construction*** | Reinforced concrete |
| Ceiling Grid | 2.0 ft x 2.0 ft. | ***Crossover Floors*** | 2,7,10,14,17, (elevator), 22, 27 & 31 |
| Core Depths | 41 feet | ***Garage Clear Height*** | Parkade - 6'3"<br>Loading Dock - 13'6" |
| Windows | Thermopane/Aluminum frames tinted | | |

## Building Systems

| | | | |
|---|---|---|---|
| Passenger Elevators | 12 elevators: 6 low-rise, 6 hi-rise<br>2 parkade shuttles | ***Fibre Optic Service*** | Available from a number of providers |
| Service Elevators | P2 to 31st floor | ***Life Safety System*** | Automated system, fully sprinklered |
| HVAC System | Compartmental unit VAV system | ***Humidification*** | Spray media at make-up air unit |
| Electrical Design Capacity | To suit tenant requirements<br>5 watts per sf | ***Security System*** | Card access – 24 hour manned Closed circuit TV |
| Lighting | 2'x4' fluorescent fixtures – 120 volt | ***After Hours HVAC - capabilities*** | Flexible |
| | | ***Supplemental Cooling System (2015)*** | 3 ton/floor capacity |

# Building Hours

240FOURTH is open to the public during the following times:

| | |
|---|---|
| Monday to Friday: | 6:00 am to 6:00 pm |
| Saturday, Sunday and Holidays: | Closed |

After-hours access is through the SW entrance using your building access card.

# +15 Access

Monday to Friday: 5:00 am to 9:00 pm
Saturdays, Sundays and Holidays: closed

For access to 240FOURTH without a building access card, please use the SW entrance door on the main floor.

# Amenities

### Conference Centre and Tenant Lounge

The 240FOURTH Conference Centre is used by tenants of 240FOURTH for business purposes. Tenants may book functions up to 6 months in advance and with a minimum of 48 hours notice. The space features two rooms that can be combined into one spacious room. The rooms are separated by a soundproof operable wall. Both rooms have state-of-the-art audio-visual equipment, access to internet, as well as video and teleconferencing capabilities and can accommodate up to 158 people in different room configurations. There is also an 8-person separate boardroom and a bonus break-out room.

The accompanying Tenant Lounge provides a comfortable place to hold informal meetings, take a coffee break and relax, or even to work remotely. It is also available to host private functions after hours. Please contact the Tenant Relations Manager, Simona Berneanu at simona.berneanu@quadreal.com or at 403-202-7559 for more details.

### Fitness Centre - 3rd floor

Located on the third floor of 240FOURTH, the Fitness Centre is a 8,140 square foot facility opened 24/7, equipped with state of the art fitness equipment and features two large studio spaces for a variety of classes and personal training options. The fitness centre features the latest cardiovascular machines with embedded entertainment, a selectorized strength circuit and a variety of free weight, stability and functional equipment. Select programming including personal and group training is also available. To register or for more information, please contact the Fitness Centre by emailing 240-4fitness@livnorth.com or calling 403-264-3807.

### Bike Cage

A large bicycle lock-up area is located on the P2 level of the parkade. It is available free of charge on a first come first served basis. In order to provide a safe environment for all, access to the bike cage will only be provided to tenants that have a Bicycle Parking Agreement completed. The Agreement is available on the building website; once completed, please email it to AccessControl.Calgary@quadreal.com.

Cyclists are reminded to lock their individual bicycles in the lock-up area. The bike cage facility is for day use only. Overnight storage of bicycles is not permitted.

### Shower Facilities & Day Use Lockers

Adjacent to the bike cage area on the P2 level are the Shower/Locker rooms, accessible with your building access card. The shower rooms are equipped with a clothes steamer, hair dryers, curling irons, flat irons and complimentary towel service. Lockers are provided for day use only and you are responsible for supplying your own lock.

## Tenant Services

**Access to Jamieson Place amenities**

***Winter Garden*** - Located on the +15 level of Jamieson Place, the Winter Garden showcases art created by Dale Chihuly, a world-renowned glass sculptor. Corporate Clients, including 240FOURTH building tenants, can book the venue after hours for private receptions. Visit Jamieson Place website (www.jamiesonplace.com) for more details.

**Retail Vendors**

**Studio 400,** located on the main level

**A&W,** located on the +15 Level
**Thai Express,** located on the +15 Level
**Cedar's Deli,** located on the +15 Level
T**im Hortons,** located on the +15 Level

**240FOURTH Website**

The 240FOURTH website www.240fourth.ca is an excellent resource for information about 240FOURTH. The website is easy to navigate and provides a starting point for any inquiries about the building or the services we offer.

**QuadReal+ App**

QuadReal+ allows you to stay directly connected to our teams and provides you with tools and services to optimize your office experience. The app can be downloaded from Google Play or the App Store.

Please contact Tenant Relations Manager Simona Berneanu at simona.berneanu@quadreal.com to request your custom company registration code. Once you've downloaded the app, simply fill out the sign-up form and get started.

**Wireless Internet**

Free Wireless Internet is available on the +15 level. To obtain log in credentials, please contact the Security Desk at 403-237-7050.

# Leasing

For any leasing inquiries, please contact:

Bill Richards – Vice President, Leasing
Email: bill.richards@quadreal.com
Phone: 403-202-7532

# Rent Payment

Rent is due on the first of the month or as indicated in your individual lease. We offer three methods of payment: Preauthorized Payment, Electronic Fund Transfer and cheques. Rent cheques should be made payable to **240 Fourth** and sent to:

QuadReal Property Group Limited Partnership
Suite 2810, 308 - 4th Avenue S.W.
Calgary, Alberta T2P 0H7

If you have any questions regarding your rent payments, please phone (403)202-7555.

## Tenant Insurance Requirements

| Coverage Required | Amounts & Details (pursuant to the Lease) |
|---|---|
| Tenant Name & Address | As per the lease |
| Certificate Holders Info | QuadReal Property Group<br>c/o Risk Management & Insurance 199 Bay Street<br>Suite 4900, Toronto, ON M5L 1G2 |
| Commercial Liability<br>(on a per occurrence basis) | $5,000,000 limit<br>Tenant's Legal Liability<br>Severability of Interest & Cross Liability |
| Additional Insured<br>(Landlord & QuadReal) | bcIMC Realty Corporation, 240FOURTH Holdings Inc. QuadReal Property Group Limited Partnership, QuadReal Property Group G.P. Inc., and their respective successors and assigns (add Mortgagee if applicable) |
| All Risks Property | Full Replacement Cost<br>Business Interruption including Extra Expense<br>Waiver of Subrogation<br>Loss Payee; Landlord, (if applicable mortgagee or other designate as a Loss Payee) c/o QuadReal Property Group |
| Insurance Cancellation Notice | Minimum 30 days written cancellation notice to the Certificate Holder |

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# Certificate of Insurance

No.: **2018-1** Dated: **January 8, 2019**

This document supersedes any certificate previously issued under this number

**This is to certify that the Policy(ies) of insurance listed below ("Policy" or "Policies") have been issued to the Named Insured identified below for the policy period(s) indicated. This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder named below other than those provided by the Policy(ies).**

**Notwithstanding any requirement, term, or condition of any contract or any other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the Policy(ies) is subject to all the terms, conditions, and exclusions of such Policy(ies). This certificate does not amend, extend, or alter the coverage afforded by the Policy(ies). Limits shown are intended to address contractual obligations of the Named Insured.**

**Limits may have been reduced since Policy effective date(s) as a result of a claim or claims.**

| **Certificate Holder:** | **Named Insured and Address:** |
|---|---|
| QuadReal Property Group LP, Commerce Court West, 199 Bay Street Suite #4900, Toronto ON M5L 1G2 | **XXXXX**<br>**XXXXX**<br>**XXXXX**<br>**XXXXX**<br>**XXXXX** |

**This certificate is issued regarding:**

| Type(s) of Insurance | Insurer(s) | Policy Number(s) | Effective/ Expiry Dates | Sums Insured Or Limits of Liability | |
|---|---|---|---|---|---|
| COMMERCIAL GENERAL LIABILITY<br>• Personal Injury<br>• Non-Owned Automobile<br>• Employer's Liability<br>• Contractual Liability<br>• Tenants Legal Liability<br>• Owners and Contractors Protective<br>• Severability of Interest<br>• Sudden and accidental pollution liability | XXXXX | XXXXX | XXXXX | Limit of Liability | $5,000,000<br>Per occurrence for bodily injury, personal injury, property damages, loss of use |
| PROPERTY ALL RISKS<br>• Waiver of Subrogation (only where required by contract)<br>• Business interruption insurance included (Minimum 12 months indemnity period)<br>• Replacement Cost<br>• Flood<br>• Earthquake<br>• Collapse<br>• Extra expense<br>• Sewer backup<br>• Leasehold improvements<br>• By law endorsement<br>• Plate glass insurance<br>• All other property/equipment owned by the tenant | XXXXX | XXXXX | XXXXX | Limit of Liability | Per Interest in Property |
| BOILER & MACHINERY | XXXXX | XXXXX | XXXXX | Limit of Liability | Per Interest in Property |

**Additional Information:**

bcIMC Realty Corporation, 240 Fourth Holdings Inc., QuadReal Property Group Limited Partnership, QuadReal Property Group G.P. Inc., and their respective successors and assigns are added as Additional Insureds under the Commercial General Liability policy, but only with respect to liability arising out of the operations of the Named Insured.

Loss if any, under the Property and Boiler & Machinery policy is payable to bcIMC Realty Corporation, 240 Fourth Holdings Inc. and QuadReal Property Group LP, as their interest may appear.

**Notice of cancellation:**

SAMPLE DRAFT

Should any of the policies described herein be cancelled before the expiration date thereof, the insurer(s) affording coverage will endeavour to mail 30 days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon the insurer(s) affording coverage, their agents or representatives, or the issuer of this certificate.

**Marsh Canada Limited**
120 Bremner Boulevard
Suite 800
Toronto, ON M5J 0A8
Fax: 604-685-3112

SAMPLE DRAFT

## Move In/Move-Out Procedures

On all move-ins and move-outs, please give as much notice as possible to the Property Management Office prior to your moving date so that preliminary arrangements can be established. There is a dedicated service elevator used for move-ins and this will need to be booked in advance by contacting the security office.

Loading and Unloading Requirements:

(a) The exterior of the premises, streets and sidewalks should be kept clear of debris caused by the move.

(b) The Tenant is liable to the Landlord for replacement or repair of any damages incurred to the building property during a move. Tenants should ensure that the moving company carries adequate insurance coverage to cover damages. Billing for damages will be made directly to the Tenant, not to the contractor.

(c) All interior surfaces exposed to possible damage as a result of the move, such as carpets, floor finishes and wall coverings, should be protected.

(d) Tenants are responsible for the removal of the debris caused by the move. Should a tenant not remove the debris, the building janitorial contractor will clean the areas of the building affected by the move. The cost of this cleaning will be billed to the Tenant as a Tenant cost.

**Keying**

The Tenant must provide the Landlord with the keys to all entrance doors. All internal doors are the Tenant's responsibility.

**Move-Out**

After the Tenant vacates the premises, representatives of the Landlord and Tenant will jointly perform a thorough inspection of the premises. A detailed list will be generated from the inspection indicating what items are to be repaired and who is responsible for the cost of repair in accordance with the lease.

## Signage

**Main Floor Electronic Directory: T**he Landlord will program Directory Signage into the electronic directory located on the main floor. Any subsequent change will be coordinated by the Landlord. All requests for Directory Signage should be submitted to the Landlord in writing one week prior to occupancy.

**Elevator Signage:** Full Floor Tenants may submit their full company name and their logo in eps or jpeg format to the Tenant Relations Manager, to be added on the touch screen building elevators.

Partial floor Tenants and sub -Tenants can also be added if capacity is available.

**Tenant Signage:** On single tenant floors the Tenant shall be entitled to install signage in the elevator lobby provided that the size, design, and location of such sign is approved by the Landlord, which approval shall not be unreasonably withheld or delayed. All costs associated with such signage shall be for the sole cost and expense of the Tenant.

Each Tenant is responsible for costs associated with the design, engineering, and installation of their sign as well as all repairs and maintenance after the sign has been approved and installed. Tenants are also required to remove all signs at lease termination and to repair any damages caused by said removal.

On multi-tenant floors, the Landlord will install Tenant's name on the base building lobby directory board. Tenant signage for their entry must be submitted to the Landlord for approval, which approval shall not be unreasonably withheld or delayed.

**Submission Requirements:** The Tenant must obtain the Landlord's approval to install any signs on the building prior to any work commencing. Changes should be submitted for approval 4-6 weeks before any changes can be made. Submissions for approval must include a sketch and details outlining the sign design including content, logos, graphics, and location, scale and installation specifications.

## Freight Elevator

The freight elevator has a capacity of 6500 lbs and with dimensions of 13' H x 10' L x 6' W and the door is 47" W x 8" H**.**

The freight elevator can be booked after 6:00 pm Monday to Friday. During business hours on weekdays (6:00 am to 6:00 pm) the freight elevator is available on a first-come first-serve basis but should be limited to no more than 5 trips in the day.

For freight elevator bookings, an extra security guard will be hired to act as a freight operator who runs the elevator for the contractors, with a minimum booking time of 3 hours.
The cost of the booking is billed back to the tenant at a flat rate of $70.00, for shifts of 4 hours or shorter. For shifts longer than 4 hours, the tenant will be charged back at $23.19/hr. On weekends and stat holidays, the freight elevator can be booked all day. Bookings on stat holidays are billed at a rate of $57.98 an hour. Bookings require at least 24 hours notice.

After-hours freight elevator bookings are updated and maintained on the property website under Events Calendar. To access it, please visit the building website and select Events Calendar under the TENANTS drop down menu.

For additional information or to make a booking, please contact the Access Control office at 403-202-7518 or at accesscontrol.calgary@quadreal.com

## Shipping and Receiving

### Hours of Operation

The Shipping and Receiving Office is open and staffed from 7:30am to 4:30pm, Monday through Friday, except on holidays. The Office is located on the loading dock of 240FOURTH. Tenant access is by means of shuttle elevators to the P-1 level. Courier access is by means of Courier entrance door located on the East side of the building, across the main lobby doors.

### Deliveries

Shipping and Receiving will receive all couriers within the hours of 7:30am to 4:30pm. Once received, all deliveries are scanned in the mail tracking system and then delivered at set times throughout the day. Shipping and Receiving will deliver only to the tenant mail rooms or receptions; deliveries are not made to individual floors or offices. All outgoing mail/packages must be picked up by 3:00p.m. unless prior arrangements are made.

Shipping and Receiving will not accept alcohol, perishable goods, cannabis, flowers, dangerous goods, prescription drugs, or any delivery weighing over 50lbs.

Any large deliveries (pallet – size or larger) will not be accepted after 3:30pm, unless other arrangements have been made with the co-signer and Shipping/Receiving.

Upon delivery of any large shipment, Shipping/Receiving will contact the recipient to advise of the delivery. The item(s) cannot remain on the dock for longer than one hour while the tenant arranges for pick-up. There is no storage available on the loading dock and Shipping/Receiving personnel do not take responsibility for deliveries that are not collected.

After-hours deliveries (after 4:30pm and before 7:30am) can be organized through Building Security, if there is a tenant-designate present to receive and accept responsibility (arrangements made in advance).

For additional info please contact Shipping/Receiving at (403) 202.7542 or at 240fourth.shippingreceiving@quadreal.com.

## Security and Life Safety

240FOURTH is supervised by Security staff 24/7. The security desk is located on the +15 level and serves as the central monitoring station of all security and life safety systems. Suspicious and/or criminal behavior should be reported so that Security may respond effectively. You can contact Security by phone at: 403-237-7050 or by email at 240fourth.security@quadreal.com

Security provides access control for all building occupants, monitors Lost & Found, and offers 'Safewalk' – a security escort by request. In addition, Security staff are trained on a variety of emergency scenarios and will provide direction to building occupants as needed.

**Fire Warden Program**

Fire Wardens (volunteers provided by Tenants provide assistance should an emergency arise. The wardens are also responsible for assisting incapacitated people and searching the floor to ensure that everyone is out. Should an emergency situation arise, instructions from the Fire Wardens are to be carried out by all Tenants. Fire Wardens receive annual training and routine building evacuation drills are conducted periodically to familiarize Tenants with emergency procedures. Further Details can be found in the Fire Warden Manual.

## Building Access Cards

Building access cards are obtained from the building security office located on the +15 level.

Business hours are: 8 a.m. to 12 p.m. and 1 p.m. to 4 p.m.
Phone: 403-202-7518
E-mail: AccessControl.Calgary@quadreal.com

## Parking

Access to the 240FOURTH Parkade is limited to authorized vehicles only and a programmed transponder is required to gain access to the parkade during the day. The transponder should be mounted on the windshield of the vehicle and will grant hands-free access.

Parkade access is from 2nd Street through the ramp which is shared access with the loading dock. Public Parking is not available at 240FOURTH, however, neighboring Jamieson Place (308–4th Avenue SW) and Livingston Place (222–3rd Avenue SW) provide public parking. Monthly parking is non-transferable and parking transponders cannot be shared between individuals.

# Tenant Services

REEF Parking manages the 240FOURTH parkade. REEF Parking's main telephone line is 403-299-7275 and website is www.reeftechnology.com. The REEF Parking Manager dedicated to 240FOURTH is Joseph Ogidan. He can be reached at 403-560-5902 or Ayodele.Joseph.Ogidan@reefparking.com

**Tenant Rates:**

**Unreserved:** $500 per month (plus GST)
**Reserved:** $590 per month (plus GST)

Monthly parkers will have 24/7 access to the parkade.

If you do not have parking included in your lease, stalls may be available on a month-to-month basis. Should the parkade be full, Impark would be happy to add you to the waiting list for stalls as they become available.

| | |
|---|---|
| Parkade Height Restriction | 1.9 m / 6'2 |
| Loading Dock Height Restriction | 4.3 m / 14'1' |

## Car Wash

**Reflections Car Wash** is a full-service car wash located on the P5 level of Jamieson Place (308 – 4th Avenue SW):

***Reflections Car Wash***
Hours of Operation: 7:00am to 4:00pm
Phone: 403-263-3131
jp@reflectionscarwash.ca
www.reflectionscarwash.ca

**TLC Auto Detail** is a full-service car wash located on the P3 level of Livingston Place (222 – 3rd Avenue SW):

***TLC Auto Detail***
Hours of Operation: 8:00am to 4:30pm
Phone: 403-262-1522
tlcautodetail@shaw.ca
www.tlcautodetail.ca

# Recycling

## Base Building Recycling

**Mixed Materials** (plastic, glass, tin/metal, paper and cardboard, disposable coffee cups etc.): All clean plastic( 1-7), glass, tin/metal (tuna cans, etc), paper cardboard and disposable coffee cups (with lid separated) can be placed in this bin, which will be taken away by janitorial staff each night or when the bins are 1/2 or 3/4 full. All cardboard must be flattened.

**Pop Cans and Bottles**: We can provide blue bins for can and bottle recycling, which will be emptied as required. Rinsed plastic and cardboard milk containers can also be disposed of in these bins. All proceeds from can and bottle recycling are donated to the Make a Wish Canada Foundation. All Tenants are welcome to arrange their own can and bottle recycling program.

**Compost/Organics**: A green bin is provided for recycling organic waste. These include the following items: coffee grounds (with filters), tea bags, vegetables and fruit waste, meat and bones, and flowers.

**Paper Towel**: A paper towel recycling bin is provided in all base building washrooms. Please ensure only clean paper towels are disposed to prevent contamination. Clean paper towels are the towels used to dry your hands, wipe the counters and/or touch door handles.

## Extended Recycling Program

A Recycling Centre is located on the P1 level of the parkade. Tenants are invited to bring down their recyclable items and place them in the appropriate labeled containers/bins.

Acceptable materials include the following: electronics, batteries, wood pallets, toner cartridges, polystyrene.

**Electronics**: These include computers, printers, cell phones, cell phone chargers, monitors, and small personal electronics. At this time printer cartridges are not accepted. Cables and CDs are not considered electronics and are not to be discarded in the electronics bin. Please dispose of them in the garbage compactor or include them with in the regular waste. Items that are larger than a microwave are NOT accepted.

**Batteries**: Lithium and alkaline batteries are accepted. Due to the potential of a fire hazard, lithium and alkaline batteries must be stored separately. Lithium batteries are to be given to the shipping office located on P2, and alkaline batteries are to be placed in the battery pail located in the Recycling Centre.

Toner Cartridges are only accepted if your supplier will not recycle for you.

**Polystyrene** (commonly known as Styrofoam): All clean, white polystyrene is accepted with the #6 marking. Place polystyrene in a clear bag into the freight elevator lobby, and the janitorial service provider will pick up and place into the dedicated Recycling Centre. Tenants can obtain clear bags by placing a QuadReal CONNECT request at service@quadrealconnect.com or at 1877-977-2262.

## Mixed-Materials Recycling (No sorting bins)

Our base building program includes individual desk side boxes supplied for mixed materials and large bins to be placed in central areas. Each employee is responsible for emptying their desk side box into a central large blue bin, which the janitorial staff will empty nightly (or when over half full.

**Plastics**: Any shrink wrap and soft/hard plastics including Numbers 1 through 7 are acceptable. These include your margarine containers, Tupperware/plastic food containers, cleaning bottles, Ziploc bags, bubble wrap, water bottles, and plastic cups. All food containers MUST be rinsed and dried before discarding to eliminate any odors and bacterial growth. Grocery bags are also acceptable. Styrofoam is not accepted.

**Tin & Metal**: Tin and aluminum food cans, tinfoil, and small pieces of scrap metal are all acceptable. Our program currently only accepts small items (i.e. items that fit in the bins, with the lid closed). If larger items are left behind, additional charges will result. Please ensure that all items are cleaned prior to depositing in the recycling bin.

**Paper and Cardboard**: These include newspapers and paper inserts, catalogues and magazines, telephone books and paperbacks books. Also, cardboards like cereal boxes and paper towel. All cardboard must be flattened.

If there are larger items and/or quantities of any of the above that you wish to dispose of, we would be happy to arrange a pickup service for you at an additional cost.

For more information on our base building program, please contact the Assistant Property Manager at 403-202-7910.

## Ambassador Program

At QuadReal, we are committed to providing our customers with a level of engagement and service like no other. We continuously strive to provide best-in-class programming and opportunities; as a result, we created a new staff position – the QuadReal Ambassador!

A concierge-like representative within the lobby of your building, the QuadReal Ambassador has been introduced to ensure that anyone entering the building receives attentive, customized, and ongoing service for whatever their needs may be.

Here are some examples of the types of services the QuadReal Ambassador can provide: • Answer questions about nearby surroundings, venues, and attractions, and make reservations as needed.

- Provide directions to your visitors regarding the location of your office.
- Serve as another set of eyes, ears, and hands to ensure the building is always in excellent condition.

## Construction Rules and Regulations

All tenants are required to have approval from the Landlord before engaging in any renovation work on your premises. This includes everything from installing electrical outlets, or painting a wall, to a complete redesign of your office space.

To request approval, follow the procedures explained in the 240FOURTH Construction Rules and Regulations.

### Prime Contractor for Safety

Section 3 (1) of Alberta's Occupational Health and Safety Act requires a Prime Contractor for Safety whenever two or more employers are engaged at work at a work site. It may be the case that the two employers may not be working at the same time at the site, but their activities may have a health and safety impact on each other or are interrelated.

The Prime Contractor is responsible for coordinating potentially incompatible internal health and safety systems of multiple employers, and for coordinating effective communication in relation to health and safety at a worksite.

Should a contractor be completing work within your premises it would be advisable to assign Prime Contractor status to the contractor for the work area involved. Such assignment should be completed in writing in the form of an agreement signed off by the contractor, acknowledging acceptance of Prime Contractor status. If no agreement is made the responsibility for safety, and any penalties under the Act associated to violation of safety requirements, would fall back to the tenant.

It is recommended that contractor work areas be physically defined by barriers or other means to ensure clarity of areas of responsibility. Additionally, the work area should be defined in time in the agreement.

## Procedures for Work at 240FOURTH

**CONTRACTORS**
(a) All contractors and sub trades must have proper identification visible at all times. Access to 240FOURTH and parkade will be denied to persons without issued identification.

(a) Identification tags will be issued by prime contractors only with prior approval.
(c) Access to occupied tenant floors will require prior written approval by the tenant. Approved contractors may sign out access cards at the P1 loading dock security desk.
(d) After hour vehicle access for the loading dock (after 6:00PM) is permitted by the use of intercom communications located at the entrance ramp. Prior arrangements must be made with security services at phone # (403) 237-7050.

**ELEVATOR USE**

(a) All construction materials, equipment and tools (personal or otherwise) will **"ONLY"** be permitted on the freight elevator at all times.
(b) The freight elevator will not be locked off for contractor use during regular hours. (6:00 am to 6:00pm weekdays)
(c) After hours "**Shared**" usage of the freight elevator, with other contractors and the base building cleaning staff may only be booked with operations. To book an elevator, please contact Security Desk at (403) 237-7050 or email at 240fourth.security@quadreal.com

**Contractors must book an elevator at least 24 hours in advance. There may be additional charges for bookings if Landlord deems an operator is required.**

**(d)** Freight elevator has a capacity of 6500 lbs and with dimensions of 13' H x 10' L x 6'W and the door is 47" W x 8" H**.**
**(e)** Security Staff will lock off the elevator to other parties for shared use when requests and times are considered suitable. The Contractor is to surrender use when requested. The freight elevator may be controlled by an operator depending on material being transported. Cost for the operator will be billed to the tenant.
**(f)** The Contractor will be responsible for any incurred costs resulting from damage or any costs for corrective action required to remedy the malfunctioning of any elevator device where the Contractor, while operating the freight elevator, is deemed at fault by the Landlord
**(g)** Abuse of these privileges by anyone may terminate present and future entry into the building.
**(h)** The Landlord may require building security to operate the freight elevator during heavy construction periods. These costs will be billed to contractor or tenant.

**GENERAL**

(a) No material or debris is to be kept in public corridors or lobbies at any time. Material found will be removed and disposed of by the Landlord at the contractor's or tenant's expense.
(b) Keep emergency exits and access thereto clear at all times.
**(c) The Landlord's garbage bins will not be used for disposal of construction or packaging materials.**
(d) Disposal bins may be accommodated at the loading dock as space permits and at the discretion of the Landlord. All floor surfaces must be protected with plywood sheathing. Bins can only be accommodated outside of regular business hours (6 am to 6 pm weekdays).
(e) Loading dock areas are to be kept clean and free of debris at all times. Contractors are responsible for the proper disposal of any and all materials resulting from deliveries. This includes but is not limited to packing material, pallets, cardboard, shipping crates etc.
(f) The tenant will be entirely responsible for the security of the Premises during construction of the tenant's work and shall take all necessary steps to secure the Premises, and the Landlord shall have no liability for any loss or damage including theft of building materials, equipment or supplies.

**LOADING DOCK**

(a) All posted rules and regulations concerning the loading dock are to be followed in their entirety.
(b) There will be no personal parking provided on-site for a Contractor or their employees within the loading dock. **Parking is available at an hourly or monthly rate for personal vehicles at Livingston Place or Jamieson Place.**

(c) No materials, equipment or tools will be allowed to be unsupervised on the loading dock or within the parkade at any time.
(d) There is a maximum 20-minute time limit for all deliveries to the loading dock during regular hours after which vehicles will be asked to vacate the building immediately. Large or time-intensive deliveries to the building may be made after hours if prior arrangements have been made with Building Operations
(e) All deliveries of contractor materials must be received at the loading dock only by an employee of that contractor. The landlord's staff will not sign or be responsible for any delivery.
(f) Contractors are responsible for the proper disposal of any and all materials resulting from deliveries. This includes but is not limited to packing material, pallets, cardboard, shipping crates etc
(g) Repairs or cleaning resulting from deliveries will be charged to the tenant.
(h) No semi-trailer units allowed in the loading dock.
(i) Loading dock regular hours of operation are Monday to Friday 6:00 am to 6:00 pm.

**LIFE SAFETY SYSTEMS**

(a) Work affecting Life Safety systems must be coordinated with building management (any work outside of QuadReal Operations normal working hours must be approved by Landlord. Additional labour costs will be billed at overtime rates).
(b) Notify the Landlord in writing, of any activity which may affect the fire alarm system (e.g. welding, grinding or soldering), 24 hours in advance.
(c) When grinding, soldering, or welding, a 10 lb. ABC fire extinguisher must be available within 10 feet of the work.
(d) Fire system impairments and sprinkler systems must be put back in to full operation at the end of each day when Contractors leave the site. Extended impairments will not be allowed.
(e) The contractor may be charged for fire system impairments that occur after regular business hours.
(f) At no time shall a floor be left unattended during fire system impairment.

**A Work Permit and Hot Work Permit must be completed prior to any work affecting operation of life safety system. This form can be obtained from the security desk on the main floor. A Fire Watch must be maintained for the time specified in the Safe Work agreement.**

**HOURS OF WORK (NOISY OR ODOROUS WORK)**

(a) Core drilling, hammer drilling, table saws, power actuated tools and other work of a noisy, dusty or vibrant nature must be done after business hours. The Landlord is not responsible for any charges relating to after hours work.
(b) Work that interferes with other Tenants or results in Tenant complaints will be ceased immediately.
(c) No smoking is allowed at any time in the building.
(d) Noisy or odorous work migrating to occupied areas that result in Tenant complaints will be stopped.
(e) Radios are not permitted on the job site.
(f) Odorous materials such as oil base paints, spray applied finishes etc. must be applied after business hours. Provisions must be made for adequate ventilation to ensure safe working conditions. Ensure that lingering odors are cleared prior to the commencement of the next regular business day.
(g) Painting, wall covering or flooring installations are not allowed in common areas during business hours.
(h) Building hours are subject to change but for the purposes of this document the building hours are generally Monday to Friday 6:00 AM to 6:00 PM.

**Please Note:** All contractors are to be familiar with the building Construction Rules and Regulations. This document is presented as a summary of key points and is subject to change without notice. It is the contractor's responsibility to enforce these rules with their employees and subtrades. Contractors and their employees or subtrades are allowed only in those areas in which they are working. Contractors, employees, or subtrades found in unauthorized areas will be removed from the building premises

QUADREAL PROPERTY GROUP LP
Suite 2810, 308 – 4th Avenue SW,
Calgary, Alberta T2P 0H7

CONSTRUCTION RULES AND REGULATIONS

# 240FOURTH

**240 4th Avenue S.W.**
**Calgary, Alberta**

**Legal Description:**
**Plan C**
**Block 14**
**Lots 1-7; 34-40**
**excepting thereout (as to surface only) portion for Road on Plan 8410851**

The "Construction Rules and Regulations" developed, as may be amended from time to time, is an extensive summary of information necessary for Tenants and Contractors undertaking construction work in this property. QuadReal Property Group LP, as agent for the Landlord (the "Landlord") strongly recommends that a copy of this document be included with Tenant Tender Packages and that a second copy to be posted on the job site. All Contractors are required to comply with the regulations set forth. Failure to do so will result in removal from the premises, delays to the project and additional costs.

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## SECTION I PROCEDURES

### 1.1 GENERAL

The Tenant Guidelines are to be read in conjunction with and form part of the lease document. In the event of conflict between these guidelines and the lease, the provisions in the lease shall prevail.

### 1.2 LANDLORD AND CONSULTANTS

***Building Landlords Agent and Building Managers***

QuadReal Property Group LP
Suite 2810, 308-4th Avenue SW
Calgary, Alberta T2P 0H7
Telephone: (403) 202-7555

| | | | |
|---|---|---|---|
| Director / General Manager | Keri Cormier | keri.cormier@quadreal.com | 403-202-7522 |
| Assistant Property Manager | Ronald Cheung | ronald.cheung@quadreal.com | 403-202-79-10 |
| General Manager, Operations | Randy Vogel | randy.vogel@quadreal.com | 403-202-7536 |
| Chief Engineer | Thomas Waite | thomas.waite@quadreal.com | 403-202-7537 |
| Manager, Security&Life Safety | Andrei Rotundu | andrei.rotundu@quadreal.com | 403-202-7533 |

**Architects and Certified Professional**

Gibbs Gage Architects
Suite 505, 237 – 8th Avenue S.E.
Calgary, Alberta T2G 5C3
Ph: (403) 233-2000
Fax: (403) 234-0879
Attn: Todd Vanderburgh
Email Todd.vanderburgh@gibbsgage.com

**Structural Engineers**

Quinn Saretsky Engineers
89 Hounslow Drive N.W.
Calgary, AB T2K 2E6
Ph (403) 289-9937
Email kevin@quinnsaretsky.com

**Mechanical Engineers**

TMP Consulting Engineers (Alberta) Ltd.
200, 7330 Fisher Street S.E.
Calgary, AB T2H 2H8
Ph (403) 259-6707
Fax (403) 252-7066
Attn: Harry Wolin
Email: tmphgw@telusplanet.net

**Electrical Engineers, Riser Manager & Fire Panel Design**

Mulvey + Banani International (Alberta) Inc
Atrium #1, 510, 839 – 5th Avenue S.W.
Calgary, Alberta, T2P 3C8
Ph: (403) 262-7400
Fax: (403) 233-0440
Attn: Trevor Pohl
Email Trevor.pohl@mulvey-banani.com

## PROCEDURES FOR TENANT CONSTRUCTION

### 1.3 LANDLORDS APPROVAL PROCESS

a) The Landlord requires the following submissions in order to give formal approval of the tenant's plans (all submissions are to be delivered to the attention of the General Manager):
   i) Three hard copy sets of drawings (Architectural, Mechanical, Electrical and Structural if required). Drawings are to be signed and sealed by qualified professional. It is recommended that the tenant utilize the Landlord's base building consultants to prepare all Mechanical and Electrical drawings. If outside consultants are used the cost for the Landlord's consultants to review the drawings will be passed on to the Tenant.
   ii) Material samples and color board.
   iii) Specifications of any equipment being installed.

b) Prior to the start of work the Tenant or the General Contractor must submit the following to the General Manager:
   i) Copy of required municipal permits including the Building Permit complete with the Alberta Building Code "A", "B" & "C" Schedules to the Landlord.
   ii) General Contractor's insurance as outlined in under 1.7 a) iii) of the Rules & Regulations.
   iii) General Contractor's WCB clearance
   iv) Contact information (address, office & cell phone, fax and email) for the General Contractor and his site supervisor.
   v) Contact information (address, office & cell phone, fax and email) for all sub trades.
   vi) The Tenant should include these Construction Rules & Regulations in all sub trade contracts.
   vii) The Landlord's written authorization is required before any work can start on site.

c) Upon the completion of work the Tenant must forward the following to the General Manager:
   i) As-built drawings, balancing reports and sprinkler & fire alarm verification reports (if applicable) to the Landlord upon completion.
   ii) Occupancy Permit.

**Work on site can only start once the Landlord's written approval has been issued to the Tenant and/or General Contractor.**

### 1.4 BASE BUILDING INFORMATION

The Landlord will provide the Tenant with (subject to availability) one (1) set of base building information drawings and or AutoCAD Files indicating the major components of a typical floor space. Any additional copies of these drawings that may be required by a Tenant will be provided upon request at the Tenant's expense.

### 1.5 TENANT'S SUBMITTALS

***a) Working Drawing Review***

The Tenant will submit three (3) copies of working drawings and specifications to the Landlord for final approval. This submission must include architectural drawings showing: floor plans and partition layouts, power and telephone plans, reflected ceiling plans, sections and details, door and hardware schedules and signage drawings. The submission must also include three (3) copies of engineering drawings showing all proposed changes affecting structure, lighting, electrical, fire alarm, communications, security, HVAC, plumbing and sprinkler systems.

Wherever supplementary work or amendments to the mechanical, electrical or structural base building systems, assemblies, or components are necessary, the Tenant must engage, at their own expense, the services of the Building

Consulting Engineers. These consultants will design and inspect the work to ensure performance and compatibility with the building systems. **Alternate engineers cannot be engaged.**

***b) Other Tenant Submittals***

i) ***Schedule*** - Three (3) copies bar-type construction schedule, which notes the dates of start and completion for each sub trade section.

ii) ***Finishes*** - Three (3) copies finish schedule along with one (1) materials sample and color board. The sample board will be returned.

iii) ***Sub trade List*** - One (1) copy of a list of the names of the general contractor and all subcontractors including Name, Address, Contact Names, E-Mail Addresses, Phone and Fax Numbers, who will be constructing the Tenant Improvements.

iv) ***Building Permit*** - One (1) copy of all required municipal permits including the Building Permit complete with the required schedules.

v) ***Insurance & WCB*** - One (1) copy of the Contractor's insurance certificate and one (1) copy of the Contractor's current WCB clearance certificate.

vi) ***As-Builds & Occupancy Certificate*** - Upon completion of the Tenant work, provide one (1) hard copy and one (1) AutoCAD disc of the As-Built drawings of the tenant space and one (1) copy of the city occupancy permit for the space.

Note 1: Approval of plans as outlined in this section does not release the Tenant from his responsibility to ensure that all Tenant Improvements meet building standards as outlined herein with respect to design and/or construction. The Tenant must copy the Landlord on all changes.

## 1.6 TURNOVER INSPECTION

After the required submittals are reviewed and approved by the Landlord, the General Manager may arrange a meeting on site attended by the Landlord, Tenant, Interior Designer and Tenant Contractor. At this meeting the condition of the premises will be established, and the Tenant area will be turned over to the Tenant and Tenant Contractor, so Tenant's Improvements may commence.

## 1.7 TENANT CONSTRUCTION

### a) GENERAL CONDITIONS

i) All construction must be performed by a general contractor and subcontractors whom the Landlord shall approve; such approval not to be unreasonably withheld. The Landlords reserve the right to inspect and approve all work carried out by the Tenant's contractors to ensure compliance with approved drawings and building standards.

ii) All carpeting installed using the "direct glue down" method must be adhered with a water-soluble adhesive approved by the Landlord.

iii) The Tenant Contractor is to provide comprehensive general liability insurance covering work with a limit of five million dollars ($5,000,000) on any occurrence. The policy will contain a cross liability clause and be extended to include non-owned automobiles and blanket contractual liability. As well, they are to provide an "all risk" of physical loss or damage policy covering the total contract price for Tenant's work. The Landlord and its Agent shall be named as additional insured on the policy and this policy shall be written to protect the Landlord's interest in the property. Evidence of the existence of insurance coverage referred to in this section must be submitted to the Tenant Services Manger by means of a "Certificate of Insurance" or a certified copy of the actual policy documents. The following is to be named as additional insured:

- bcIMC Realty Corporation, 240 Fourth Holdings Inc., QuadReal Property Group Limited Partnership, QuadReal Property Group G.P. Inc., and their respective successors and assigns

iv) The Tenant Contractor shall furnish written evidence of his and all subcontractors' good standing with the Workers' Compensation Board.

v) The Tenant Contractor shall provide and maintain adequate safety, first aid and fire prevention facilities during the construction period.

vi) The Tenant will reimburse the Landlords for reasonable costs, **excluding profit to the Landlords**, but include administration charges for providing electricity, water, natural gas, waste removal, etc. that is consumed be the Tenant Contractor during the tenant improvement construction period.

vii) The Tenant Contractor must protect base building assemblies, components, and systems during construction, and is responsible for restoring building standard finishes affected or damaged by Tenant construction. Where encroachments beyond construction limits are necessary, the Tenant Contractor shall supply and erect a suitable hoarding at the job site. The hoarding design and location is to be approved by QuadReal Property Group LP.

viii) Prior to commencement of construction, the Tenant Contractor will make arrangements with the Landlord to inspect the public area adjacent to the construction area to list any existing deficiencies. Following substantial completion, both parties will again inspect these public areas and the Tenant Contractor will be required to repair any new damage which may have occurred during construction.

ix) All "hazardous" material must be handled and stored in accordance with the Workplace Hazardous Material Information System (WHMIS).

x) **Smoking is not permitted in the building**.

xi) The opinion in writing of the Landlord's architect or engineer shall be binding in both the Landlord and the Tenant respecting all matter of dispute regarding the Landlord's Work and the Tenant's Work including the stage of completion and whether or not such work is completed in a good and workmanlike manner.

xii) The Tenant covenants and agrees that it will not suffer or permit during the Term of the Lease any builder's lien or other liens for work, layout, service or material as ordered by it or for the cost of which it may be in any way obligated which liens may attach to the Premises or to the improvement of which the Premises form part or to the said Lands and that whenever and so often as any such liens shall attach or claims therefore shall be filed or registered, the Tenant , shall within five (5) days after the Tenant has notice of the claim or lien or of resignation, procure the discharge thereof by payment or by giving security or in such other manner as may be required or permitted by law.

xiii) No suspended loads will be permitted other than normal ceiling and lighting load from underside or floor or roof structure without written approval of the Landlord.

xiv) The tenant will be entirely responsible for the security of the Premises during construction of the Tenant's Work and shall take all necessary steps to secure the Premises, and the Landlord shall have no liability for any loss or damage including theft of building materials, equipment or supplies.

xv) The Tenant is responsible to obtain all permits and licenses, as required by the City of Calgary, except for the base building permits that are provided by the Landlord. Copies of the Tenant Building Permit and Tenant Development Permit (if required) must be submitted to the Landlord prior to the commencement of the tenant's work.

xvi) All Tenant work within the Premises will adhere to the quality required by the Landlord including complying to all codes pertaining to the workers trade, government legislations and will be subject to inspection by the Landlord, the Landlord's Architect or its consultants from time to time. The Tenant shall replace and make good any and all poor workmanship of materials if directed to do so by the Landlord.

xvii) All items of work undertaken by the Tenant shall be performed by competent workmen whose labor affiliations are compatible with those of others employed by the Landlord and its contractors.

xviii) Any work impacting any card reader, CCTV Camera, door contact, motion sensor, mag lock, exit button, or APC Panel will only be undertaken by, or under the supervision of the Base Building Security Contractor.

xix) All Contractors while working within the building must wear **Visible Identification** at all times as issued by Security or the tenant.

## b) APPROVAL FOR CONSTRUCTION

No construction may commence without:

i) Written Landlord approval of submitted Tenant architectural, mechanical, structural, and electrical drawings.
ii) Obtaining a City of Calgary Building Permit and supplying a copy to the Landlord.
iii) Providing a copy of liability insurance for the tenant work, with a minimum value of $5 (five) million that includes naming "bcIMC Realty Corporation, 240 Fourth Holdings Inc., QuadReal Property Group Limited Partnership, QuadReal Property Group G.P. Inc., and their respective successors and assigns" as Landlord and "QuadReal Property Group LP and QuadReal Property Group GP" as agent for the Landlord as an additional insured.
iv) Providing evidence of Tenant Contractor WCB registration and proof the account is in good standing.
v) Providing the Landlord a list of all contractors and sub trades including contact names and phone numbers; as well as emergency telephone numbers.

Contractors starting construction prior to the above, or not adhering to the following methods or procedures, will be removed from the job site at the discretion of the Landlord.

## c) SECURITY CONTROL FOR ACCESS TO TENANT SPACE(S)

i) All Contractors working within 240FOURTH must have proper written authorization from the applicable tenant to access their space and submitted to Security Supervisor. This would include all Construction and Job Specific one-time contractors. 240FOURTH Security will not provide entry without proper authorization at any time to any Contractor.
ii) For Construction Projects, the Tenant / General Contractor are responsible for supplying a list of all sub-contractors (including subs) requiring access into the building during construction. This correspondence can be addressed to the General Manager, Operations Manager or Security Supervisor

## ci) HOARDING

i) The Tenant Contractor must provide and erect any hoarding that may be required by the Tenant Coordinator depending on the nature and location of the proposed work.
ii) Hoarding cannot be installed or removed without authorization from the Landlord.
iii) Hoarding door must be closed at all times during construction. Provide two sets of keys for the hoarding door lock to the Landlord for emergency access.
iv) Keep the exterior of the site or site hoarding clean at all times.
v) Advertising is not allowed without prior written consent from the Landlord.
vi) Contractor identification signage is not permitted.
vii) Wherever the Landlord deems necessary, polyethylene sheeting and sealed joints will be applied to hoardings will prevent dust migration within the building.
viii) Where the exterior of the hording is visible to the general public the Landlord will provide direction as to the quality of finish to exterior.

## cii) COMMON AREAS

i) For Tenant construction work, confine all construction materials, store fixtures, tools etc. within the Tenant space.
ii) Contractors performing work on behalf of the Landlord in common areas, are to store materials, fixtures, tools etc. in an area designated by the Landlord.
iii) Tenant work in the Common Areas of the building is not permitted.
iv) Protect all public areas affected by Tenant Construction. Immediately repair any damage as it occurs to the satisfaction of the Landlord. If necessary, the Landlord will make repairs at the Tenant's expense.

v) No material or debris is to be kept in public corridors or lobbies at any time. Material found will be removed and disposed of by the Landlord at the Tenant's expense.

vi) Tenant contractors are permitted to use the building **designated** washrooms; however, plumbing fixtures cannot be used for cleaning tools, brushes, etc., or for dumping mud, solvents, paints, etc., and must be well maintained. Repair and cleaning charges arising from misuse are a Tenant responsibility.

vii) Any common corridor vinyl wall coverings affected by Tenant construction, must be removed from corner to corner and new vinyl to match the existing installed. If the existing vinyl is no longer available, an alternate must be provided for approval by the Landlord. All costs associated with this work are at the Tenant's expense

viii) Any damage done to the common areas or other Tenant spaces, by the Tenant or their Contractors, must be repaired and/or replaced at the Tenant's cost to the satisfaction of the Landlord.

ix) Keep emergency exits and access thereto clear at all times.

## f) EXIT SIGNAGE - RUNNING MAN PICTOGRAM

With this City of Calgary requirement, the Landlord has a participation program in place for the signage at 240FOURTH as follows:

i) The Landlord will cover the cost to upgrade the signage to a maximum of 6 fixtures in the base building common area (central elevator lobby and exit corridors).

ii) In order to maintain consistency with the both the Base Building and Tenant signage we have selected two styles for all tenant/building renovations.

   a. For the Base Building common areas, the **only** approved fixture is the Lumacell LAE Series (Aluminum Slim Edge-Lit Pictogram Sign) with the housing finish of Textured Aluminum.
   b. For Tenant spaces, the approved fixture is the Lumacell LA Series (Extruded Aluminum Exit Sign) with the housing finish of Aluminum Brushed. For a consistent look the Tenant's may also choose the Base Building approved sign at their cost.

iii) The General Contractor will provide a quote for the Base Building fixtures for approval and will invoice QuadReal Property Group Limited Partnership directly for the 6 fixtures once the work is complete.

iv) Any additional signage requirements based on the Tenant layouts will be the responsibility of the Tenant at their expense.

## g) LOADING DOCK PROCEDURES

i) Parking in the Loading area is not permitted. Unload and remove vehicles promptly and DO NOT LEAVE VEHICLES RUNNING. Complaints of noxious fumes will result in the removal of all vehicles from the dock area.

ii) Make all deliveries through the Loading area and on the designated elevator only. Contractors are to receive their own deliveries at predetermined times and routes. The Landlord's staff will not sign for any deliveries to site.

iii) No storage is permitted in the dock area. QuadReal Property Group LP employees will not be responsible for any tools or materials left on site by any Contractor or their employees

iv) Contractors must supply their own carts. Only clean, soft rubber wheeled units are permitted. No pallet jacks with heavy loads are permitted on tiled floors.

v) Repairs or cleaning to the property resulting from Tenant deliveries will be made by the Landlord at the Tenant's expense. Contractors are responsible for the disposal of any packing material, such as pallets, crates, etc. These items are not to be left in the loading area.

vi) Scheduling of deliveries and booking of the elevator shall be made through the base building contractor or the building manager.

vii) There is a maximum 30-minute time limit for all deliveries to the loading dock. After which vehicles will be asked to vacate the building immediately. Large or time-intensive deliveries to the building may be made after hours if prior arrangements have been made with the Tenant Services Manger

viii) No semi-trailer and other commercial trailers units allowed in the loading dock.

## h) HOURS OF WORK (NOISY OR ODOROUS WORK)

i) Core drilling, hammer drilling, table saws, power actuated tools and other work of a noisy, dusty, or vibrant nature must be done after business hours. The Landlord is not responsible for any overtime charges relating to after hours work.
ii) Work that interferes with other Tenants or results in Tenant complaints will be ceased by Security.
iii) No smoking is allowed at any time in the building.
iv) Noisy or odorous work migrating to occupied areas that result in Tenant complaints will be stopped.
v) Radios are not permitted on the job site.
vi) Odorous materials such as oil base paints, spray applied finishes etc. must be applied after business hours. Provisions must be made for adequate ventilation to ensure safe working conditions. Ensure that lingering odors are cleared prior to the commencement of the next regular business day.
vii) Painting, wallcovering or flooring installations are not allowed in common areas during business hours.
viii) Building hours are subject to change but for the purposes of this document the building hours are generally **Monday to Friday 6:00 AM to 6:00 PM**

## i) CORING, CUTTING AND CHIPPING

i) All coring, cutting and chipping requires prior approval from the Landlord. Provide a dimensioned floor plan showing the location and size of proposed holes and retain the Base Building Structural Consultant for specific instructions prior to slabwork. Contact names and phone numbers are listed at the beginning of this document.
ii) Contractors are responsible for all fees associated with reviews by the Structural Consultant. Contact the Base Building Structural Consultant for Fee Schedule. Depending on the complexity of the coring, cutting or chipping, periodic site inspections by the Structural Consultant may also be required.
iii) X-rays are the only accepted method and required prior to any structural work. After x-ray, any and all hole locations are to be approved by the Landlord.
iv) Make arrangements with the Landlord, prior to x-raying, to ensure public safety.
v) All slab penetrations must be fire stopped and watersealed to maintain the integrity of the slab.
vi) The Tenant and Tenant Contractor assume all risks in coring, cutting, drilling or chipping the floor slab. The Landlord, at the Tenant's expense, will repair structural elements or cast in slab services damaged by the Contractor.
vii) Slab cutting will be by wet saw method only. Saw cutting will require the erection of scaffolding on the floor below to assist in the removal of the concrete pieces.
viii) The Tenant and their Contractors must provide protection to all existing finishes to the satisfaction of the Landlord before cutting and coring may proceed.
ix) A Hot Work Permit must be filled out when doing any coring, cutting or chipping in the building. The Hot Work Permit should be filled out at Security Desk 24 hours before work is to begin. The Hot Work Permit then needs to be signed off by Operations Staff before work is allowed to commence.

## j) GARBAGE DISPOSAL

i) The Landlord's garbage bins cannot be used for disposal of construction materials.
ii) If space is available, the Landlord may provide a location for a Contractor bin.
iii) Keep the area around bins in a clean and tidy condition at all times.
iv) Only haul garbage after business hours or by prior arrangements with the Landlord. Garbage should only be moved in the designated elevator and through the loading corridor
v) Do not leave garbage in common areas.

## k) FREIGHT ELEVATOR USE FOR 240FOURTH

i) Book Elevator with Landlord, at least 24 hours in advance.
ii) Freight elevator has a capacity of 6500 lbs and a floor plate of 121" x 76" and a door 96" x 48". Note: cab height 156".
iii) Freight elevator has a Class "A" rating which means single items weighing more than **1625 lbs cannot** be loaded into the freight elevator without approval from QuadReal Property Group LP. For these types of lifts, the elevator contractor must be on site to supervise and tenants must have appropriate waivers signed and insurance documentation submitted.
iv) A fee will be charged for all freight elevator bookings to accommodate an elevator attendant.
v) The Landlord will inspect the elevator when the contractor is finished.
vi) Do not prop elevator doors open. Damage caused by improper use is the responsibility of the Contractor. Contractors found blocking off the freight elevator during regular business hours will be removed from site.

## l) ACCESS TO EXISTING (OTHER) TENANT SPACE

i) Arrange access to existing Tenant spaces through the Landlord.
ii) Costs incurred by other Tenants, for Security, repairs, or cleaning will be borne by the Landlord at the Tenant's expense.
iii) The Landlord will not provide access to occupied Tenancies without written authorization from that Tenant.

## m) LIFE SAFETY SYSTEMS

i) Contact the Landlord for final tie-in and Verification.
ii) All disconnects connections and final tie-ins of bells/strobes, sprinklers, pull stations, smoke detectors and other life safety devices must be completed by the Landlord's designated Base Building subcontractor and approved by the Landlord's base building consultant. The Tenant must retain the designated Base Building subcontractor directly. All modifications to the fire alarm system must be verified by the base building electrical engineer upon completion of work prior to occupancy.
iii) All modifications to the fire alarm system must be verified by a base building engineer upon completion of work prior to occupancy.
iv) Work affecting Life Safety systems must be completed after normal business hours and coordinated with building management.
v) When grinding, soldering, or welding, a 10 lb. ABC fire extinguisher must be available within 10 feet of the Work.
vi) Fire system impairments and sprinkler systems must be put back in to full operation at the end of each day when Contractors leave the site. Extended impairments will not be allowed.
vii) The contractor shall be charged for fire system impairments that occur after regular business hours.
viii) At no time shall a floor be left unattended during fire system impairment.
ix) A Hot Work Permit will be filled out for any fire alarm system impairment. The permit should be filled out at the Security Desk 24 hours prior to work beginning and the Chief Engineer informed work. The Hot Work Permit then needs to be signed off by Operations Staff before work is allowed to commence

## n) FIREPROOFING

i) Tenant Contractors, using material that matches the existing level of fire protection, must replace fireproofing which is disturbed or removed. Contact the Base Building Architectural Consultant for the material specification.

ii) Fire stopping must be installed according to CSA standards and local provincial and building codes.

## o) TENANT CONSTRUCTION

i) Provide walk-off mats at entrances to the site to prevent debris and drywall dust from being tracked into corridors or common areas.
ii) Protect areas and property not part of the construction with dust barriers and coverings.
iii) During demolition all unused and abandoned electrical, mechanical and communications systems including but not limited to piping, ductwork, conduit, cabling and all associated equipment shall be removed and the contractor is required to make good all connections to existing systems.
iv) Seal all abandoned slab and fire rated wall penetrations with fire rated materials and methods to the approval of base building engineer
v) Install only hardware compatible with the Base Building standard and key entrance door and all internal doors to the Base Building master and sub-keying system.
vi) During the duration of construction, filter material must be fastened to the return air grills at duct shafts by the Tenants Contractor.
vii) Exterior perimeter wall is not to be punctured or attached to in any form.
viii) Doors leading into stairways are "Not" to be removed or mechanically altered to remain open.
ix) Ensure all elevator door sills are vacuumed daily and kept free of all debris. Elevator maintenance call-outs caused by debris in sills will be charged back to tenant contractor.

## p) GENERAL RULES FOR COMMUNICATIONS – CABLING CONTRACTORS

### i) GENERAL

- To complete any cable, conduit or service needed within any 240FOURTH Telephone or Communication Riser room the following must be completed before any work can be done:
  - i) Service provider will have to contact the Riser Manager, Mulvey + Banani International (MBI) to discuss work and review the site.
  - ii) If agreed to MBI will then issue drawings to QuadReal Property Group LP for review & to base building electrical contractor for pricing. Cost of involvement by MBI will be to requestor.
  - iii) Once QuadReal Property Group LP approves drawings and requestor accepts base building electrical contractor pricing, authorization to proceed with install will be issued.
  - iv) After work has been installed and inspected the service provider can do the final connections.
- All cabling from the telecommunications or other communications service provider (TSP) Communications Equipment in the main Equipment Room to the tenant's equipment room ("In-Building Wire") will only be completed by the contractor designated by the Landlord, Canem Systems ( the "Base Building Contractor").
- Note that Building Communication Rooms are not secure spaces, and are for the common use of all Tenants. Access to these rooms may, from time to time, be allowed to competitors and rivals of the Communications Contractor or the Tenant. The Landlord will not be held responsible for damage or tampering by third parties.
- The Landlord will require the Tenant to provide an Electrical Permit from the City of Calgary before allowing work to start. A Certificate of Compliance must be submitted to the Riser Manager when work is complete.
- Provide "as-built" drawings detailing work completed and locations and turn over to the Riser Manager on the completion of the work.
- The TSP is responsible for In Building Wire supplied to the tenant.

### ii) GENERAL GUIDELINES FOR TERMINATION IN MAIN EQUIPMENT ROOM

- Cables must be terminated at assigned blocks designated by the Riser Manager. No exceptions.
- Installation methods shall conform to Canadian Telecommunications and BICSI Standards.
- Cables are to be secured to the wall or backboards and may not be supported from other existing cables, conduits, straps, plumbing, sprinkler pipes or other building systems components. Cable support methods shall conform to the Canadian Electrical Code and BICSI Standards.
- All pull strings/cords must be replaced if distribution conduits/pathways are used by the contractors.

iii) GENERAL GUIDELINES FOR INDIVIDUAL FLOOR COMMUNICATION RISER ROOMS

- Permission must be obtained from the Riser Manager to reuse existing riser cables and termination hardware. All components must be properly labeled.
- Permission must be obtained from the Riser Manager to use existing sleeves or slots. Direction will be given by Riser Manager as to which sleeves or slots may be used.
- Permission must be obtained from the Landlord's Riser Manager for additional riser holes or sleeves. Core drilled holes will also require prior slab x-rays, and approval of the Landlord's Structural Engineer.
- All riser sleeves must be filled with Factory Mutual or CSA approved fire stopping. All existing fire stopping that has been cut or removed must be repaired in an approved manner.
- Only cables specifically noted by the Riser Manager may be run in free air (i.e. not in conduit) in riser rooms.
- Cables may not be supported from other existing cables, conduits, straps, plumbing, sprinkler pipes or other building systems components. Cable support methods shall conform to the Canadian Electrical Code and BICSI Standards.
- All cables between floors located in the Communication Riser Rooms must be installed in conduit in locations designated by the Riser Manager.
- All new cables must be FT4 or FT6 rated.
- Where riser cable is installed in conduit, the conduit installation must comply with the Canadian Electrical Code.
- Cables and conduits must be labeled inside each pull box, with the Service Provider's name, floor of origin and termination e.g. "Fiberco 4 to 24". Labels must be mechanically imprinted, wrap-around style. Cables which are installed in raceways or conduit provided by the Landlord are to be labeled every 3m and in every junction box.
- All conduit installed shall have a pull box installed on approximately every third floor as designated by the Riser Manager. Conduit and cable must be installed in a neat and workmanlike manner so as not to interfere with existing installations or to make them inaccessible.
- The communication riser rooms are intended for tenant cables to pass through only. The communications room may be used for cross-connects (termination blocks) only with special permission from the Riser Manager. All Tenants' communications equipment must be located within the Tenants' space and not in the Communications Riser Rooms. Permission will be required from the Landlord for locating any type of terminations within the communication riser room.
- All inter-floor connections must be made within the tenant's space. Permission will be required from the Riser Manager for locating patch Core drilled holes and will also require prior slab x-rays, and approval of the Landlord's Structural Engineer.
- All cables that are obsolete or abandoned are to be completely removed back to the source.
- All pull strings/cords must be replaced if distribution conduits/pathways are used by the contractors.

iv) GENERAL GUIDELINES FOR HORIZONTAL CABLING WITHIN TENANT SPACES

- All cables must be plenum rated FT4 or FT6.

- Cables must be installed in conduit or on cable trays or free air. Where run in free air, cables are to be bundled together and fastened at the underside of a slab above every 1.5m, using J-hooks or other approved methods. Cables may not be laid on top of T-bar or ceiling tiles, nor may be suspended by T-bar hangers, nor may they be supported from other cables, conduits, plumbing, sprinkler pipes or other inappropriate hardware.
- All pull strings/cords must be replaced if distribution conduits/pathways are used by the contractors.
- All ceiling tiles must be placed back in their proper location after use. All damaged tiles are the responsibility of the contractors and must be replaced immediately or brought to the attention of the building Landlord or facility representative.
- All cables installed above drywall ceilings and in ceiling spaces of Tenants below are to be installed in conduit.
- All cables, which are obsolete or abandoned, are to be completely removed back to the source.
- Cable and conduit routes shall be perpendicular to the building lines and shall not be routed in a haphazard manner.
- Upon completion of cabling, the Tenant will submit to the Riser Manager a drawing showing all tagged cable locations.

**q) Base Building Systems**

i) Contact the Landlord for all work affecting Base Building HVAC, Electrical, Plumbing, Life Safety, Architectural or Structural Systems.

ii) The potential for accidental power outages to large parts of the building exists. The Contractor is expected to use caution and inspect the work prior to energizing the system. Ensure only qualified personnel work on the electrical system. Refer to Electrical Drawings for work to be performed exclusively by Base Building Electrical Contractor.

iii) Contact the Landlord to reset tripped circuit breakers.

iv) Damages to Landlord or existing Tenant systems will be repaired by the Landlord at the Tenant's expense.

v) Clean all air diffusers, grills, and perimeter radiant units upon completion of work and prior to occupancy.

vi) Filters on HVAC compartmental units will be changed by the Landlord at the cost of the Tenant at the end of construction.

vii) Welding within or on premises may only be performed after completing a Hot Work Permit 24 hours in advance of work commencement and must conform to specific guidelines regarding handling of smoke, pressurized tanks, WHMIS, and fire alarm.

**r) <u>METERS</u>**

i) Check meters for gas, water and electrical may be required to monitor disproportionate utility consumption. Confirmation from the Building Manager is required. Refer to Mechanical and Electrical drawings for meter information. Meter type shall be specified by base building consultants.

**s) <u>AIR BALANCING</u>**

i) Upon completion of work, submit 2 copies of Air Balancing Report to the Building Manager. Air Balancing must be completed by Hydro Air.

**t) <u>CONSTRUCTION CLEANING</u>**

i) Cleaning necessitated by Tenant construction, must be coordinated with the building custodial contractor at Tenant's expense.

ii) The following list represents the minimum standard for construction cleaning, prior to Tenant move-in:

- Dust horizontal surfaces (windowsills, ledges, counters, cupboards, vents, etc.)

- Clean interior windows and window frames
- Clean all doors and frames
- Spot wipe walls as required
- Clean kitchen sinks, fixtures, cupboards, cupboard interiors, appliances
- Total and complete cleaning of washrooms
- Vacuum all carpets
- Dust mop, wet mop, or, if necessary, strip, seal and wax all hard surface flooring
- Spot clean elevator doors as required
- Clean all light lenses after construction is complete.
- Wipe and clean air diffusers and radiation fins and cabinets.

iii) Maintain ceiling plenum clean and free of construction debris and off-cuts. Inspect upon completion of the project. Costs required to clean plenum areas will be charged back to the Tenant.

**u) OCCUPATIONAL HEALTH AND SAFETY**

PRIME CONTRACTOR FOR SAFETY

Each project will be required to have a Prime Contractor for Safety.

The Contractor shall:

i) Be the Prime Contractor for Safety or shall adhere to the safety protocols of another Contractor assigned this role for the work area, and acknowledge in writing acceptance of Prime Contractor status.
ii) Covenant and agree not to do or omit to do anything in the performance of the Work that would cause itself, the Landlord, Landlord's Agent, Building Manager, or any other person who assumes or is responsible for the role of the Prime Contractor for Safety, to be in breach of the duties and responsibilities of any Prime Contractor for Safety with respect to the Work

The Prime Contractor for Safety:

i) shall undertake the duties of the Prime Contractor for Safety as outlined in the applicable legislation; and
ii) represents and warrants that it has adequate resources and is experienced and competent to be Prime Contractor for Safety and will maintain adequate and competent supervisors to oversee and ensure compliance with all health and safety requirements.

The Contractor shall at all times comply with all federal, provincial and local laws, statutes, rules, regulations, notices, orders and amendments thereto respecting occupational health and safety and workers.

**v) ENFORCEMENT**

IT IS THE TENANT'S RESPONSIBILITY TO ENFORCE THESE RULES WITH THEIR EMPLOYEES, CONTRACTORS AND SUBTRADES. CONTRACTORS AND THEIR EMPLOYEES OR SUBTRADES ARE ALLOWED ONLY IN THOSE AREAS IN WHICH THEY ARE WORKING. CONTRACTORS, EMPLOYEES, OR SUBTRADES FOUND IN UNAUTHORIZED AREAS WILL BE REMOVED FROM THE BUILDING PREMISES.

## 1.8 BASE BUILDING CONTRACTORS

In general, all work associated with the vertical distribution infrastructure is to be performed exclusively by Base Building Contractor associated with that discipline.

i) All electrical final connections of devices to existing 600-volt system, the buss duct and low voltage switching shall be done by the base building electrical contractor.
ii) Ventilation modifications to the vertical shafts shall be done by base building mechanical contractor.

iii) All heating and cooling riser modifications shall be done by base building mechanical contractor.
iv) All HVAC control work which ties into the base building automation system shall be done by base building controls contractor and verifications shall be completed by the base building Mechanical Consultant.
v) All base building security system modifications shall be completed by base building security contractor.
vi) All fire alarm system modifications shall be completed by base building fire alarm contractor and verifications are to be completed by the base building Electrical Consultant.
vii) All electrical modifications to the fire alarm system and the base building security system shall be completed by the base building electrical contractor and verifications are to be completed by the base building Electrical Consultant.
viii) All work within the communications rooms as detailed in Section 1.7.p shall be completed by base building communications contractor.
ix) All Sprinkler riser modifications shall be completed by base building sprinkler contractor.
x) Plumbing modifications to existing domestic, sanitary and vent vertical risers shall be completed by base building mechanical contractors.
xi) Air or water balancing of base building systems shall be completed by base building air balancing contractor.

**Base Building Controls Contractor**

Siemens Building Technologies Ltd.
24, 1930 Maynard Road SE
Calgary, Alberta
Ph: (403) 259-3404
Fax: (403) 252-8578

**Base Building Mechanical Contractor**

Trotter & Morton
5711 1st Street SE
Calgary, Alberta T2H 1H9
Ph: (403) 255-7535
Fax: (403) 640-0767

**Base Building Fire Alarm Contractor**

CHUBB Edwards
Suite 8 – 1470 28 ST. NE
Calgary, Alberta, T2A 7W6
Ph: (403) 291-3433
Fax: (403) 259-8422

**Base Building Communications Contractor**

Canem Systems Ltd.
7110 Fairmount Drive S.E.
Calgary, AB T2H 0X4
Ph: (403) 259-2221
Fax: (403) 259-0171

**Base Building Electrical Contractor**

Canem Systems Ltd.
7110 Fairmount Drive S.E.
Calgary, AB T2H 0X4
Ph (403) 259-2221
Fax (403) 259-0171

**Base Building Air Balancing Contractor**

Hydro Air Technical Services
9832 Fairmount Drive SE
Calgary, Alberta
Ph: (403) 252-5549
Fax: (403) 252-5540

**Base Building Sprinkler Contractor**

DT Fire Protection Systems Ltd.
12 Heritage Lake Drive SE
Calgary, Alberta
Ph: (403) 569-1103
Fax: (403) 569-1275

**Base Building Security Contractor**

Siemens Building Technologies Ltd.
24, 1930 Maynard Road SE
Calgary, Alberta
Ph: (403) 259-3404
Fax: (403) 252-8578

QuadReal™ CONNECT

# CUSTOMER SERVICE

At QuadReal CONNECT Customer Service, we are committed to providing outstanding customer care and dependable, high quality service.

Our customer care specialists are available 24 hours a day, seven days a week to address your building-related questions and needs.

**quadrealconnect.com**

**1-877-977-2262**

**service@quadrealconnect.com**

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# Introduction

This Tenant Green Design Guide is supplemental to and is intended to be read and used in conjunction with the buildings' Tenant Design Criteria Manual.

This guide contains general information, procedures and recommendations designed to assist tenants in the design and construction of their improvements within their premises with the ultimate goal of being environmentally responsible and economically profitable and creating a healthy workplace for all employees.

The Lease and any other agreement(s) between the tenant and landlord of the building shall govern and take precedence over any information included in the Tenant Design Criteria Manual and this Tenant Green Design Guide.

# Our Commitment

We are committed to strategically develop and continually improve environmental best practice with regard to our managed properties and the impact they have on the communities in which we do business. These principles embody the elements of sound property management practices with social and environmental principles of sustainability.

We seek the involvement of stakeholders, including our clients, employees, tenants and suppliers, in our efforts to reduce greenhouse gas emissions, increase waste diversion and assist us in reducing the environmental footprint of the properties that QuadReal manages.

This commitment takes many forms, including the development of a culture of conservation and sustainability through appropriate and effective communication. We offer education programs to staff and we engage tenants in conservation practices and stewardship as well as inform all parties on the use of effective waste, energy and utilities management principles, all of which are incorporated in this Green Design Guide.

You play an important role in our building and we want you to know about our commitment to Responsible Property Management. Please visit our website for more information about our promise and for a listing of all of our buildings that have been certified "Green" or have received industry related awards and recognition.

# Why a Green Design?

It is well documented that more than 30% of the total energy produced and 60% of the electricity generated is consumed by buildings annually. Additionally, a typical North American commercial construction project generates up to 1.13 kilograms or 2.5 pounds of solid waste per square foot of occupied floor space.

Green Design not only has a positive impact on public health and the environment, it reduces operating costs, enhances employer organizational marketability, has the potential to increases occupant productivity and demonstrates a commitment to a sustainable community. Beyond that, it contributes to a sustainable environment by reducing our energy and natural resource consumption and cutting down on the waste and pollution we create.

Many leading organizations consider the impact their workplaces have on a range of financial drivers and a Green Design can assist in securing a competitive advantage. This can provide the following benefits:

- ✓ Enhance company reputation
- ✓ Attract and retain talented employees
- ✓ Enhance employee wellbeing and productivity
- ✓ Enhance and protect organizational knowledge
- ✓ Reduce Liability

Some of the economic benefits of a green building are:

- ✓ Lower utility bills and operating costs because of energy and water efficiency systems
- ✓ Lower waste and dumping costs because of landfill diversion measures (recycling/reuse programs) used during construction and occupancy
- ✓ Lower energy bills from efficiencies in HVAC systems
- ✓ Fewer employee sick days taken and heightened worker productivity because of improved indoor air quality

# Getting Started

Whether you have an in-house team that serves your facility design needs or you rely on outside firms to assist you, it is paramount that you select design consultants that are wholly committed to a Green Design. Once your design team is established choose other advisors (including engineers, suppliers, commissioning services and contractors) that are equally engaged in environmental best practices.

Key considerations in a Green Design include:

- ✓ Energy efficiency in mechanical and electrical installations that addresses thermal considerations, noise and indoor air quality and meets flexibility and privacy needs
- ✓ Environmentally friendly interiors that support healthy work environments and avoid / minimize harmful emissions
- ✓ Effective Waste Management practices and indoor environmental controls during renovation work

This document includes a number of initiatives and strategies that should be considered when arranging service agreements and construction documents and will assist you in developing and refining plans and specifications that achieve your Green Design goals.

Often the first question asked is “What does a Green Design cost?” Many measures can be done with no additional cost while others may involve minimal upfront costs but will save money over the long haul. Some green measures may cost considerably more, but yield benefits that are more difficult to quantify, such as improved productivity. In all cases, the key to eliminating or minimizing additional costs is to establish your design team and set your goals very early in the process.

# Energy Efficiency

## Water:

It is important to consider reducing our consumption of this resource in order to ease the burden on water and sewer infrastructure systems in our cities. Through Green Design you can maximize water efficiency within your space to reduce the burden on water supply and waste water systems.

These strategies, in aggregate, will help you to reduce potable water consumption up to 20% over a typical installation. Use the following as a guide to achieving this goal:

| Fixture | Maximum Flow Requirement | | | |
|---|---|---|---|---|
| Water Closets | 6.0 | (LPF) | 1.6 | (GPF) |
| Urinals | 3.8 | (LPF) | 1.0 | (GPF) |
| Shower Heads | 9.5 | (LPM) | 2.5 | (GPM) |
| Faucets | 8.3 | (LPM) | 2.2 | (GPM) |
| Replacement Aerators | 8.3 | (LPM) | 2.2 | (GPM) |
| Metering Faucets | 0.95 | (L/CY) | 0.25 | (G/CY) |

Index:
(LPF) liters per flush
(LPM) liters per minute
(L/CY) liters per cycle
(GPF) gallons per flush
(GPM) gallons per minute
(G/CY) gallons per cycle

Choose the most efficient water consuming fixtures available when installing new fixtures, whether these are for a kitchen, private bathroom, employee gym, etc. Technologies are changing at a rapid pace so ensure your consultants incorporate the best available in your Green Design.

## Lighting:

Understandably, a lot of emphasis goes into designing premises lighting in a Green Design. After all, it accounts for more than 60% of total premises energy costs and represents the largest single opportunity for savings.The building standard lighting system already achieves a high level of energy performance though the use of T8 lighting and proper spacing of fixtures.

Taking advantage of as much natural light as possible should be the initial focus. Next is an efficient lighting design. Energy efficient solutions are flooding the marketplace at an increasing rate and your design team is crucial to ensuring latest technologies are used.

A Green Design for lighting incorporates many elements, the highlights of which are detailed below:

- ✓ Use energy efficient fluorescent lights with electronic ballast (less than 10W/m2) for general office lighting
- ✓ Design for light levels to 35-40 foot candles or 1 watt per square foot and incorporate task lighting where higher lighting levels are needed.
- ✓ For special purpose lighting, use compact fluorescents or LED's.
- ✓ Install comprehensive occupancy based lighting control systems with appropriate zoning and incorporate daylight harvesting (use of natural light within 4.5 meters (15 feet) of windows and under skylights). Simple solutions include occupancy sensors in private offices or meeting rooms and/or electronic dimmer switches.
- ✓ Use LED in exit signs which only consume 1.6W of power versus 30W in conventional signs.
- ✓ Where the base building system does not meet your needs you may wish to consider installing upward facing or indirect lighting using parabolic lenses to reflect off the ceiling as a replacement to standard overhead fluorescent fixtures. Not only does this system produce a softer and shadow free light, computer screen glare is also reduced.

An added benefit to lowering the energy use in lighting systems is the reduction in the heat loads created which has a positive effect in the cooling system/s of the building.

## Heating Ventilation and Air Conditioning:

Improved and enhanced indoor air quality is fundamental in achieving overall employee satisfaction. Thus your goal is to establish and design to quantifiable standards for indoor air quality (IAQ) performance.

A successful Green Design for HVAC is often conditional on the base building capacities and systems. Where feasible:

- ✓ Provide for separate control zones in every room or area with a solar exposure
- ✓ Zone interior spaces separately
- ✓ Install controls and systems capable of sensing space use and modulating HVAC systems in response to space demand. This includes private offices and specialty occupancies (conference rooms, kitchens, etc.)

## Equipment and Appliances:

Install only Energy Star rated equipment and appliances, including kitchen and laundry appliances, office equipment, electronics and commercial food service equipment and, more importantly, ensure equipment and computers are turned off when not in use.

## Energy Measurement:

The ability to track energy consumption within the premises is a key step in energy conservation and awareness. It allows ongoing accountability and optimization in energy performance over time. By installing metering equipment that measures and records consumption within your space on all electrical, gas and water services you are able to monitor energy usage, which in turn allows you to identify, influence and see the results of any energy programs and initiatives you undertake.

For larger projects, continuous metering equipment should also be installed for the following end uses:

- ✓ Lighting systems and controls
- ✓ High consumption areas such as computer / server rooms
- ✓ “plug load” measuring consumption of office equipment, photocopiers, computers, etc. which are plugged into electrical outlets throughout your space

## Construction and Commissioning:

The construction phase begins once you have a contract with the contractor you have selected. It ends when the project is complete and ready for occupancy. The last step prior to occupancy should be a commissioning period.

A project cannot be deemed a success until proven with written verification that confirms the project’s mechanical, HVAC and electrical systems are installed and calibrated and performance is validated to the intended design. This verification process is completed by a commissioning team and should be included as part of your project work.

## Further Reductions in Footprint:

In order to further reduce your energy footprint once you have designed and constructed efficient space, you may want to give consideration to purchase Green Power for your premises.

# Environmentally Friendly Interiors

## Floor Materials:

Floor finishes have the greatest single environmental impact of any fixed item over the life of a typical tenant's occupancy timeframe. This is due to a tendency to replace floor materials at the end of every lease cycle. If reusing existing floor finishes is not possible or practical, many environmentally friendly options are available at similar and often lower cost than typical selections. For example:

- ✓ Use modular carpets, reconditioned options or those with high recycled content
- ✓ Choose low emissions products
- ✓ Use linoleum instead of vinyl
- ✓ Select carpets from vendors who will take back the product for recycling at the end of its useful life.

## Walls, Wallcovering & Paint:

Research indicates a link between open plan work environments and improved organizational learning. By reducing the amount of walls or offices and moving towards an "open work" plan, you are not only reducing upfront costs, but increasing employee morale and wellbeing. This has the potential to generate further proven organizational productivity through inherent increases in natural light and better ventilation associated with this design approach.

Minimize the amount of volatile organic compounds 'VOC" in paints, adhesives and sealants that are specified. This contributes to a healthier and more pleasant work environment for staff, especially at the beginning of your occupancy. Natural paints cost only a little more than standard paints and are completely VOC free. These provide a tangible demonstration of your company's commitment to maintaining a healthy environment for employees. Avoid the use of vinyl wall coverings as much as possible as most tend to have a high VOC content.

## Furniture:

Workstations can also have a significant environmental impact, particularly if they are not designed for easy assembly and reassembly, and capable for reuse or recycling. Improvements to indoor environment quality can be attained through the use of products that contain no or low "VOC".

General office furniture contributes to a significant percentage of waste going to landfills. Consider reusing as much office furniture as possible which saves money and the environment. Cost effective, environmentally and healthy (no or low VOC) products are readily available and some manufactures agree to take back products for reuse or recycling at the end of your use.

## Millwork:

A Green Design incorporates built in waste receptacle millwork to ensure that all recyclable materials generated within your space is diverted from landfill. The following waste streams should be taken into consideration when working with your property management team:

**Kitchens/Kitchenettes/Serveries**
- Organic Waste
- Cans and Bottles
- Paper
- Plastics and Styrofoam

**Photocopy Areas**
- Paper
- Toner Cartridges
- Battery Recycling

**Meeting/ Boardrooms**
- Paper
- Cans and Bottles
- Waste
- Organic waste

Each receptacle should be properly labeled according to the building's identified waste streams.

# During Construction or Renovations

## Waste Management:

An effective waste management program is based on the 3Rs, Reduce, Recycle and Reuse.

The element that needs to be considered right from the start is REUSE!

If your Green Design requirements are due to a relocation, be sure to walk through your new premises and give careful consideration to any existing fixtures and furniture that can be reused. Also look to reuse whatever materials, equipment and resources you can from your existing premises.

If demolition of some or all of the premises is to be undertaken ensure suppliers, contractors and/or subcontractors retrieve / retain packaging (e.g. skids, plastic wrap etc.) for reuse.

This leads us to the next step in waste management, RECYCLE!

Your contractor should be advised to contact local salvaging/recycling companies and arrange for recycling services. At a minimum, you should ensure your contractor recycles the following waste materials that could not be reused and may be generated throughout demolition or construction:

- ✓ Concrete / masonry / stone
- ✓ Steel and other metals
- ✓ Wood
- ✓ Gypsum
- ✓ Cardboard
- ✓ Plastic
- ✓ Blue Box waste
- ✓ Glass
- ✓ Ceiling tiles
- ✓ Carpet

The final step in your waste management efforts is to REDUCE!

Prevent damage of materials due to mishandling, improper storage and contamination so they do not end up as waste. Where possible, use prefabricated components built at a central facility to avoid waste generation at the site.

An important element of the commitment to waste management is ensuring effective documentation is kept during the construction process. This is done through a Waste Diversion Report. The report is comprised of a compilation of waybills, invoices, letters and other documentation from your suppliers/contractors that

is appropriately indexed and shows product types, quantities and details of waste diverted and waste sent to landfill. A copy of your Waste Diversion Report should be provided to us when completed.

It is therefore essential that you inform your contractor early in the renovation process about the following processes and procedures that form part of a Green Design.

Designate a central Waste Collection Area onsite that is dedicated to the separation and storage of all waste generated during demolition and construction.

- ✓ Provide separate containers in the Waste Collection Area that are sized to accommodate the estimate amount of each waste type and quantity.
- ✓ Clearly indicate the material type being stored in each container using appropriate signage and labels.
- ✓ If space is insufficient to provide proper sorting, ship all materials to a sorting station.
- ✓ Co-ordinate daily inspections of containers to check for and remedy cross contaminations.
- ✓ Ensure the material type is clearly labeled on each container.
- ✓ Arrange for and/or promptly transport containers to receiving facilities when containers are full.

Provide “blue box” recycling bins on site for recycling waste generated by site workers and visitors. Waste deposited in the bins should include aluminum, food or beverage cans, glass and plastic bottles and jars for food or beverage, cardboard and paper products.

Within 14 days…

- ✓ Have suppliers and contractors provide a letter listing the item(s) to be reused and the item(s) and quantity being removed from the site.
- ✓ Those items being removed from the site should show a list of proposed salvaging / recycling facilities to be used and further specify the material(s) that will be accepted by each facility and whether the material(s) will be reused, recycled or sent to landfill.
- ✓ Follow any salvaging / recycling facilities’ material acceptance requirements to ensure materials are properly sorted, grouped and packaged for collection.

Additional information and suggestions on waste management practices can be found on these websites:

Halton Region - http://www.halton.ca/living_in_halton/recycling_waste

City of Toronto - http://www.toronto.ca/garbage/index.htm

Web Based - Buy and Sell of Recycling materials - http://www.recycle.net/

## Indoor Environment:

Prevent indoor air quality problems arising from the construction / renovation process.

Protect all materials from moisture damage whether stored on-site or installed with the use of absorptive materials. Provide filtration media with a Minimum Efficiency Reporting Value (MERV) of 8 at each return air grill when air handlers are used during construction. Air handling systems serving the premises will only be turned on in the construction area when filters have been installed.

Additionally, reduce the quantity of indoor air contaminants that are odorous, potentially irritating and/or harmful to the comfort and well-being of installers and occupants. This would include adhesives, sealants and sealant primers. Specify low volatile organic compound “VOC” materials in all products being used. This is often accomplished with no additional cost.

Special consideration should be given to the selection of furniture and fixtures to ensure VOC levels are minimized and sufficient time for "off gassing" of new furniture is allowed to occur in a warehouse designed for this purpose rather than on the construction site. Be sure to order these products early in your process so it does not delay your overall construction schedule.

# Information and Resources

To assist you in identifying environmentally friendly and sustainable ("green") goods and services; sourcing, using and disposing office products in an environmentally preferable manner; and recognizing the vast array of products and services available, we have identified a few of the thousands of web sites available in your pursuit of Green Design.

**EcoLogo℠ Program** – Launched by the Canadian Federal government in 1988, EcoLogo℠ has grown to service thousands of buyers and sellers of green products throughout the United States and Canada. EcoLogo ™ is North America's oldest environmental standard and certifications organization. At this site, you will be able to make important, green conscious decisions while you browse through a list of over 7,000 product and service offerings. http://www.ecologo.org/en/

**Bullfrog Power** – Bullfrog sources power exclusively from generators who meet or exceed the federal governments Environmental Choice Program EcoLogo℠ standard for renewable electricity. http://bullfrogpower.com

**Public Works Canada** - offers a number of reference guides and publications including Environmentally Responsible Green Office and an Environmentally Responsible Construction and Renovation handbook. http://www.pwgsc.gc.ca/realproperty/text/publications-e.html

**BUILDSMART®** - a program of Metro Vancouver, is a sustainable building information source for the design and construction industry, helping make smart, sustainable choices when crafting the future of our constructed environment. The site features a sustainable products directory, technical resources, and information covering the life cycle of a building including; Design, Construction, Operations, Retrofit/Renovation and finally Deconstruction. http://www.gvrd.bc.ca/BuildSmart/

# Taking it to the Next Level

If you wish to take your commitment to designing and constructing sustainable office interiors to an elevated level we highly recommend you consider certification of your interior renovations to the LEED® - CI rating system offered by the Canadian and United States Green Building Councils. A two page summary is attached to this guide as Schedule 1 with detailed information available at the following websites:

http://www.cagbc.org/
http://www.usgbc.org/
Of paramount importance is to ensure your consultants are LEED Accredited Professional with experience in LEED accreditation programs to alleviate costs that can be associated with their learning curve.

# Schedule 1

# LEED® - CI Summary

## What is LEED?

The Leadership in Energy and Environmental Design (LEED) Green Building Rating System™ is a voluntary, consensus-based national rating system that encourages and accelerates global adoption of sustainable green building and development practices through the creation and implementation of universally understood and accepted tools and performance criteria.

## LEED Basic Facts

- LEED is implemented by the Canadian Green Building Council for the Canadian market and by the U.S. Green Building Council for the United States market which are not for profit and non profit organizations respectively
- LEED is a point-based system for rating the environmental performance of buildings
- Ratings of CERTIFIED, SILVER, GOLD or PLATINUM are awarded based on the number of points a project achieves
- LEED includes a third-party review and certification process
- There are several versions of LEED, each addressing different building types and construction scopes

## LEED –CI

LEED for Commercial Interiors is the green benchmark appropriate for the tenant improvement market. It is the recognized system for certifying high-performance green interiors that: are healthy, productive places to work; are less costly to operate and maintain; and have a reduced environmental footprint. LEED–CI provides a framework to make sustainable choices to tenants and designers who do not occupy whole buildings.

LEED–CI addresses the following categories of environmental performance, which are explained in more detail in the sections that follow:

- Sustainable Sites
- Water Efficiency
- Energy & Atmosphere
- Materials & Resources
- Indoor Environmental Quality
- Innovation in Design

## Sustainable Sites

This section looks at the environmental choices in terms of the site, its surroundings and certain aspects of the base building in which the LEED–CI project is taking place. A number of the issues addressed in this section may be outside of the scope of influence of the tenant. Within Sustainable Sites, LEED–CI addresses environmental performance in areas such as the reuse of brownfield sites, stormwater management, heat island effect, on-site renewable energy and transportation management.

## Water Efficiency

Points for water efficiency are awarded to project teams for their reduction in potable water use relative to standard practice. Low flow fixtures such as toilets, showers and faucets all contribute towards these points.

## Energy & Atmosphere

Energy conservation may be the most important way to reduce the negative environmental impact of buildings, since energy use is implicated in resource depletion, global warming and air pollution to name but a few impacts.

To reflect the importance of this section, it contains three prerequisites – mandatory measures that must be completed in order to obtain any level of LEED certification. These are:

- Fundamental Commissioning – to ensure that testing procedures are conducted before tenant occupancy
- Minimum Energy Performance – to ensure compliance with energy code standards
- CFC Reduction – to ensure the avoidance of ozone depleting CFCs in mechanical equipment

LEED rewards projects with points for meeting or exceeding energy efficiency standards for lighting, HVAC and appliances. Points are also available for electricity from green sources, energy metering and enhanced commissioning.

## Materials and Resources

The energy and resources required to extract, manufacture and transport building materials have significant environmental impacts. To reduce these impacts, the design team should emphasize the use of materials that have a minimal environmental impact and low embodied energy.

This section has one prerequisite – the provision of space for storing recyclables in the finished project – and also assesses the recycled content, reused content and locality of the materials used. Points are also available for diverting construction waste from landfill and selecting sustainable materials such as FSC certified wood or rapidly renewable materials such as bamboo.

## Indoor Environmental Quality

Earth-conscious building design doesn't stop at the building entrance, but includes issues related to the indoor environment: air quality, natural lighting and outdoor views. Healthy workspaces mean healthy, happy and productive staff with reduced absenteeism; many measures in this section make commercial sense too.

All projects must comply with two prerequisites in this section – tobacco smoke control and ventilation rates in accordance with or better than minimum standards.

Beyond that, LEED encourages a healthy working environment in two ways. First, LEED awards project points for minimizing harmful substances such as pollutants from construction process and harmful substances (particularly VOCs) in materials, paints, sealants and furniture. Second, LEED recognizes design features that actively contribute toward health and well being, namely natural day lighting, views out and comfortable and controllable heating, ventilation and lighting systems.

## Innovation in Design

The final section allows projects to be rewarded for innovation measures not covered elsewhere in LEED or to achieve points by demonstrating “exceptional performance” in one of the areas covered by LEED.

# TENANT CONTACT INFORMATION
# FORM 240FOURTH

**COMPANY NAME:**
**SUITE NUMBER(S):**
**RECEPTION TEL. #:**

## CONTACT INFORMATION

The names included in this section will receive **ALL** tenant communications *without* exception. We are unable to forward specific communication pieces to persons not listed in this section. Any specific information distribution requests must be managed internally through your own communication channels.

**PRIMARY CONTACT**
OFFICE PHONE | CELL PHONE
EMAIL

**SECONDARY CONTACT**
OFFICE PHONE | CELL PHONE
EMAIL

***Primary Contacts and Secondary Contacts will receive all Tenant Notices and Emergency communications.***

## LEASE DECISION MAKER

**LEASE DECISION MAKER**
OFFICE PHONE | CELL PHONE
JOB TITLE
EMAIL

## IT CONTACT

**PRIMARY IT CONTACT**
OFFICE PHONE | CELL PHONE
EMAIL

## EMERGENCY CONTACT INFORMATION

**EMERGENCY CONTACT #1**
OFFICE PHONE | CELL PHONE
EMAIL | HOME PHONE

**EMERGENCY CONTACT #2**
OFFICE PHONE | CELL PHONE
EMAIL | HOME PHONE

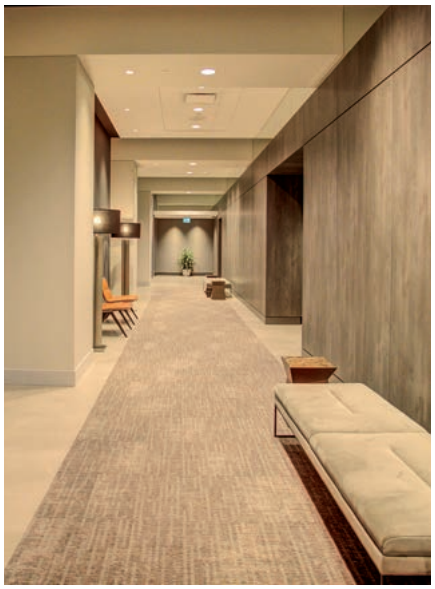
***Emergency Contacts will only receive Emergency communications.***

**ACCOUNTING CONTACT:**
EMAIL

*I agree that QuadReal Property Group LP may collect, use, store & otherwise process my name and other personal information that is required for the participation in the Emergency Contact List. I agree that QuadReal Property Group LP may continue to store & otherwise process such information after I have ceased to participate in the Emergency Contact List for purposes of proper administration of the Emergency Contact List. I also consent to the collection, use, and disclosure of my personal information by and to agents, contractors, and service providers of QuadReal in connection with the forgoing purposes.*

**Please return the completed tenant contact form via e-mail: simona.berneanu@quadreal.com**

# 240FOURTH Conference Centre Information



240FOURTH

A SUCCESSFUL BUSINESS MEETING VENUE THAT WILL SUIT YOUR EVERY REQUIREMENT

240FOURTH Conference Centre

# A Great Venue for Business Meetings

**All 240FOURTH tenants have access to a Conference Centre and Lounge area. Wireless internet is also available in the conference centre and lounge area. Contact the Tenant Relations Manager for your username and password and then simply sign on to the 240FOURTH network, bring up our internet navigation page and sign in.**

240FOURTH offers all you need for successful business meetings in our Conference Centre.
The Centre space can be organized for meetings and events of varying sizes and configurations.

## Meeting room features

The Conference Centre is located on the main floor level and includes two spacious rooms that may be combined into one large meeting room. The rooms are separated by a soundproof operable wall and may be configured to fit up to 158 people. Both rooms have audio visual equipment and access to the internet, as well as video and teleconferencing capabilities. Tenants need to supply a laptop computer should they require one for presentations. There is also a bonus break-out room and smaller boardroom which can accommodate 8 people.

240FOURTH tenants have use of the conference centre for business purposes only. They can book space up to six months in advance or with at least 48 hours' notice.

**Meeting room A includes:**
1 - 98" UHD Video Display
2 - 75" UHD Video Display
1 Podium
Wireless Microphone System

**Meeting room B includes:**
2 - 75" UHD Video Display
1 Podium
Wireless Microphone System

**Meeting room C includes:**
1 - 65" UHD Video Display
Polycom

240FOURTH

240FOURTH Conference Centre

# Booking Information

**240FOURTH tenants have priority use of the conference centre. They can book space up to six months in advance or with at least 48 hours notice; there is no booking fee for 240FOURTH occupants.**

If available, the Conference Centre can be booked for a fee, by non-240FOURTH residents providing they reside in another office building managed by QuadReal Property Group Limited Partnership.

## Making a booking

240FOURTH Tenants can make a booking by:

- Signing in the Conference Centre Bookings Login of our website www.240fourth.ca . The online booking page is located under the Tenants tab of our website menu;
- For extra enquiries or assistance, contact Tenant Relations Manager Simona Berneanu at simona.berneanu@quadreal.com or at 403-202-7559.

## Afterhour Booking Rates*

| | | |
|---|---|---|
| 240FOURTH Tenants | 1-4 hours | $500 + GST |
| QuadReal Property Group LP Tenants | 1-4 hours | $500 + GST |
| Non-Tenants | 1-4 hours | $1,500 + GST |

*Non-tenants' bookings and after hour bookings (between 5pm and 9pm Monday through Friday) can be made by contacting the Tenant Relations Manager directly. The reservation and details will be reconfirmed one week prior to the booked date. If any changes are required, contact the Tenant Relations Manager. 240FOURTH Tenants are required to complete a Facility Agreement. QuadReal Property Group LP Tenants are required to complete a Facility Agreement and present a COI for $2 million. Non-Tenants are required complete a Facility Agreement and present a COI for $2 million.

240FOURTH

240FOURTH Conference Centre

# Meeting Room Specifications

## Set-up options include:

- U shape style
- Classroom style
- Boardroom style
- Theatre style

## Meeting room capacity

| Setup | Room A | Room B | Room A, B | Room C |
|---|---|---|---|---|
| U shape | 20 seats | 22 seats | 48 seats | N/A |
| Classroom | 24 seats | 30 seats | 54 seats | N/A |
| Boardroom | 20 seats | 32 seats | 52 seats | 8 seats |
| Theatre | 60 seats | 72 seats | 158 seats | N/A |

## Booking rates and times for non-240FOURTH tenants*

| Meeting Rooms | Session A | Session B | Session C |
|---|---|---|---|
| | 8:00 am to 4:30 pm | 11:00 am to 1:30 pm | 8:00 am to 12:00 pm **OR** 1:00 pm to 4:30 pm |
| Room A | $200 | $150 | $150 |
| Room B | $200 | $150 | $150 |
| Room A&B | $400 | $300 | $300 |
| Room C | $200 | $150 | $150 |

* Rooms will be available a half hour before the scheduled time to allow for set up.

** Contact the Tenant Relations Manager to book for after 5:00 pm.

## Cancellation Policy

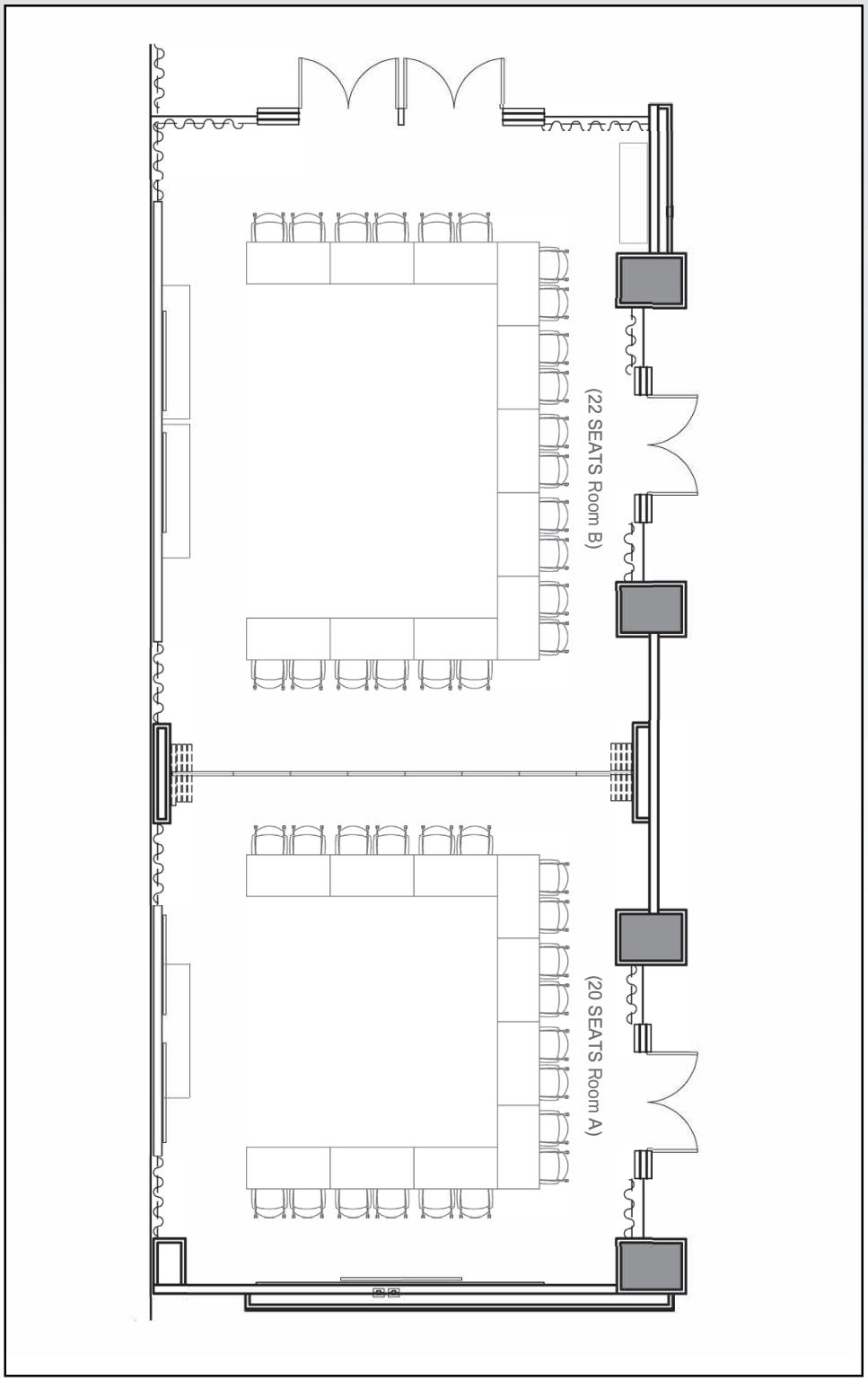
- Up to 5 days before your event – 50% of room fee will be charged.
- Less than 5 days before your event – 100% of room fee will be charged.

## Terms and conditions

- 240FOURTH tenants using the Conference Centre are responsible for any damages incurred during their function.
- The users must ensure that caterers remove all dishes, equipment etc.; and place garbage waste and bottles in the waste bins and recycling bins that have been provided. Additional cleaning charges may apply.

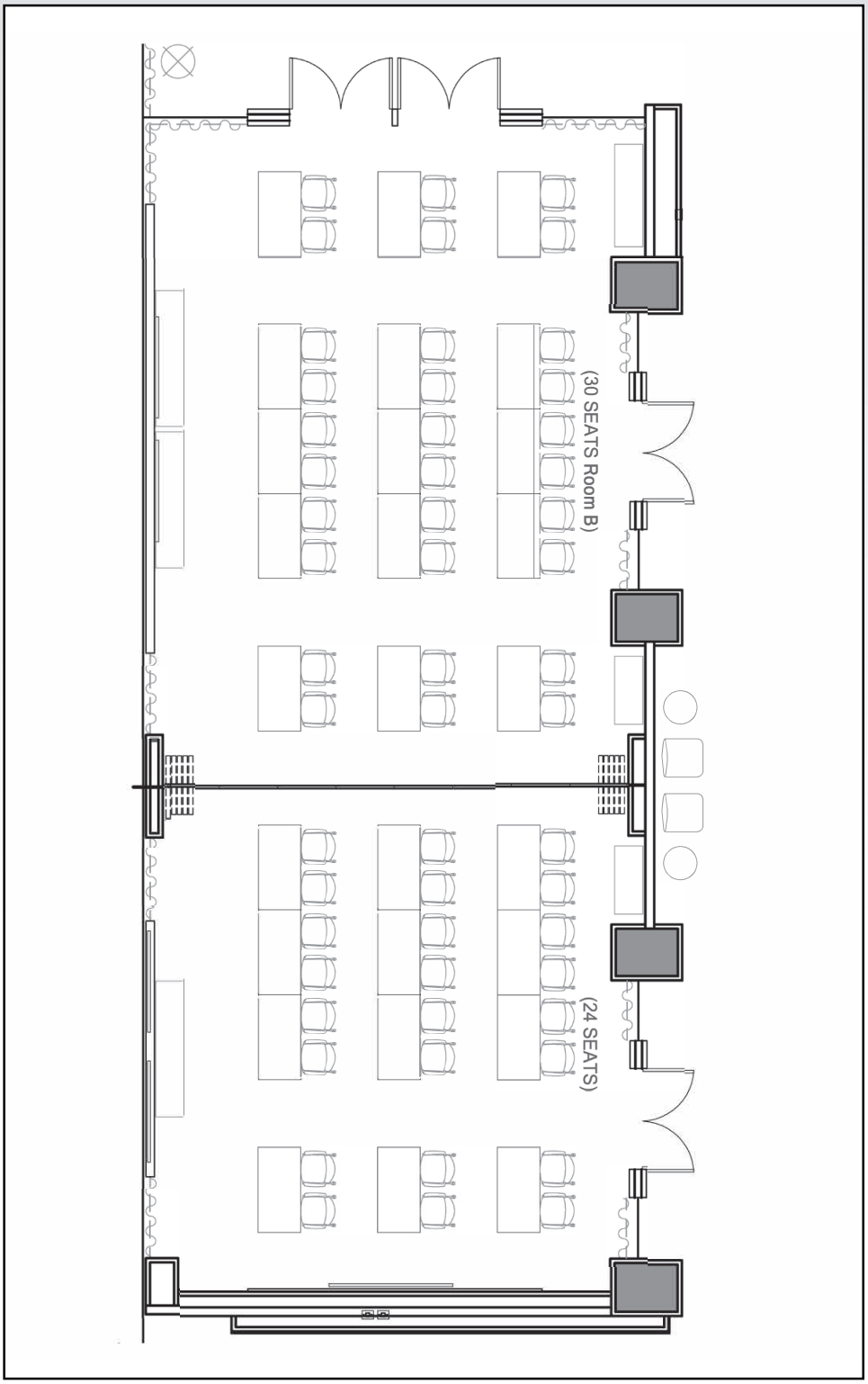
240FOURTH Conference Centre

# U-Shaped Setup



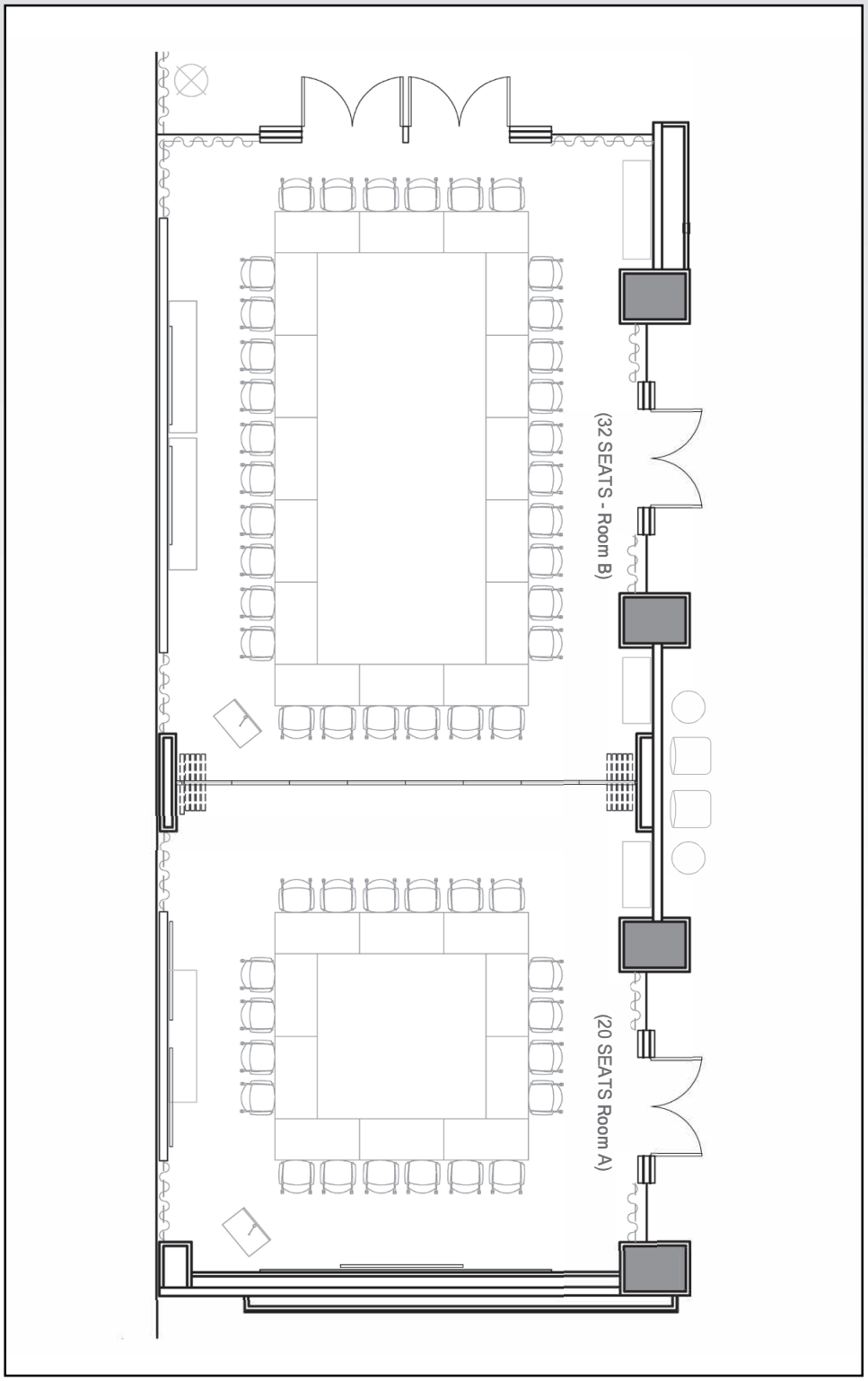
240FOURTH Conference Centre

# Classroom Setup



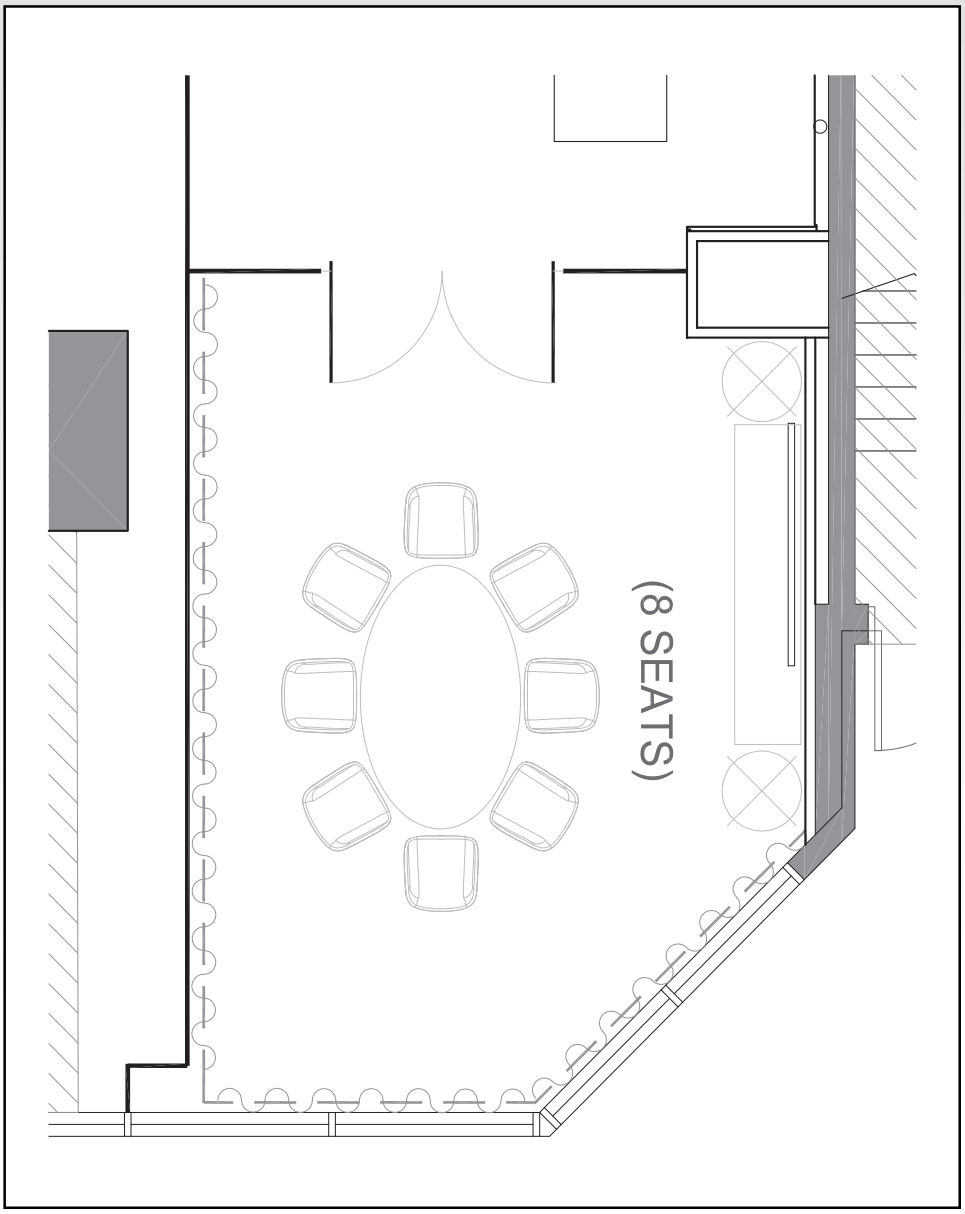
240FOURTH Conference Centre

# Boardroom Setup



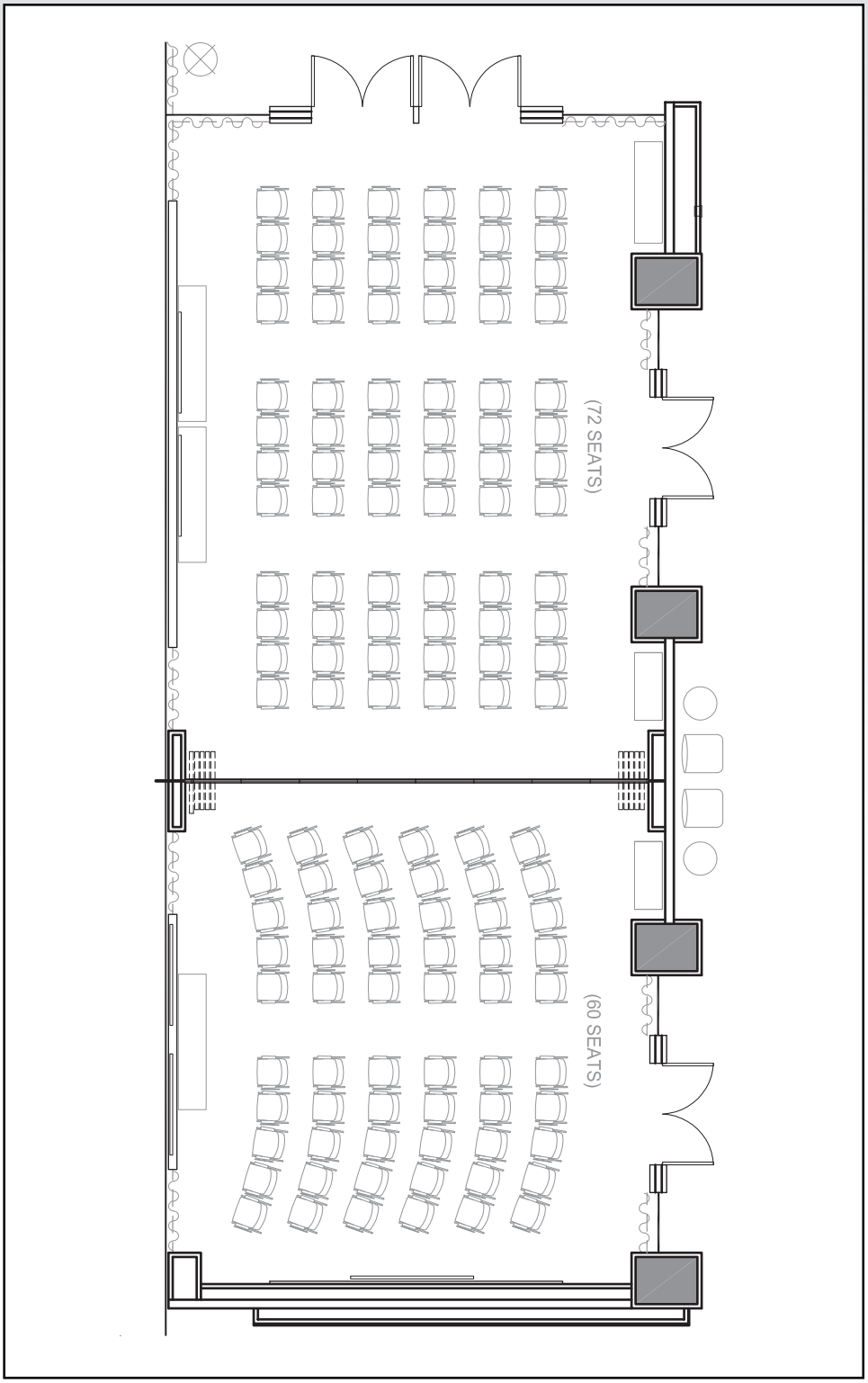
240FOURTH Conference Centre

# Boardroom Style Room C



240FOURTH Conference Centre

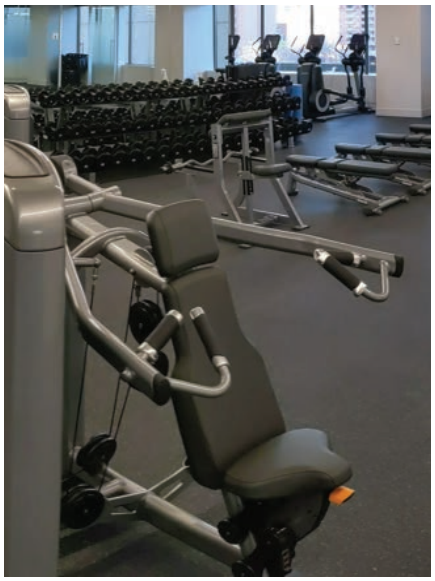
# Theatre Setup



# 240FOURTH

SOUNDPROOF ROOMS
WITH STATE-OF-THE ART
AUDIO VISUAL EQUIPMENT
CONFIGURED TO YOUR NEEDS

# 240FOURTH Fitness Centre Information



240FOURTH

A FITNESS CENTRE
THAT CAN RIVAL THE
BEST THAT CALGARY
HAS TO OFFER

# An Exclusive Fitness Centre

**The 240FOURTH Fitness Centre is managed by LIV North an industry leading service provider. Our Group Exercise, Personal Training, and Customer Service rival the best that Calgary has to offer. And our members confirm this with consistently high satisfaction ratings.**

The 240FOURTH Fitness Centre is for the exclusive use of 240FOURTH tenants. Once you complete a Fitness Centre Orientation Session and applicable forms, your building security badge will be programmed to provide you with ongoing access to the Fitness Centre which is located on the third floor.

Our 8,140 sq. ft. facility is equipped with state-of-the-art fitness equipment and two large studio spaces used for a variety of classes and personal training. The fitness centre features the latest cardiovascular machines with embedded entertainment, a selectorized strength circuit and a variety of free weight, stability and functional equipment. Selected programming is also available including personal training and group training.

## Fitness Centre Registration

All users will be required to attend a brief and helpful orientation session prior to using the facility, as well as completing applicable forms that include a Fitness Centre consent form, registration form and a Physical Activity Readiness Questionnaire. All forms are available in the Fitness Centre, or online on the 240FOURTH website at www.240fourth.ca. The 15-20 minute orientation session will review basic procedures, give an overview of the facility and equipment available, as well as allowing time for questions. Please be advised that the orientation session is mandatory as the fitness centre is not always staffed. To schedule an appointment for the orientation session, pleasecontact the 240FOURTH Fitness Centre at 240-4fitness@livnorth.com, or call: 403-264-3807.

## Group Fitness Classes

From yoga and barre, to cycling and bootcamp – a variety of classes are led in the studio. While the membership is free, group exercise classes are fee based. All group exercise classes are led by certified instructors. To view the current schedule, or for more information of class prices, please visit the Fitness page on the building website, or stop by the Fitness Centre and talk to the staff All classes are self-paced, which means that you determine the intensity that is best for you. It's easy; just listen to your body. We encourage you to exercise according to your fitness level.

## Locker Rooms

The Fitness Centre locker rooms are set up to provide all the amenities needed for working out. These include: private showers with hair/body soap, towels, hair dryers, and curling/straightening irons.

Lockers are only available for Fitness Centre members when they are using the fitness centre or going for an exercise walk or run. They are not available for day use. If you want to secure your locker, you will need to supply your own lock.

240FOURTH Fitness Centre

# Staffing and Hours of Operation

The 240FOURTH Fitness Centre can be accessed 24 hours a day, although the locker rooms are closed for cleaning and/or maintenance: Monday to Friday from 8:00 pm to 9:00 pm and week-ends from 7:00 am to 8:00 am.

### Staff members are available in the Fitness Centre:

- Monday to Friday from 7:00 am to 3:00 pm
- Sundays from 9:00 am to 5:00 pm
- Staffed hours are subject to change without notice

### Contact Information

Email: 240-4fitness@livnorth.com
Phone: 403-264-3807
www.240fourth.ca

Alternate Contact
Simona Berneanu Tenant Relations Manager
Email: simona.berneanu@quadreal.com
Phone: 403-716-2003

240FOURTH

240FOURTH Fitness Centre

# Personal, Customized Training

## Kick start your fitness experience with a personal trainer!

"75% of people who exercise are not getting the results that they want, but out of the 25% of people who are getting results, 90% of them are working with a personal trainer." *Idea Magazine*

Personal Training is a great option for individuals with specific targets and goals in mind. Your trainer will challenge you, motivate you and follow up with you to make sure you stay on the right track. A Senior Personal Trainer possesses a higher level of certification and more years of experience. A Personal Trainer, while still highly qualified, has less overall experience.

## Our Personal Training Staff can assist you with any of your fitness needs:

- Health and functional fitness training
- Sport-specific prescription and training
- Personalized program design
- Fitness and health testing
- Goal setting and lifestyle counseling
- General nutrition information

**Book a FREE 30 minute consultation to see if Personal Training is right for you. The consultation varies slightly depending on the client and trainer but generally involves goal setting, medical and exercise history, and some functional movement testing.**

## Personal Training Costs*

*Program Design*

| | |
|---|---|
| One-on-One | $150 |
| 3 sessions | $240 |
| 5 sessions | $385 |
| 10 sessions | $715 |

*Pair*

| | |
|---|---|
| 5 sessions | $555 |
| 10 sessions | $1050 |

*Express (30 min)*

| | |
|---|---|
| 3 sessions | $141 |
| 5 sessions | $225 |
| 10 sessions | $420 |

For small group training rates,
please inquire at the Fitness desk.

** Prices do not include GST*

240FOURTH

# Jamieson Place Winter Garden Information

A PUBLIC GATHERING PLACE WHERE TENANTS ENJOY THE BEAUTY OF AN INDOOR GARDEN

JamiesonPlace

QuadReal™

**Jamieson Place Winter Garden**

# A great venue for events and photo shoots

**The 25,000 square foot Jamieson Place Winter Garden is an impressive public gathering place where building tenants and the public can enjoy the beauty of an indoor garden all year round.**
**It is also a very popular location for events and for photo shoots.**

The Garden is located on the +15 level of the building and includes:

- Structural steel 'sheaves of wheat' that make up the Fields of Fame of Alberta Champions. Each sheaf honours a person who has made a significant contribution to the fabric of the Calgary community. For more information visit the Fields of Fame,
- Chandelier style blown glass sculptures hang over the infinity pool in the centre of the Garden and were sculpted especially for the Winter Garden by famed glass sculptor Dale Chihuly, whose work is a part of indoor and outdoor gardens throughout the world. Each sculpture weighs around 500 pounds, and is composed of over two hundred pieces of blown glass. For more information about Dale Chihuly and his work, visit www.chihuly.com.

A GREEN ENVIRONMENT THAT IS SHELTERED FROM ALL OF THE ELEMENTS YEAR ROUND

JamiesonPlace

QuadReal™

**Jamieson Place Winter Garden**

# Booking information for events

The Winter Garden may be booked for standard business receptions, as well as work related and charity events. It is not available for personal events such as weddings and birthdays. If you would like to book the Winter Garden, we recommend that you schedule a meeting with the Jamieson Place Tenant Relations Manager to discuss your booking requirements at least two months prior to the event if possible. And then the actual booking should be made at least one month in advance, to enable us to ensure that your requirements are met and your function goes smoothly. Because the Winter Garden is a public area, private functions must be held after 5:00 pm on weekdays and end at 9:00 pm. For extended hours, please contact Tenant Relations Manager to discuss and receive approval.

## Booking Rates*

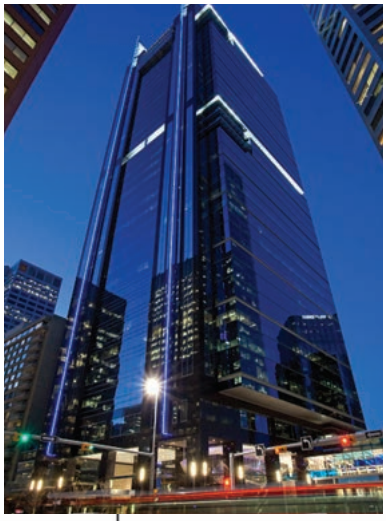
The Winter Garden may be rented for up to eight (8) hours, Including set up and take down of all rentals. Rates are:

| | | | | | |
|---|---|---|---|---|---|
| Jamieson Place Tenant | 1-4 hours | $500 | 4-8 hours | $1000 | + GST |
| QuadReal Property Group LP Tenant | 1-4 hours | $1000 | 4-8 hours | $1500 | + GST |
| Corporate Clients | 1-4 hours | $2500 | 4-8 hours | $3000 | + GST |
| Registered Charities | 1-4 hours | $500 | | | + GST |

*All prices include one Security Officer and five complimentary parking passes, with additional passes available at prevailing rates.

## To book the Winter Garden, please contact:

Simona Berneanu, Tenant Relations Manager
Phone • 403-202-7559
simona.berneanu@quadreal.com



JamiesonPlace

QuadReal™

**Jamieson Place Winter Garden**

# Terms and conditions

- Tentative bookings will be held for a maximum of one week, at which time the garden will be released back to available status.
- Bookings will be confirmed once the client provides a signed application. The charge for the booking of the Winter Gardens is payable no later than one week in advance of the event.
- The event planner must meet with the Tenant Relations Manager a minimum of two weeks before the event to discuss function requirements including security, cleaning and signage. The Management reserves the right to release the booking without any notice to the client if the user if the user fails to meet with the Tenant Relations Manager.
- All additional costs for security and cleaning will be incurred by the user and billed after the function. Jamieson Place Security will be contracted for any function in the Winter Garden at a rate of $25.00 per hour, per Security Guard (4-hour minimum charge).
- Should it be necessary to cancel the function, please inform Tenant Relations Manager about it as soon as possible.
- Jamieson Place tenants and any other group using the Winter Garden are responsible for any damages incurred during the function.
- The client will take out and maintain during the function, comprehensive general public liability insurance in the amount of $5,000.000, naming bcIMC Realty Corporation, Jamieson Place Holdings Inc., QuadReal Property Group Limited Partnership, QuadReal Property Group G.P Inc., and their respective successors and assigns as additional insured.
- Smoking is not allowed in the Winter Garden. Smokers must use designated areas outside of the building.
- If a sound system or on-site-audio-visual equipment is required, it must be supplied by the client.
- Liquor may be served at the function, and purchase of a liquor license is the responsibility of the event planner and must be posted in a visible location during the function. A copy of the license must be provided to the Tenant Relations Manager a minimum of one day prior to the function.
- Chafing dishes are permitted in the Winter Garden but they cannot be lighted until placed on the serving station in the Garden. Please note that local fi re regulations prohibit open flame candles.
- Decorations are permitted; however, to avoid damages to the wall finishes, no signage or banners may be taped or affi xed to the walls, pillars etc. in any location within the building. All signage must be placed in signage holders that will be provided by Jamieson Place.
- Maximum room capacity is 440 people.

**Jamieson Place Winter Garden**

# Booking information for photo sessions

## The Winter Garden can also be booked for photo sessions:

- Monday - Friday • 6:00 pm - 9:00 pm
- Saturday and Sunday • 8:00 am - 6:00 pm

## To book the Winter Garden, please contact:

Simona Berneanu, Tenant Relations Manager
Phone • 403-202-7559 Cellular • 403-701-0917
simona.berneanu@quadreal.com

## Booking rates

The Winter Garden booking rate is $200 plus GST for a maximum of two hours. This fee includes one Security Officer who will be on site to ensure all the terms and conditions are adhered to by all participants.

## Terms and conditions

- Full payment must be received a minimum of seven days prior to the event.
- Only certified cheques will be accepted. Cheques should be made payable to *QuadReal Property Group Limited Partnership ITF Jamieson Place*
- **Billing address:**

  **QuadReal Property Group Limited Partnership**
  **Suite 2810, 308-4th Ave SW**
  **Calgary, Alberta T2P 0H7**
- Maximum capacity for group photo sessions is 15 people, including children.
- All bookings are considered to be tentative until the Booking Application and full payment have been received from the client.
- Tentative bookings will be held for one week, at which time the garden will be released back to available status without notice to the user.
- Smoking is not permitted in the Winter Garden. Smokers must use designated areas outside.
- Alcohol is not permitted in the Winter Garden for this type of event.
- No furniture or other equipment in the Winter Garden will be moved for the photo shoot.
- Decorations are not permitted and no signage or banners may be taped to the walls, pillars, etc. in any area of the Winter Garden or Jamieson Place.
- The Security Officer has full discretion to request a participant or an entire group to leave the premises if any of the Terms and Conditions are violated.
- Any damage incurred during the photo session will be the responsibility of the user.
- The client will take out and keep in force during the function, comprehensive general public liability insurance in the amount of $1,000,000, naming bcIMC Realty Corporation, Jamieson Place Holdings Inc., QuadReal Property Group Limited Partnership, QuadReal Property Group G.P Inc., and their respective successors and assigns as additional insured.

**Jamieson Place Winter Garden**

# Event application

Note: by signing this form, the user agrees that he/she will meet on site with the Tenant Relations Manager at least two (2) weeks before the event. All parties involved in the event (caterer, event planner, entertainment representative, etc.) should attend the meeting.

Type of event:

Date of event: Hours of event: Number of attendees:

Will the event be catered? ☐ Yes ☐ No

Caterer:

Name and contact information:

Will equipment be required? ☐ Yes ☐ No

Equipment rental company:

Name and contact information:

Will alcohol be served? ☐ Yes ☐ No

Required insurance : $5,000,000 - naming bcIMC Realty Corporation, Jamieson Place Holdings Inc., QuadReal Property Group Limited Partnership, QuadReal Property Group G.P Inc., and their respective successors and assigns as additional insured.

Name of policyholder:

☐ By signing this form, I declare that the Winter Garden Terms and Conditions have been reviewed and all Terms and Conditions will be adhered to.

Name of business or organization:

Name of person booking the space:

Daytime phone number: Email:

☐ Please sign and date the Winter Garden Booking Request Form and return it to Simona Berneanu, at simona.berneanu@quadreal.com.

Signature: Date:

**Jamieson Place Winter Garden**

# Photo session application

Type of event:

Date of event: Hours of event: Number of attendees:

Photo session by a professional photographer? ☐ Yes ☐ No

Photographer/studio:

Name and contact information:

Required insurance : $1,000,000 - naming bcIMC Realty Corporation, Jamieson Place Holdings Inc., QuadReal Property Group Limited Partnership, QuadReal Property Group G.P Inc., and their respective successors and assigns as additional insured.

Name of policyholder:

☐ By signing this form, I declare that the Winter Garden Terms and Conditions have been reviewed and all Terms and Conditions will be adhered to.

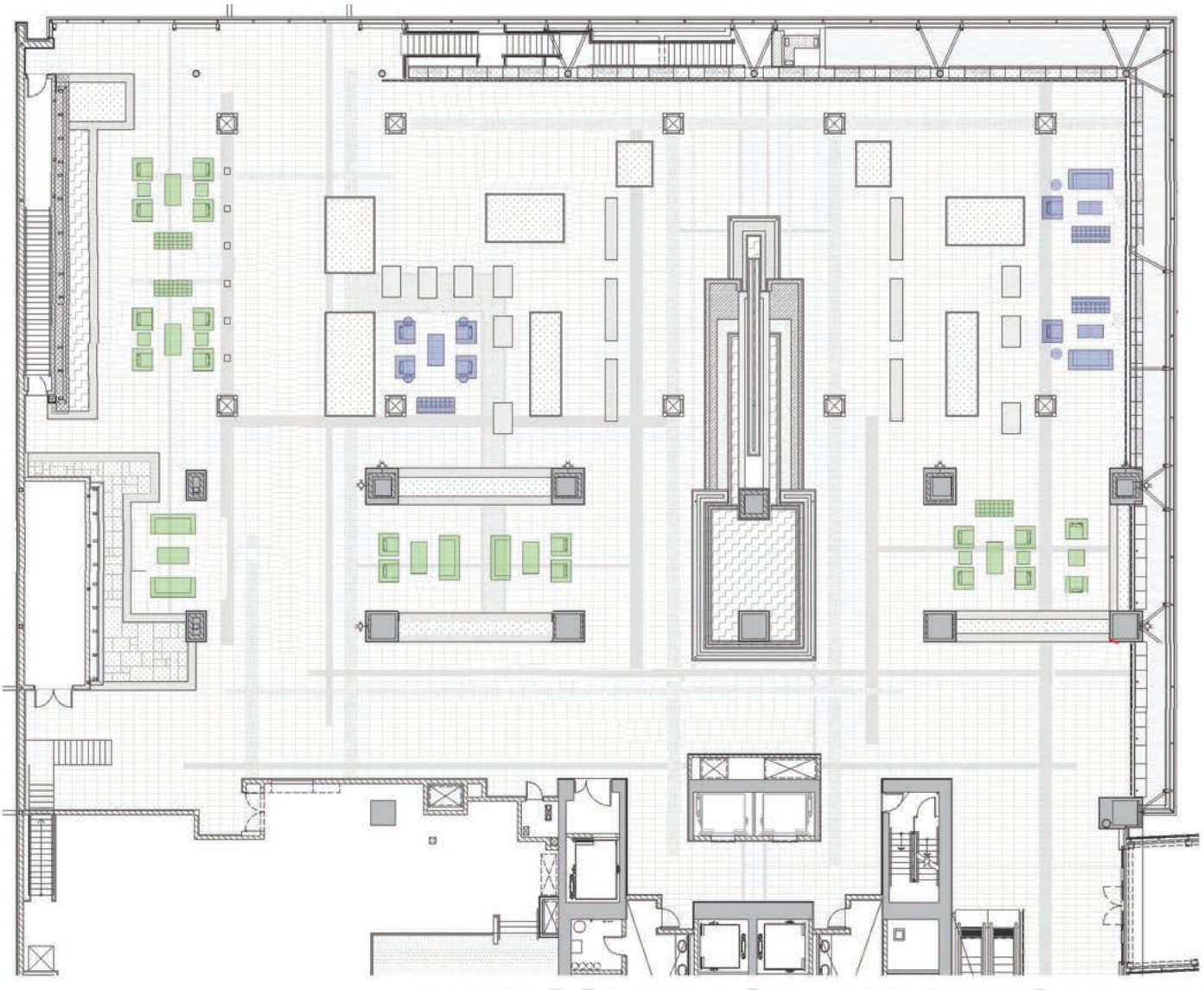
Name of company:

Per:

Daytime phone number: Email:

☐ Please sign and date the Winter Garden Booking Request Form and return it to Simona Berneanu, at simona.berneanu@quadreal.com.

Signature: Date:

Jamieson Place Winter Garden

# Floor plan