

# TENANT INFORMATION MANUAL

240FOURTH



[240fourth.ca](http://240fourth.ca)  
Revised January 8, 2024

# 240FOURTH

Over the years 240FOURTH has been the recipient of numerous prestigious regional, provincial, and national awards for excellence in the areas of building management, sustainable practices, and tenant services.

Here are just a few of the accolades received over the past few years:

Energy Star Certification | [2023](#)

Fitwel Certification | [2023](#)

The Outstanding Building of the Year (TOBY) Award | [2023](#)

Fitwel Viral Response Certification | [2021](#)

Rick Hansen Foundation Accessibility Certification | [2021](#)

BOMA Best Gold Certification | [2019](#)

Energy Star Recertification | [2018](#)

LEED Gold Certification | [2018](#)

BOMA Earth Award | [2013](#)

## INTRODUCTION

QuadReal is a global real estate company committed to delivering strong, stable returns and creating spaces and communities that enhance the lives of the people we serve.

Headquartered in Vancouver, British Columbia, we manage a portfolio of over \$73.8 billion in assets under management across Canada, the U.S., the UK, Europe and the Asia Pacific. In addition to being diversified across sectors and geographies, these assets include investments in programmatic partnerships and operating companies in which we hold an ownership interest.

We are reshaping institutional real estate investing by integrating in-house development, operations and property management with agile capital allocation across public or private debt and equity markets.

Our people are our strength. We are a dynamic team of over 1,200 passionate individuals, united by deeply held values and a commitment to service excellence. Together, we lead our industry through progressive practices, an open-source approach to idea-sharing and a commitment, every day, to Being a Responsible Company.

**QuadReal: Excellence lives here.**

For more information, visit [quadreal.com](http://quadreal.com).

Since assuming the Property Management of 240FOURTH in February 2017, QuadReal Property Group is very proud to be a part of this great office building. Our commitment to service excellence is a primary reason why we are leaders in the management of major commercial properties across Canada.

Designed to help you and your fellow employees enjoy everything that 240FOURTH has to offer, QuadReal Property Group is pleased to provide this Tenant Information Manual for the exclusive use of Tenants at 240FOURTH to assist in becoming familiar with the building's features, facilities, operating procedures, and with the staff who provide these services. The information that is contained in this manual is general in nature and may differ from individual tenant leases. In all cases, the lease takes precedence over this manual.

Please take the time to become familiar with the contents of this Tenant Information Manual to learn all the benefits and privileges of being a 240FOURTH tenant. We believe it will become an invaluable resource for you and all our tenants. The Manual can be found online at [240FOURTH Tenant Manual](#).

Our Property Management Team would be pleased to assist tenants with any questions regarding instructions, policies etc. outlined in this manual. Please feel free to contact the Property Management office at 403-202-7555 with any 240FOURTH-related inquiries.

Ronald Cheung  
Property Manager

# C O N T E N T S

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## I. TENANT SERVICES

BUILDING FACTS SHEET	6
GENERAL INFORMATION	7
Property Management Office	7
Building Hours	7
Security Hours of Service	8
Leasing Information	8
PROPERTY MANAGEMENT	8
Management Team	8
AMENITIES	8
Conference Centre and Lounge	9
Fitness Centre	9
Bicycle Lock-up	9
Property Website	10
QuadReal+ App	10
Wireless Internet	10
Retail Vendors	10
Access to Jamieson Place amenities	11
RENT PAYMENT	11
MOVE IN/OUT PROCEDURES	11
LOADING AND UNLOADING REQUIREMENTS	11
KEYING	12
TENANT INSURANCE REQUIREMENTS	12
SIGNAGE	13
Main Floor Electronic Directory	13
Elevator Signage	13
Tenant Signage	13
Submission Requirements	13

FREIGHT ELEVATOR	13
How to Book the Freight Elevator	13
SHIPPING AND RECEIVING	14
Deliveries	14
SECURITY AND LIFE SAFETY	14
Fire Warden Training	15
Building Access Cards	15
PARKING	15
CLEANING	16
CARWASH	16
RECYCLING	17
Base Building Recycling	17
Extended Recycling Program	17
Mixed Materials Recycling	17
<b>II. CONSTRUCTIONS RULES AND REGULATIONS</b>	
<b>III. WORKING ALONE PROCEDURE</b>	
<b>IV. TENANT GREEN DESIGN GUIDE</b>	
<b>V. QUADREAL CONNECT</b>	
<b>VI. TENANT CONTACT INFORMATION</b>	
<b>VII. CONFERENCE CENTRE BROCHURE</b>	
<b>VIII. FITNESS CENTRE BROCHURE</b>	
<b>IX. WINTER GARDEN BROCHURE</b>	

## BUILDING FACTS SHEET

### General Building Info

<b>Address</b>	240 - 4 <sup>th</sup> Avenue SW Calgary, AB,	<b>Gross Area</b>	655,251 sf
<b>Ownership</b>	bclMC Realty Corporation, 240FOURTH Holdings Inc.	<b>Leasable Office</b>	644,419 sf
<b>Base Building Electrical</b>	600 Volt Incoming Lightning 120 Volt	<b>Leasable Retail</b>	10,832 sf
<b>Base Building Mechanical</b>	Compartmental unit VAV system with perimeter radiant heating	<b>Parking</b>	
<b>Building Construction</b>	Reinforced concrete with granite cladding	<b>- Ratio</b>	1: 3,400 leasable sf
<b>HVAC - Hours of Operation</b>	6 a.m. to 6 p.m. - weekdays By request - weekends	<b>- Rate</b>	\$500.00/month random \$590.00/month reserved
<b>Operating Expenses</b>	\$19.56 sf	<b>Year of Completion</b>	1988
<b>Taxes</b>	\$ 2.54 sf	<b>Security - Hours of Operation</b>	24 hours manned
<b>Total</b>	\$22.10 sf	<b>Number of Floors</b>	32 (including mechanical floor)

### Typical Floor

<b>Average Floor Plate</b>	23,000 sf	<b>Floor Loading</b>	100 lbs per square feet
<b>Ceiling Height</b>	9 feet (12 slab to slab) Floors 25, 28-30: 8'9.5" with 1500 x 500 ceiling tile	<b>Construction</b>	Reinforced Concrete
<b>Ceiling Grid</b>	2 feet x 2 feet	<b>Crossover Floors</b>	3,7,10,14,17,22,27, 31
<b>Core Depths</b>	41 feet	<b>Garage Clear Height</b>	Parkade 6'7" Loading dock 13'6"
<b>Windows</b>	Thermopane/Aluminum frames tinted		

### Building Systems

<b>Passenger Elevators</b>	6 low rise, 6 high rise, 2 parkade shuttles	<b>Fibre Optic Service</b>	Available from a number of providers
<b>Service Elevators</b>	1 freight elevator (P2-31 <sup>st</sup> )	<b>Humidification</b>	Spray media at make-up air unit
<b>HVAC System</b>	Compartmental unit VAV	<b>Life Safety Security System</b>	Card access - 24 hour manned Closed circuit TV
<b>Electrical Design Capacity</b>	To suit tenant's requirements 5 watts per sf	<b>After Hours HVAC - Capabilities</b>	<b>\$30/hour per floor</b> Flexible
<b>Lighting</b>	2'x4' T8 fluorescent fixtures - 120 volt	<b>Life Safety Systems</b>	Automated system, fully sprinklered
<b>Supplemental cooling system (2015)</b>			3 ton/floor capacity

## GENERAL INFORMATION

We want you to know that every member of our team is here to serve you. We want to hear your comments, compliments, or concerns. Please feel free to contact the Property Management Office and our Receptionist will ensure that you are put in touch with the appropriate member of our team.

## PROPERTY MANAGEMENT OFFICE

The Management Office address is:

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

Hours: 8 a.m. to 4:30 p.m. Monday through Friday, excluding holidays.

## BUILDING HOURS

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

Monday to Friday - 6 a.m. to 6 p.m.  
Saturday, Sunday, and Holidays - Closed

After-hours access is available with your building access card. For access to 240FOURTH without a building access card, please use the SW entrance door on the main floor.

240FOURTH is closed during weekends and holidays:

New Year's Day	Victoria Day	Thanksgiving Day
Family Day	Canada Day	Christmas Day
Good Friday	Civic Holiday	Boxing Day
	Labour Day	

## SECURITY HOURS OF SERVICE

240FOURTH Security have staff on duty 24 hours a day, 7 days a week for your safety, security, and assistance needs.

Non-emergency: 403-237-7050

Emergency: 911

Security Office is located on the +15 level in 240FOURTH and is open 24/7. The Access Control Office is located on the +15 level in 240FOURTH and is open Monday to Friday 8 a.m. to 4 p.m., closed from 12 p.m. to 1 p.m.

## LEASING INFORMATION

Please direct all Leasing inquiries to:

Albert Tai, Senior Vice President, Office, Prairies

Phone: [403-202-7545](tel:403-202-7545)

Email: [albert.tai@quadreal.com](mailto:albert.tai@quadreal.com)

## PROPERTY MANAGEMENT

QuadReal CONNECT	<a href="mailto:service@quadrealconnect.com">service@quadrealconnect.com</a>	1-877-977-2262
Security	<a href="mailto:240fourth.security@quadreal.com">240fourth.security@quadreal.com</a>	403-237-7050
Property Management Reception		403-202-7555

## MANAGEMENT TEAM

General Manager	Sharlene Quian	(403) 202-7531	<a href="mailto:sharlene.quian@quadreal.com">sharlene.quian@quadreal.com</a>
Property Manager	Ronald Cheung	(403) 202-7910	<a href="mailto:ronald.cheung@quadreal.com">ronald.cheung@quadreal.com</a>
Operations Manager	CJ Curtis	(403) 503-9110	<a href="mailto:cj.curtis@quadreal.com">cj.curtis@quadreal.com</a>
Operations Supervisor	Dara Olatunji	(403) 890-5838	<a href="mailto:dara.olatunji@quadreal.com">dara.olatunji@quadreal.com</a>
Assistant Property Manager	Simona Berneanu	(403) 202-7995	<a href="mailto:simona.berneanu@quadreal.com">simona.berneanu@quadreal.com</a>
Property Administrator	Jannelle Eddington	(403) 202-7512	<a href="mailto:jannelle.eddington@quadreal.com">jannelle.eddington@quadreal.com</a>
Manager, Security & Life Safety	Andrei Rotundu	(403) 202-7511	<a href="mailto:andrei.rotundu@quadreal.com">andrei.rotundu@quadreal.com</a>
Security Supervisor	Ali Mirza	(403) 202-7578	<a href="mailto:ali.mirza@quadreal.com">ali.mirza@quadreal.com</a>

## AMENITIES

240FOURTH is located only seconds away from Prince's Island Park and the river pathway system that runs from Calgary to Cochrane. 240FOURTH has numerous amenities for its Tenants.

These include the Conference Centre and lounge, the Fitness Centre and more.

## CONFERENCE CENTRE AND TENANT LOUNGE

The 240FOURTH Conference Centre is used by tenants of 240FOURTH for business purposes. It includes two meeting rooms that can be arranged in several different configurations or combined to meet the needs of your event. There is also an 8-person separate boardroom and a bonus break-out room.

Audio/visual equipment and internet access are provided and teleconferencing, and videoconferencing capabilities are available. The Conference Centre is available for all Tenants and can be booked through our Conference Centre Concierge or the QuadReal+ app.



For more details, please view the Conference Centre brochure attached at the end of this manual.

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 Conference Centre Concierge, Hazel Hannivan at [conciierge.yyc@quadreal.com](mailto:conciierge.yyc@quadreal.com) or at 403-370-7145 for more details.

## FITNESS CENTRE

Located on the third floor of 240FOURTH, the Fitness Centre is an 8,140 square foot facility 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@livunltd.com](mailto:240-4fitness@livunltd.com) or calling 403-264-3807.

The fitness centre is accessible 24 hours a day, 7 days a week. The locker rooms are closed for cleaning and maintenance Monday to Friday from 8 p.m. to 9 p.m. and weekends from 7 a.m. to 8 a.m. The centre will be monitored during peak usage by certified fitness staff.

Please view the Fitness Centre brochure attached at the end of this manual for more details.

## BICYCLE CAGE AND SHOWER ROOMS

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. The bike cage facility is for day use only. Overnight storage of bicycles is not permitted.

In order to provide a safe environment for all, access to the bike cage will only be provided to tenants that have an Amenity Access Waiver completed. The Agreement is available on the [building website](#) and once completed, please email it to [AccessControl.Calgary@quadreal.com](mailto:AccessControl.Calgary@quadreal.com) to have access added on your building pass.

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 appliances, and complimentary towel service. Lockers are provided for day use only and you are responsible for supplying your own lock.

## PROPERTY WEBSITE

The 240FOURTH website [240Fourth.ca](http://240Fourth.ca) is an excellent resource for information about building or the services we offer. Many forms can be downloaded from the site including work permits and Amenity Access Waiver.

## 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 and App Store.

Please contact Assistant Property Manager, Simona Berneanu at [simona.berneanu@quadreal.com](mailto:simona.berneanu@quadreal.com) to request your custom company registration code.

Once you have downloaded the app, simply fill out the sign-up form and get started.

## WIRELESS INTERNET

Free wireless internet is available in different areas of the building:

- Conference Centre boardrooms and lounge - for meeting rooms users. To obtain the log in credentials please contact Conference Centre Concierge, Hazel Hannivan at [concierge.yyc@quadreal.com](mailto:concierge.yyc@quadreal.com) or at 403-370-7145 for more details.
- Fitness Centre - for Fitness Centre members. To obtain log in credentials, please see the Fitness Coordinator, at the Reception Desk inside the Fitness Centre.

## RETAIL VENDORS

**Tim Hortons** - located on the +15 Level

Website: [timhortons.ca](http://timhortons.ca)

Hours of Operations: 6:30 a.m. to 3:30 p.m. Mon-Fri

**A&W** - located on the +15 Level

Website: [web.aw.ca](http://web.aw.ca)

Hours of Operations: 6:30 a.m. to 2 p.m. Mon-Fri

**Cedar's Deli** - located on the +15 level

Website: [cedarsdeli.com](http://cedarsdeli.com)

Hours of Operations: 10 a.m. to 2 p.m. Mon-Fri

**Thai Express** - located on the +15 Level

Website: [thaiexpress.ca](http://thaiexpress.ca)

Hours of Operations: 10 a.m. to 2 p.m. Mon-Fri

**Seed N Salt** - located on the main level

Website: <https://www.seednsalt.com/>

Hours of Operations: 6:30 a.m. to 5:30 p.m. Mon-Thurs  
6:30 a.m. to 3:00 p.m. Fri

## ACCESS TO JAMIESON PLACE AMENITIES

The Winter Garden is located on the +15 level of Jamieson Place and showcases art created by Dale Chihuly, a world-renowned glass sculptor.

Corporate Clients, including 240FOURTH building tenants, can book the venue for after hours private receptions. Visit the Jamieson Place website [jamiesonplace.com](http://jamiesonplace.com) for more details or contact Conference Centre Concierge at [concierge.yyc@quadreal.com](mailto:concierge.yyc@quadreal.com) or at 403-370-7145.

## RENT PAYMENT

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

### **240Fourth**

Suite 2810, 308 - 4th Avenue S.W.  
Calgary, Alberta T2P 0H7

If you have any questions regarding your rent payments, please contact our office at 403-202-7555.

## MOVING IN/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 made. There is a dedicated service elevator used for move-ins and this will need to be booked in advance by contacting our Access Control office.

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.

## LOADING AND UNLOADING REQUIRMENTS

The exterior of the premises, as well as streets and sidewalks should be kept clear of debris caused by the move.

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 to cover damages. Billing for damages will be made directly to the Tenant, not to the contractor.

All interior surfaces exposed to possible damage because of the move, such as carpets, floor finishes and wall coverings, should be protected.

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.

## TENANT INSURANCE STANDARD REQUIREMENTS

Below is a summary of standard insurance requirements. Please refer to your lease for complete details on all required insurance coverage.

Coverage Required	Amounts and Details (pursuant to the Lease)
Tenant Name and Address	As per the lease
Certificate Holders Info	QuadReal Property Group c/o Risk Management and Insurance 199 Bay Street Suite 4900, Toronto, ON M5L 1G2
Commercial Liability (on a per occurrence basis)	\$5,000,000 limit Tenant's Legal Liability Severability of Interest and Cross Liability
Additional Insured (Landlord and 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 Business Interruption including Extra Expense Waiver of Subrogation 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

## SIGNAGE

### MAIN FLOOR ELECTRONIC DIRECTORY

The Landlord will program Directory Signage into the electronic directory located on the main floor adjacent to the escalators. 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 complete company name and their logo in eps or jpeg. format to the Assistant Property Manager, to be added on the touch screen building elevators. Partial floor Tenants and subtenants 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

**Dimensions:** Door Opening 47"W 8'H  
Cab 13' H x 10' L x 6' W

## HOW TO BOOK THE FREIGHT ELEVATORS

The freight elevators can be booked after 6 p.m. Monday to Friday. During business hours on weekdays (6 a.m. to 6 p.m.) the freight elevators are available on a first come first-serve basis but should be limited to no more than 5 trips in the day.

Bookings require at least 24-hour notice. The Tenant is responsible to make good any damage caused to the Leased Premises or to the building during such use. The Landlord will inspect the freight when the contractor is finished.

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

## SHIPPING AND RECEIVING

The Shipping and Receiving office is located on the loading dock of 240FOURTH. Tenant access is by means of shuttle elevators to parkade level P1. Courier access is by means of Courier entrance door located on the East Side of the building, facing 3<sup>rd</sup> Avenue. The Shipping and Receiving Office is open and staffed from 7:30 a.m. to 4:30 p.m. Monday through Friday, except on holidays.

## DELIVERIES

Shipping and Receiving will receive all couriers within the hours of 7:30 a.m. to 4:30 p.m. 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 mailrooms or receptions. Deliveries are not made to individual floors or offices. All outgoing mail/packages must be picked up by 3 p.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 3:30 p.m., unless other arrangements have been made with the co-signer and Shipping and Receiving.

Upon delivery of any large shipment, Shipping and 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 4:30 p.m. and before 7:30 a.m.) 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 and Receiving at [240fourth.shippingreceiving@quadreal.com](mailto:240fourth.shippingreceiving@quadreal.com) or at 403-202-7542.

## SECURITY AND LIFE SAFETY

240FOURTH is supervised by Security staff 24/7. The security desk is located on the + 15 and serves as the central monitoring station of all security and life safety systems. Suspicious and/or criminal behaviour should be reported so that Security may respond effectively.

Security can be contacted by phone at 403-237-7050 or by email at [240fourth.security@quadreal.com](mailto:240fourth.security@quadreal.com).

Security provides access control for all building occupants, monitors Lost and Found, and offers 'Safe Walk Service', a security escort by request, available within QuadReal managed properties. In addition, Security staff are trained on a variety of emergency scenarios and will provide direction to building occupants as needed.

## FIRE WARDEN TRAINING

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 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](mailto:AccessControl.Calgary@quadreal.com)

## PARKING

[IMPARK](#) manages the 240FOURTH parkade.

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 Daily Parking is available at 240FOURTH on Parkade Level P3; however, public monthly parking is not available at this time. Monthly parking is non-transferable and parking transponders cannot be shared between individuals.

## TENANT RATES

**Unreserved: \$500 (+GST)**

**Flex Pass: \$300 (+GST) for 3 days a week**

**Reserved: \$590 (+GST)**

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

**Parkade Height Restriction: 6'7"**

**Loading Dock Height Restriction: 13'6"**

## CONTACT INFO

### IMPARK

Phone: 403-299-7275

Website: <https://www.impark.com/>

**Dagmawi (Dagi) Bekele, IMPARK Parking Manager**

Phone: 403-560-5902

Email: [dbekele@impark.com](mailto:dbekele@impark.com)

## CLEANING

SerVantage is our janitorial services provider and below is the janitorial scope in our building

### **Daytime cleaning**

- Focus is on common areas and ensuring that washrooms are stocked with supplies.

### **Nightly cleaning**

- Vacuuming high traffic areas
- Spot cleaning carpets, glass doors, partitions, and walls
- Remove garbage
- Kitchens cleaned
- Floors swept and washed
- Dusting conference tables

### **Weekly cleaning**

- Vacuum corners and edges
- Disinfect telephones
- Dust shelving, file cabinets, high dusting
- Clean windowsills and frames
- Damp dust upholstery
- Clean baseboards and corners of tiled areas
- Clean and wash stairways
- Dusting desks and chairs

Note: desks with papers on them are not cleaned

For additional cleaning services, please contact Karamjit Pannu, Account Manager, SerVantage (third party janitorial) at [kpannu@servantage.ca](mailto:kpannu@servantage.ca) or at 403-860-9929.

## CAR WASH

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

Hours of Operation: Mon-Fri, 7 a.m. to 4 :30 p.m.  
Phone: 403-263-3131  
Email: [jp@reflectionsicarwash.ca](mailto:jp@reflectionsicarwash.ca)  
Website: [reflectionsicarwash.ca](http://reflectionsicarwash.ca)

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

Hours of Operation: Mon-Fri, 7 a.m. to 4 :30 p.m.  
Phone: 403-262-1522  
Email: [tlcautodetail@shaw.ca](mailto:tlcautodetail@shaw.ca)  
Website: [tlcautodetail.ca](http://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.

**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).

**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.** Complimentary compost bins (two sizes available) are provided for recycling organic waste. The following items could be placed in the compost bins: coffee grounds (with filters), tea bags, vegetables and fruit waste, meat and bones, and flowers.

**Paper Towels.** 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 parkade level P1. 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 and Receiving office located on parkade level P1, 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](mailto:service@quadrealconnect.com) or at 1-877-977-2262.

## MIXED-MATERIALS RECYCLING (NO SORTING)

**Plastics.** Any shrink wraps 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 and 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 403-202-7559.

# CONSTRUCTION RULES AND REGULATIONS 240FOURTH



240FOURTH



QuadReal

# C O N T E N T S

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<b>Procedures</b>	4
1.1 General	4
1.2 Landlord and Consultants	4
1.3 Landlord’s Approval Process	5
1.4 Base Building Information	6
1.5 Tenant’s Submittals	6
1.6 Turnover Inspection	7
1.7 Tenant Construction	7
1.8 Base Building Contractor List	23

# CONSTRUCTION RULES AND REGULATIONS

**240FOURTH Place  
240 4th Avenue SW  
Calgary, Alberta T2P 4H4**

**QUADREAL PROPERTY GROUP LP  
Suite 2810, 308 4<sup>th</sup> Avenue SW  
Calgary, Alberta T2P 0H7**

## 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” 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.

## 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, 308-4<sup>th</sup> Avenue SW  
 Calgary, Alberta T2P 0H7  
 Phone: 403-202-7555

General Manager	Sharlene Quian	<a href="mailto:Sharlene.quian@quadreal.com">Sharlene.quian@quadreal.com</a>	403-202-7531
Property Manager	Ronald Cheung	<a href="mailto:Ronald.Cheung@quadreal.com">Ronald.Cheung@quadreal.com</a>	403-202-7910
Operations Manager	CJ Curtis	<a href="mailto:cj.curtis@quadreal.com">cj.curtis@quadreal.com</a>	403-503-9110
Operations Supervisor	Dara Olatunji	<a href="mailto:dara.olatunji@quadreal.com">dara.olatunji@quadreal.com</a>	403-890-5838
Manager, Security & Life Safety	Andrei Rotundu	<a href="mailto:Andrei.Rotundu@quadreal.com">Andrei.Rotundu@quadreal.com</a>	403-202-7511
Assistant Property Manager	Simona Berneanu	<a href="mailto:simona.berneanu@quadreal.com">simona.berneanu@quadreal.com</a>	403-202-7559

#### Architects and Certified Professional

Gibbs Gage Architects  
 Suite 505, 237 – 8<sup>th</sup> Avenue SE  
 Calgary, Alberta T2G 5C3  
 Phone: 403-233-2000  
**Attn: Todd Vanderburgh**  
 Email: [Todd.vanderburgh@gibbsgage.com](mailto:Todd.vanderburgh@gibbsgage.com)

#### Structural Engineers

Quinn Saretsky Engineers  
 89 Hounslow Drive NW  
 Calgary, AB T2K 2E6  
 Phone: 403-289-9937  
 Attn: Graham Armitage  
 Email: [graham@quinn saretsky.com](mailto:graham@quinn saretsky.com)

#### Mechanical Engineers

TMP Consulting Engineers (Alberta) Ltd.  
 200, 7330 Fisher Street SE  
 Calgary, AB T2H 2H8  
 Phone: 403-259-6707  
 Attn: Harry Wolin  
 Email: [tmphgw@telusplanet.net](mailto:tmphgw@telusplanet.net)

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

Mulvey + Banani International (Alberta) Inc.  
 Atrium #1, 510, 839 – 5<sup>th</sup> Avenue SW  
 Calgary, Alberta, T2P 3C8  
 Phone: 403-262-7400  
**Attn: Trevor Pohl**  
 Email: [Trevor.pohl@mulvey-banani.com](mailto: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 Property Manager):
  - i) An electronic set 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) Specifications of any equipment and finishes 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" and "C" Schedules to the Landlord.
  - ii) General Contractor's insurance as outlined in under 1.7 a) iii) of the Rules and Regulations.
  - iii) General Contractor's WCB clearance.
  - iv) Contact information (address, office and cell phone, fax, and email) for the General Contractor and his site supervisor.
  - v) Contact information (address, office and cell phone, fax, and email) for all sub trades.
  - vi) The Tenant should include these Construction Rules and Regulations in all sub trade contracts.
  - vii) Completed Work Permit, with Prime Contractor field signed/dated by an authorized Contractor personnel.
  - viii) The Landlord's written authorization is required before any work can start on site.
  - ix) Sublandlord written approval if applicable.
- c. Upon the completion of work the Tenant must forward the following to the General Manager:
  - i) As-built drawings, balancing reports and sprinkler and fire alarm verification reports (if applicable) to the Landlord upon completion.
  - ii) Occupancy Permit.

**Work onsite 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 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 an electronic copy 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** - Construction schedule, which notes the dates of start and completion for each sub trade section.
- ii) **Finishes** – A finish schedule and associated specifications.
- iii) **Sub trade List** - One (1) electronic copy of a list of the names of the general contractor and all subcontractors including name, address, contact names, email 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 and 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 and 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 their 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 by 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 including vaping and e-cigarettes are 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 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 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 devices connected to the access control, CCTV, or intercom systems will be undertaken by, or under the supervision of the Base Building Contractor. This includes, but not limited to, adding, removing, or relocating devices such as CCTV cameras, intercom stations, card readers, door contacts, motion sensors, electric locks, and the wiring associated. Any work impacting a mag lock equipped door will require a locking mechanism upgrade to comply with the current Fire and Building Codes.
- xix) All Contractors while working within the building must always wear Visible Identification as issued by Security or the Tenant.
- xx) Should the Contractor not have a working alone policy, they are to follow QuadReal Property Group's policy.

**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 the Landlord as detailed in 1.7(a)iii.
- iv) Providing evidence of Tenant Contractor WCB registration and proof the account is in good standing.
- v) Providing the Landlord with a list of all contractors and sub trades including contact names and phone numbers; as well as emergency telephone numbers.
- vi) Providing the Landlord with a completed Work Permit.

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 Assistant Property Manager. 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 Property Manager.

**d. 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 always be closed 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 hoarding is visible to the general public the Landlord will provide direction as to the quality of finish to exterior.

**e. 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 5 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 LP directly for the 5 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 20-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 General Manager.
- 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 afterhours work. For extensive hammer or core drilling work, the hours for this work are limited to 10 p.m. to 4 a.m., Monday – Friday, after 1 p.m. on Saturdays, and Sundays.
- ii) Work that interferes with other Tenants or results in Tenant complaints will be ceased by Security.
- iii) No smoking including vaping and e-cigarettes are 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) Once the building is occupied and open for business, 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 a.m. to 6 p.m. and Saturday 8 a.m. to 1 p.m.

**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 slab work. 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 Base Building Structural Engineer.
- iv) Make arrangements with the Landlord, prior to x-raying, to ensure public safety.
- v) All slab penetrations must be fire stopped and water sealed 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 48 hours before work is to begin. The Hot Work Permit then must 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 in the Loading Dock. Plywood must be installed underneath the bin to protect the parkade membrane.

- 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 6,500 lbs. and a floor plate of 121" x 76" and a door 96" x 48". Note: cab height is 156".
- iii) Freight elevator has a Class "A" rating which means single items weighing more than 1,625 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) Freight elevator trips are limited to five (5) within regular building hours (Monday - Friday, 6 a.m.-6 p.m.). The freight elevator is available for booking after hours.
- v) The Tenant is responsible to make good any damage caused to the Leased Premises or to the building during such use.
- vi) The Landlord will inspect the elevator when the contractor is finished.
- vii) 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.
- viii) For additional information or to make a booking, please contact the Access Control office at 403-202-7518 or at [accesscontrol.calgary@quadreal.com](mailto:accesscontrol.calgary@quadreal.com).

**I. ACCESS TO EXISTING (OTHER) TENANT SPACE**

- i) Arrange access to existing Tenant spaces through the Property Manager.
- 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. **All associated costs are the responsibility of the Tenant.**
- 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) Work affecting Life Safety systems must be completed after normal business hours and coordinated with building management.
- iv) When grinding, soldering, or welding, a 10 lb. ABC fire extinguisher must be available within 10 feet of the Work.
- v) Fire system impairments and sprinkler systems must be put back into full operation at the end of each day when Contractors leave the site. Extended impairments will not be allowed.
- vi) The Tenant shall be charged for fire system impairments that occur after regular business hours. Regular hours = \$42/hr., overtime hours = \$63/hr. These rates are subject to an admin fee depending on the type of work completed.
- vii) At no time shall a floor be left unattended during fire system impairment. The Contractor is responsible for fire watch during the impairment; this includes the waiting period of time after the work is completed and until the life safety system can be restored.
- viii) A Hot Work Permit will be filled out for any fire alarm system impairment. The permit should be filled out at the Security Desk 48 hours prior to work beginning and the Operations Manager/Operations Supervisor informed work. The Hot Work Permit then needs to be signed off by Operations Staff before work can commence. The contractor is responsible for a 30-min fire watch immediately following the activity (essentially during job-site cleanup), followed by a physical walkabout the job site some 60-min later to ensure smoldering has not occurred.
- ix) Any associated fines related to setting off the building alarms (e.g., CFD dispatched) and it is found the contractor was negligent in execution of their associated work – the Tenant will be charged back for any related charges

**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 callouts 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, to discuss work and review the site.
  - ii) If agreed to MBI will then issue drawings to QuadReal Property Group for review and to base building electrical contractor for pricing. Cost of involvement by MBI will be to requestor.
  - iii) Once QuadReal Property Group 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. Cables may be FT4 rated if they are installed only within vertical riser rooms without return air circulation or if they are installed within conduit from end to end. All other cable installations shall be 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 3 metres 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 1.5 metre, 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. METERS**

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

**s. AIR BALANCING**

- i) Upon completion of work, submit 1 copy of Air Balancing Report to the Property Manager. Air Balancing must be completed by Hydro Air.

**t. CONSTRUCTION CLEANING**

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

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.

- ii) 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. PRIME CONTRACTOR FOR SAFETY**

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

The Contractor shall:

- a) 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.
- b) 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:

- a) shall undertake the duties of the Prime Contractor for Safety as outlined in the applicable legislation; and
- b) 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 always 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 480-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, with design and verifications 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  
Phone: 403-259-3404  
**Attn: Dean Letendre**

**Base Building Mechanical Contractor**

Trotter & Morton  
5711 1<sup>st</sup> Street SE  
Calgary, Alberta, T2H 1H9  
Phone: 403-255-7535  
**Attn: Mike Loughlin**

**Base Building Fire Alarm Contractor**

CHUBB Edwards  
Suite 8 – 1470 28 ST. NE  
Calgary, Alberta, T2A 7W6  
Phone :403-291-3433  
**Attn: Bonnie Schaffer**

**Base Building Communications Contractor**

Canem Systems Ltd.  
1000 - 7005 Fairmount Drive SE  
Calgary, AB T2H 0J1  
Phone: 403-259-2221



**Base Building Electrical Contractor**

Canem Systems Ltd.  
1000 - 7005 Fairmount Drive SE  
Calgary, AB T2H 0J1  
Phone: 403-259-2221

**Base Building Sprinkler Contractor**

Constant Fire Protection Systems Ltd.  
5442 56 Avenue SE  
Calgary, Alberta  
Phone : 403-279-7973  
Attn: Jamie Stasiuk

**Base Building Air Balancing Contractor**

Hydro Air Technical Services  
9832 Fairmount Drive SE  
Calgary, Alberta  
Phone: 403-809-2163  
**Attn: Allan Reid**


**Base Building Security Contractor**

Johnson Controls  
#104, 6046 12 Street SE  
Calgary, Alberta, T2H 2X2  
Phone: 403.200.7451  
Attn: Jerry Adams

# WORKING ALONE PROCEDURE

240FOURTH

240FOURTH



# CONTENTS

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<b>Procedures</b>	<b>3</b>
1.Procedure Objective	3
2.Scope and Limitations	3
3.Regulatory References and Standards	3
4.Base Building Information	3
4.1 Employer (Senior Management)	3
4.2 Supervisor	3
4.3 Employees	4
4.4 Human Resources	4
4.5 JHSC (if applicable) or HS Representative	4
5.Procedure	4
5.1 Conditions when working alone prohibited	4
5.2 Working alone assessment and plan	4
6.Training	6
7.Document Control	6
8.Procedure Review	6
<b>Appendix A – Working Alone Plan Template</b>	<b>7</b>

## 1. PROCEDURES OBJECTIVE

The objectives of the Working Alone Procedure are as follows:

- To provide for the health and safety of workers while working alone.
- To oversee that regulatory requirements are being adhered to; and
- To oversee that the risks of working alone are fully identified and properly addressed.

## 2. SCOPE AND LIMITATIONS

This Procedure applies to any worker who works under condition where they are alone in the workplace.

In certain jurisdictions such as Manitoba, regulations define working alone as a situation where no other employee is at the workplace. In Alberta, it is defined as a worker working alone at a worksite and assistance is not readily available if there is an emergency or if the worker is injured or ill.

Additional information may be found in QuadReal's Occupational Health and Safety (OHS) Program Manual and the following Procedures:

- Incident/Accident Reporting and Investigation Procedures and
- Other relevant technical Procedures such as Confined Space Entry, Lock-out/Tagout, Personal Protective Equipment, etc.

Workers are asked to refer to these documents for details regarding these additional responsibilities.

## 3. REGULATORY REFERENCES AND STANDARDS

This Procedure is intended to comply with all applicable federal and provincial OHS Legislation, Regulations, Acts and Guidelines.

## 4. BASE BUILDING INFORMATION

### 4.1 EMPLOYER (SENIOR MANAGEMENT):

- Oversee that this Procedure is implemented and maintained; and
- Oversee that an annual review of the effectiveness of this Procedure is conducted and that the Procedure is updated as necessary.

### 4.2 SUPERVISOR:

- Identify or cause to be identified each situation where a worker works alone and develop a work plan with that worker to ensure a safe work environment during those circumstances.
- Provide and maintain the resources and equipment necessary to implement and maintain this Procedure and ensure that the worker understands its proper use.
- Oversee the safety of workers who work alone by providing training including hazard identification and working alone procedures; and

When required, provide a copy of the work plan to the worker working alone at a workplace.

#### **4.3 EMPLOYEES:**

- Report to their Supervisor/Manager, any real or potential hazardous situation arising from working alone; and
- Follow procedures and/or use the equipment as outlined in the work plan.

#### **4.4 HUMAN RESOURCES:**

- Maintain files of the training or information provided to each worker regarding the working alone regulations and Procedure in the permanent record.

#### **4.5 JHSC (IF APPLICABLE) OR HS REPRESENTATIVE:**

- Review compliance with the requirements of this Procedure.

### **5. PROCEDURE**

#### **5.1 Conditions When Working Alone is Prohibited**

Working alone is prohibited when work involves:

- Confined space entry.
- Live electrical installations and equipment operating at a nominal voltage of 300 volts or more.
- In trenches.
- When fall arrest equipment is required or work on scaffolding.
- Machine or power tools that could cause critical injury (e.g., Lathes, table saws; chain saws); Immediately toxic or flammable hazardous materials are being used, except when in an enclosed process; or, in laboratory quantities in a ventilated hood.
- When self-contained or air supplied respiratory protection is required.
- When there is a risk of drowning.
- Material handling equipment (e.g. Vehicle, Crane), near a live power line, in which any part of the equipment or its load can make contact with the line; and
- Any other circumstances identified by the supervisor/manager and worker (Section 5.2), as unacceptable for working alone.

#### **5.2 Working Alone Assessment and Plan**

The Supervisor/Manager and the worker who is working alone, in consultation with the Joint Health and Safety Committee (JHSC) or HS Representative, will assess the risks of the working alone situation and develop a Working Alone Plan when the situation arises. The Supervisor/Manager may prepare a standard working alone plan for routine tasks. A Working Alone Template can be found in Appendix A.

A hazard assessment looks at a person's job position and their environment in an attempt to determine existing or potential hazards. Workers who work alone can be grouped into five broad categories. They are as follows:

- Workers who travel away from the office to meet Clients or for other reasons. (i.e.: Property Managers, Leasing).
- Workers who do hazardous work but have no routine interaction with customers or the public. (i.e.: Operations Staff).
- Workers who travel alone. (i.e.: Operations Staff).
- Workers whose work site is isolated from public view. (Security Officers, Cleaning Staff, Operations Staff etc.); and
- Workers who handle cash.

Working alone situations must be assessed on a case-by-case basis and should consider the following risk factors:

- Tasks and associated hazards involved in the work to be performed.
- Consequences resulting from a “worst-case” scenario.
- Likelihood for other persons to be in the area.
- Possibility that a critical injury or incident could prevent the employee from calling for help or leaving the workplace.
- Emergency response time.
- Worker’s training and experience.
- Worker’s physical handicaps or medical conditions.
- Effects of implementing appropriate safeguards.
- Frequency of job supervision.
- The time or shift when the job is to be done; and
- Whether the worker is accustomed to working alone.

The Working Alone Plan shall include written documentation covering the following:

- Identification of the risks or hazards associated with the work to be performed or the environment where the work is to be done.
- Procedures to eliminate or reduce the identified risks
- Methods of communication by which the workers can secure emergency assistance, and how emergency assistance will be provided in the event of incidents/accidents. Methods of communication may include:
  - Scheduled supervisor phone checks
  - 3rd party physical presence checks; and
  - Emergency alarm devices or other equipment and procedures that will summon assistance to a worker in danger.
- Communication between the worker and Supervisor/Manager involving travel to and from sites or fieldwork, including location and anticipated hours of work in advance; and
- Confirmation where and when working alone is permitted.

## **6. TRAINING**

QuadReal employees and/or contract staff and Managers/Supervisors shall be trained on the general provisions and responsibilities of this Procedure.

Those responsible for hazard identification shall be trained in the performance of this duty.

## **7. DOCUMENT CONTROL**

Documentation of attendance at a generic training session on working alone will be held by Human Resources in the employee's applicable file.

All documented plans are to be readily accessible to all workers for easy reference. Copies of the plans should be provided to the individuals affected by the plans and also included in the site specific OHS binders.

## **8. PROCEDURE REVIEW**

Senior Management and/or the Corporate OHS Committee shall oversee that this Procedure is reviewed annually.

The JHSC (if applicable) shall review compliance with the requirements of this Procedure annually.

### Appendix A: Working Alone Plan Template

Name of worker working alone: \_\_\_\_\_

Name of Supervisor/Manager: \_\_\_\_\_

QuadReal site/business unit: \_\_\_\_\_

Contact person on-site: \_\_\_\_\_

Date work begins: \_\_\_\_\_

Date of expected completion: \_\_\_\_\_

Nature of the work: \_\_\_\_\_

Specific hazards identified: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated hours of work: \_\_\_\_\_

Does the area have security personnel on site? \_\_\_\_ Yes \_\_\_\_ No

If "Yes" are the security personnel available to check the person working alone while work is in progress?

\_\_\_\_ Yes \_\_\_\_ No

If "No", are there any other form of supervision of the safety precautions for the worker?

\_\_\_\_ Yes \_\_\_\_ No

If "No", what other procedures and contact provisions are in place to ensure the safety of the worker?

\_\_\_\_\_

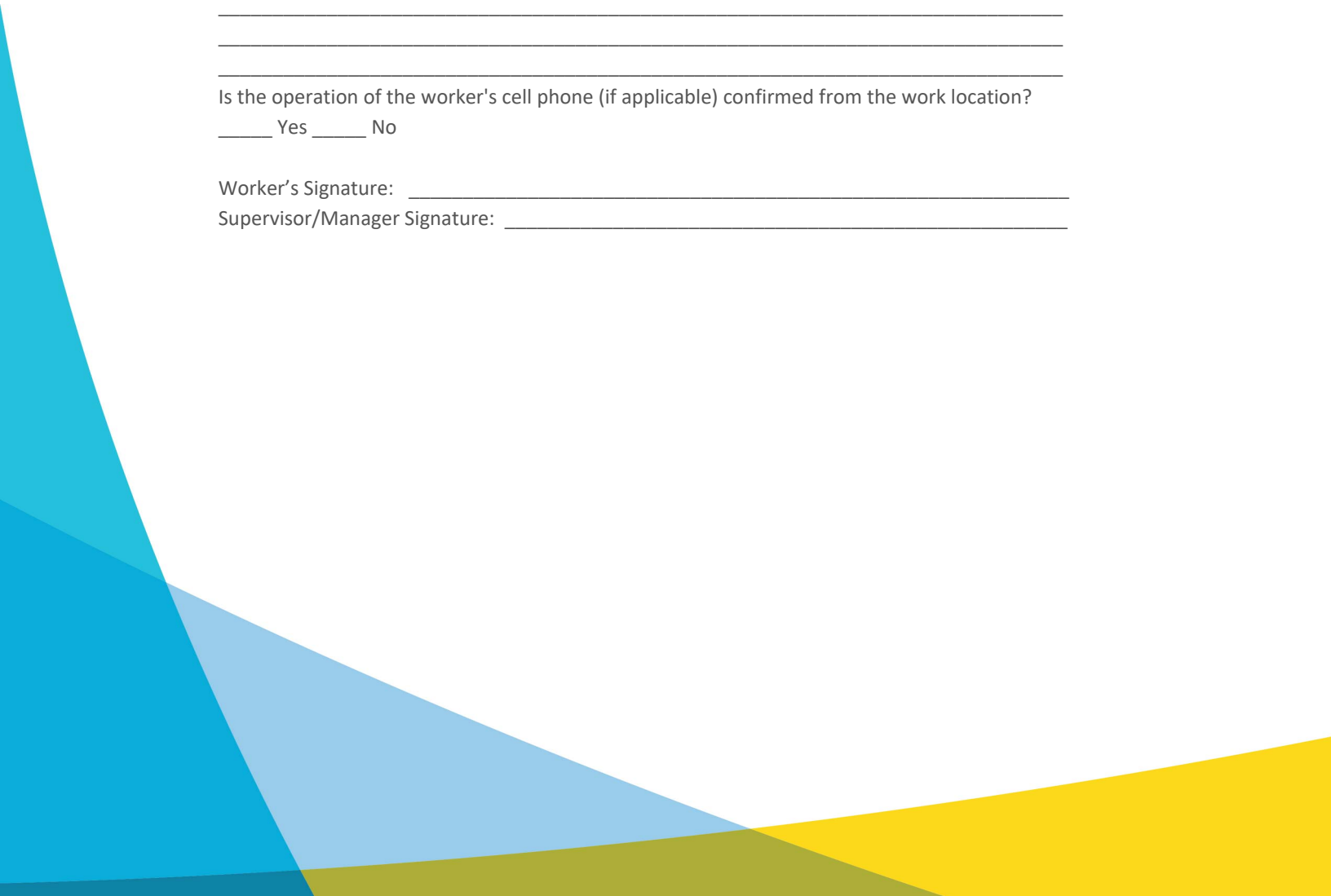
\_\_\_\_\_

Is the operation of the worker's cell phone (if applicable) confirmed from the work location?

\_\_\_\_ Yes \_\_\_\_ No

Worker's Signature: \_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_





## Table of Contents

Introduction.....	2
Our Commitment.....	2
Why a Green Design? .....	2
Getting Started .....	3
Energy Efficiency.....	4
Water: .....	4
Lighting:.....	4
Heating Ventilation and Air Conditioning: .....	5
Equipment and Appliances: .....	5
Energy Measurement:.....	5
Construction and Commissioning: .....	5
Further Reductions in Footprint: .....	6
Environmentally Friendly Interiors .....	6
Floor Materials: .....	6
Walls, Wallcovering & Paint:.....	6
Furniture: .....	6
Millwork: .....	7
During Construction or Renovations .....	7
Waste Management: .....	7
Indoor Environment:.....	8
Information and Resources .....	9
Taking it to the Next Level .....	9
Schedule 1.....	10
LEED® - CI Summary.....	10
What is LEED? .....	10
LEED Basic Facts .....	10
LEED –CI .....	10
Sustainable Sites .....	10
Water Efficiency .....	10
Energy & Atmosphere .....	10
Materials and Resources .....	11
Indoor Environmental Quality.....	11
Innovation in Design .....	12

## 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, but it also reduces operating costs, enhances employer organizational marketability, has the potential to increase 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 wastewater 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 achieve this goal:

Fixture	Maximum Flow Requirement				Index:
Water Closets	6.0	(LPF)	1.6	(GPF)	(LPF) liters per flush
Urinals	3.8	(LPF)	1.0	(GPF)	(LPM) liters per minute
Shower Heads	9.5	(LPM)	2.5	(GPM)	(L/CY) liters per cycle
Faucets	8.3	(LPM)	2.2	(GPM)	(GPF) gallons per flush
Replacement Aerators	8.3	(LPM)	2.2	(GPM)	(GPM) gallons per minute
Metering Faucets	0.95	(L/CY)	0.25	(G/CY)	(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 efficient 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/m<sup>2</sup>) 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, but 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 number 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 | ✓ Glass         |
| ✓ Plastic                    | ✓ Gypsum        |
| ✓ Steel and other metals     | ✓ Ceiling tiles |
| ✓ Blue Box waste             | ✓ Cardboard     |
| ✓ Wood                       | ✓ 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](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.



# Stay Connected

QuadReal CONNECT is the contact centre operation within QuadReal, serving our Office, Industrial and Retail customers. We ensure that your service request is dispatched to a dedicated team member, and our process is designed to keep you informed from the time you place your request to the moment it's resolved.

To get started, visit [quadrealconnect.com](https://quadrealconnect.com)

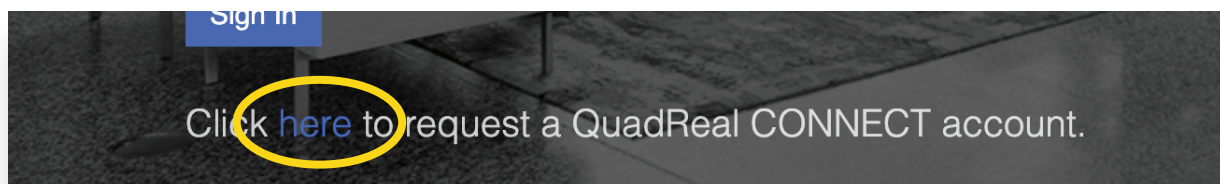
Email your inquiries to  
[service@quadrealconnect.com](mailto:service@quadrealconnect.com)

Need to talk to us directly?  
Call 1-877-977-2262



## Requesting Web Portal Access

Portal Access can be requested at [quadrealconnect.com](https://quadrealconnect.com),  
by clicking the link underneath the Sign In button

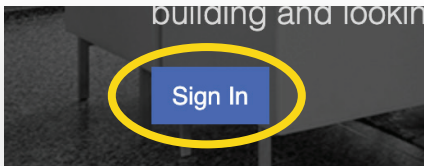


- 1 Fill in the **Request Login form** and click Submit.
- 2 A Contact Centre representative will respond to your request as quickly as possible, within one business day.
- 3 Once the profile has been created, you will receive an email **containing a link** to complete the set up process.
- 4 After receiving the welcome email, click the link to activate the new account. Follow this by clicking “**Continue**” and “**Register**”.
- 5 When presented with the **Sign In** page, click the link located near the bottom.  
*\* Click here to complete your registration if you've received an invitation*
- 6 Sign in using the email address to whom the invitation was delivered, and create a password  
*\* Click here to complete your registration if you've received an invitation*
- 7 Update your information in **My Settings**

# How to put through a **service request**

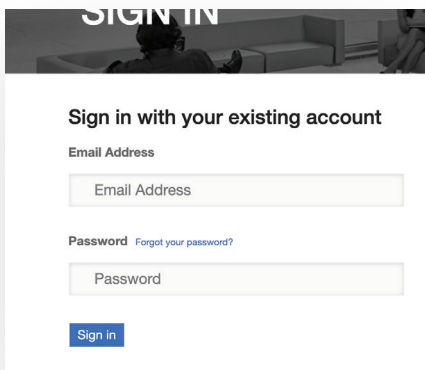
1

Portal Access can be found at [quadrealconnect.com](http://quadrealconnect.com)  
Click **Sign In**



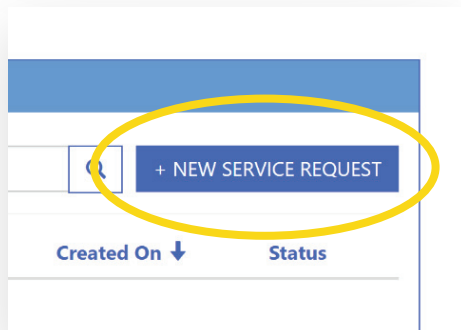
2

Enter **email address** and **password**



3

Click **'New Service Request'**

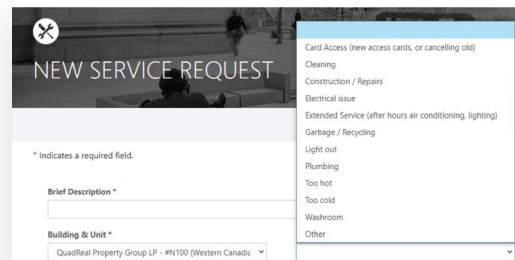


4

Fill in each field accordingly, being sure to choose the correct **'Building & Unit'**

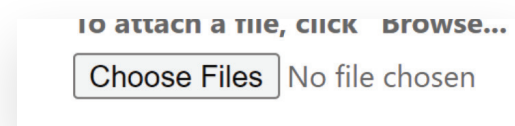
5

Select the **service request type** from the dropdown



6

If there is a picture or other file associated with the request, it can be **attached** using the **'Choose Files'** button



7

Click **Submit**

**TENANT CONTACT INFORMATION FORM  
240FOURTH**

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  
EMAIL

	CELL PHONE	

**SECONDARY CONTACT**

OFFICE PHONE  
EMAIL

	CELL PHONE	

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

**LEASE DECISION MAKER**

LEASE DECISION MAKER  
OFFICE PHONE  
JOB TITLE

	CELL PHONE	

**IT CONTACT**

**PRIMARY IT CONTACT**

OFFICE PHONE  
EMAIL

	CELL PHONE	

**EMERGENCY CONTACT INFORMATION**

**EMERGENCY CONTACT #1**

OFFICE PHONE  
EMAIL

	CELL PHONE	
	HOME PHONE	

**EMERGENCY CONTACT #2**

OFFICE PHONE  
EMAIL

	CELL PHONE	
	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: [jannelle.eddington@quadreal.com](mailto:jannelle.eddington@quadreal.com)





## 240FOURTH

# CONFERENCE CENTRE

240FOURTH offers all you need for a successful business meeting in our full-service professional Conference Centre which can be the ideal venue to organize your meetings and events of varying sizes and configurations.

This Conference Centre Guide is intended to provide you with all the information you require to plan and host your meeting or event.

240FOURTH



# MEETING ROOM FEATURES

The 240FOURTH Conference Centre is located on the main floor and is open for bookings Monday to Friday from 8 a.m.- 4:30 p.m., closed on weekends and holidays.



## Audio/Visual / Internet

Audio/visual equipment and internet access are provided, as well as video and teleconferencing capabilities. Users only need to supply a laptop computer should they require one. The 3 meeting rooms include:

### Meeting Room A

- One 98" UHD Video Display
- Two 75" UHD Video Display
- One podium
- Wireless Microphone System

### Meeting Room B

- Two 75" UHD Video Display
- One podium
- Wireless Microphone System

### Meeting Room C

- One 65" UHD Video Display
- Polycom

## Kitchenette

Adjacent to the Conference Centre is a kitchenette that can be used as prepping area for catering. The kitchenette is equipped with:

- Filtered water from the sink
- Water glasses and jugs
- Fridge
- Dishwasher

## Catering

Users can hire any vendor for their catering needs; however, we require all delivery personnel to be compliant with the following protocols:

- No open flame while transporting hot food through the building.
- Use indoor carts so the flooring in the building and inside the Conference Centre will not get damaged.
- For large catering orders, please use the service elevator.

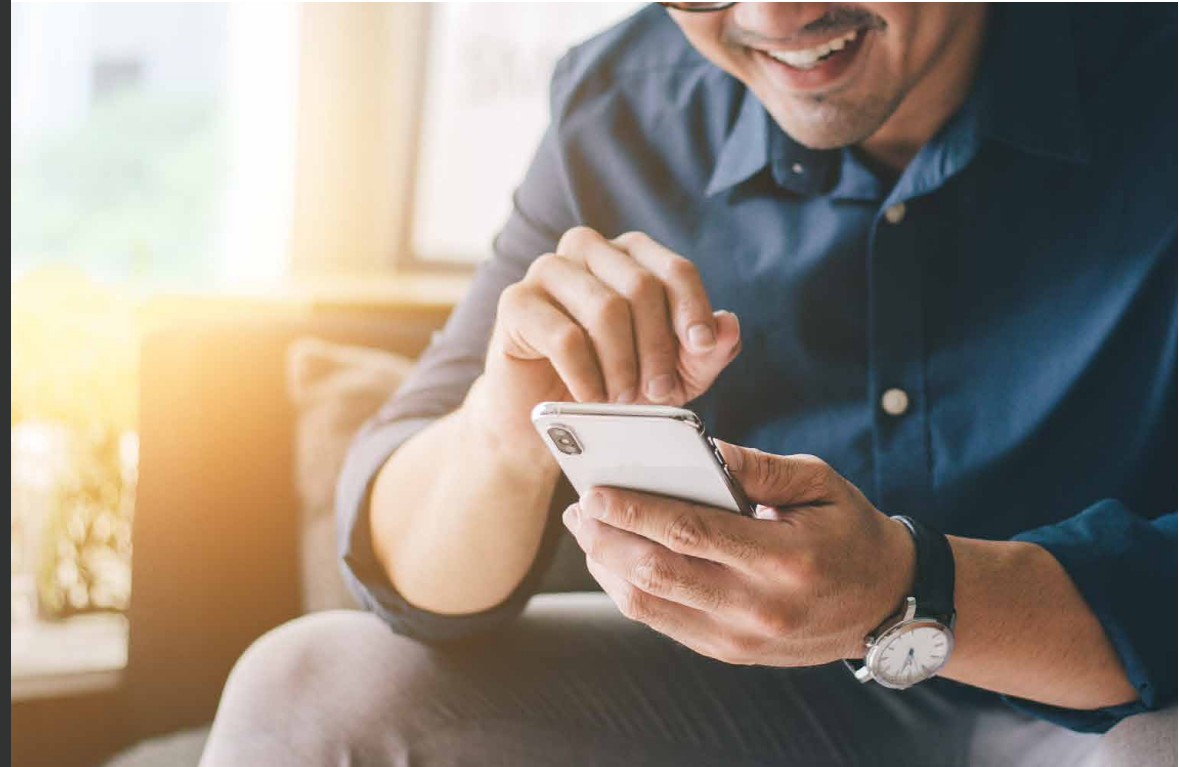
# REQUEST A BOOKING

240FOURTH Tenants have priority use of the Conference Centre, at no booking fee. With a minimum 48-hour notice, 240FOURTH Tenants can request a reservation using our online booking tool available on the QuadReal + App. To sign up, download the App from Google Play or the App Store. A desktop version of the booking tool is also available at <https://quadrealplus.com/index>. Simply use your App credentials to login.

Please consider the following when submitting a reservation request:

- A 1 hour window between meetings is reserved for cleaning and set up.
- Once you place your reservation, you will receive a reservation confirmation email informing you that your request has been received.
- We will review the details of your reservation and notify you if your request has been accepted. A reservation is confirmed only after you have received the confirmation notification.

For more information, please contact Hazel Hannivan, Conference Centre Concierge at [concierge.yyc@quadreal.com](mailto:concierge.yyc@quadreal.com) or at 403-370-7145.



## Reservations for non-240FOURTH Tenants

The Conference Centre can be reserved by non-240FOURTH residents providing they reside in another office building managed by QuadReal Property Group LP. The reservation fee for non-residents is \$50/hr. + GST.

To inquire about availability and request a reservation, please contact Hazel Hannivan, Conference Centre Concierge at [concierge.yyc@quadreal.com](mailto:concierge.yyc@quadreal.com) or at 403-370-7145.

## Cancellation policy for non-Tenants

- **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 for all users of the Conference Centre

- All users of the Conference Centre are responsible for any damages incurred during their meeting.
- All users must ensure that at the end of their meeting, all equipment, meeting materials or catering items are removed from the meeting rooms.
- All users must ensure that all waste and recycling items (bottles/cans) are disposed of appropriately in the bins available in the meeting rooms.

Additional cleaning charges may apply.

QuadReal+



# 240FOURTH LOUNGE

One of the premier amenities for all tenants is  
240FOURTH Lounge.

The Tenant Lounge located on the main floor, 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.



## After-Hours Events

The Lounge is also available to tenants for after-hours company parties and events.

The booking fee for after-hours events (1-4 hours) is:

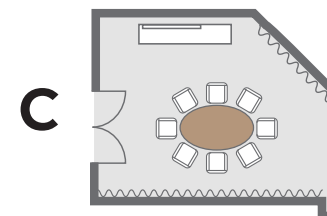
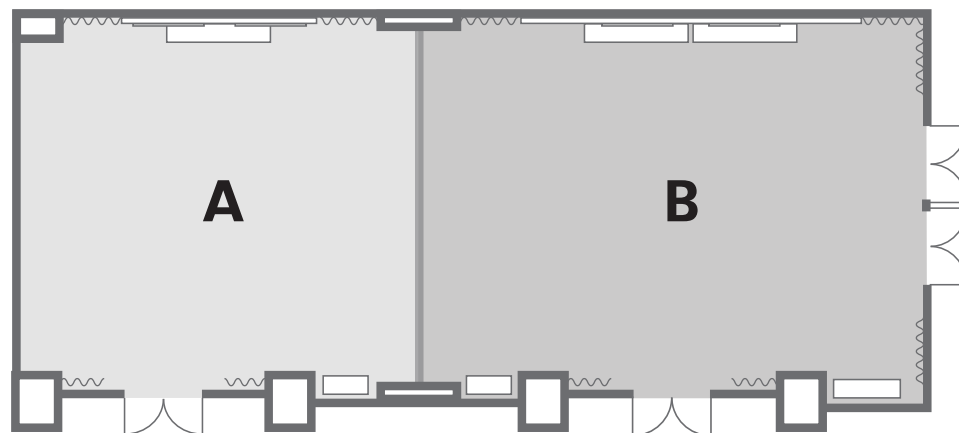
- 240FOURTH Tenants - \$500 + GST
- QuadReal Property Group LP Tenants - \$500 + GST
- Non-tenants\* - \$1,500 + GST

\*Non-tenants' bookings and after-hours bookings (between 5 p.m. and 9 p.m. Monday through Friday) can be made by emailing [concierge.yyc@quadreal.com](mailto:concierge.yyc@quadreal.com). The reservation and details will be reconfirmed one week prior to the booked date. If any changes are required, contact us.

240FOURTH Tenants are required to complete a Facility Agreement. QuadReal Property Group LP Tenants and Non-Tenants are required to complete a Facility Agreement and present a Certificate of Insurance for \$2 million.

# 3 STYLISH MEETING ROOMS

Use individually or combine A&B into one large meeting room to accommodate up to 150 attendees.



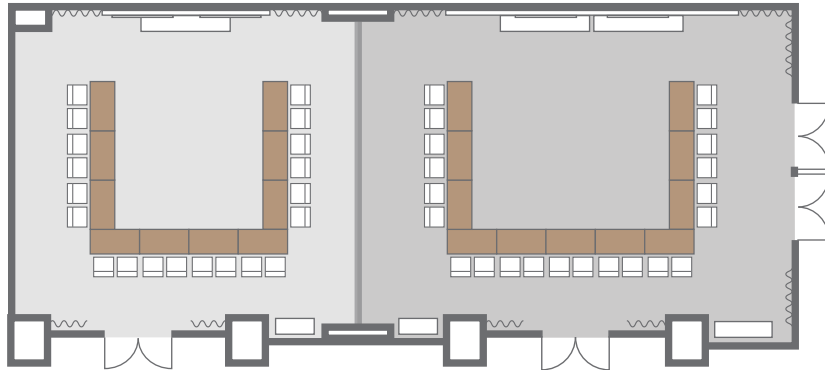
## Meeting Room Capacity

	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	150 seats	N/A

# LAYOUT OPTIONS

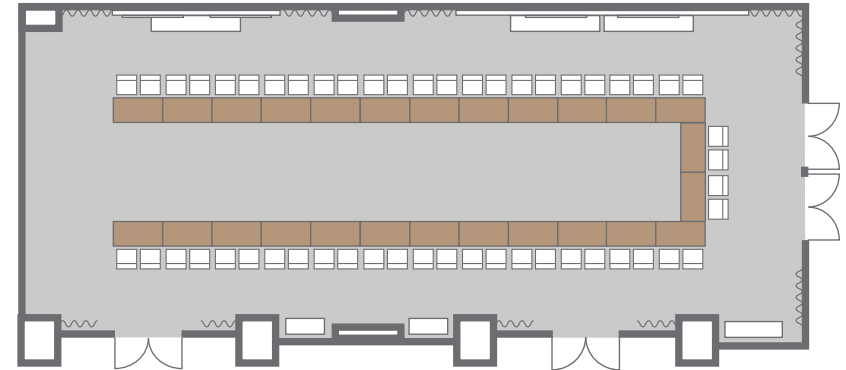


## U SHAPE



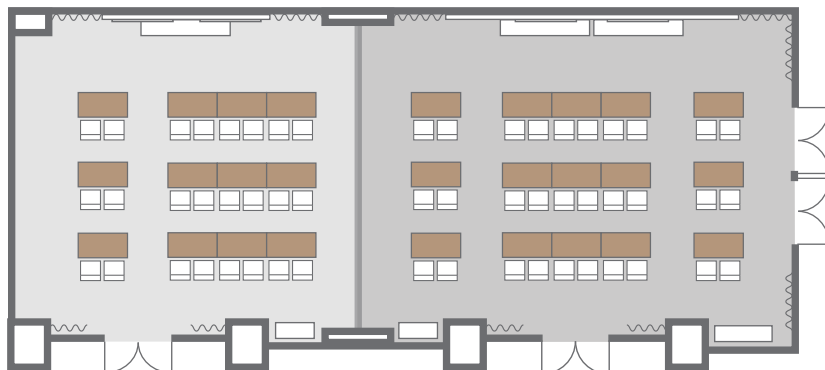
**A** 20 seats

**B** 22 seats



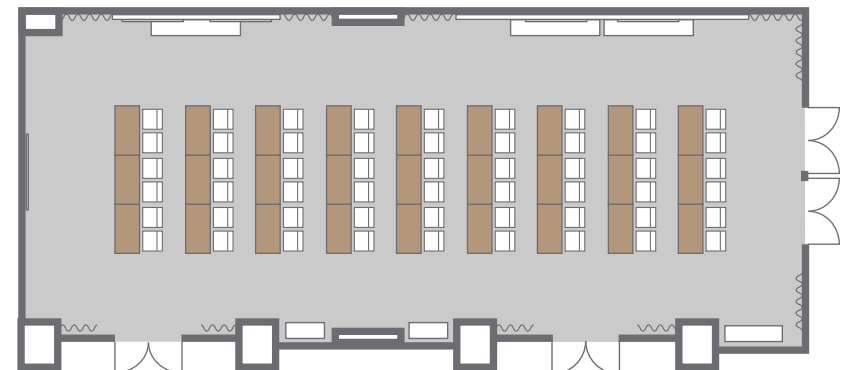
**A&B** 48 seats

## CLASSROOM



**A** 24 seats

**B** 30 seats

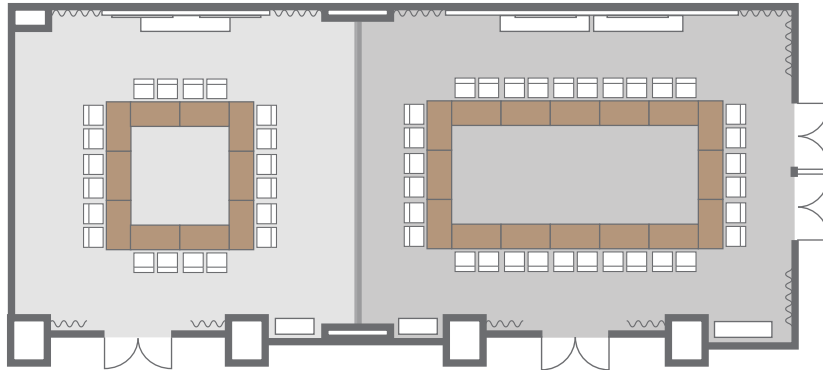


**A&B** 54 seats

# LAYOUT OPTIONS

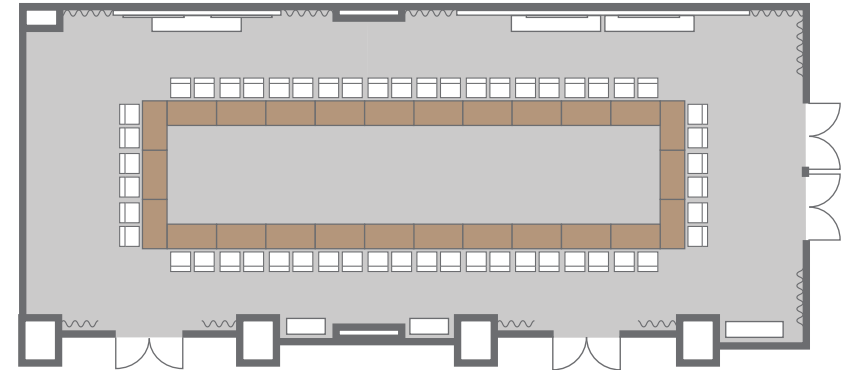


## BOARDROOM



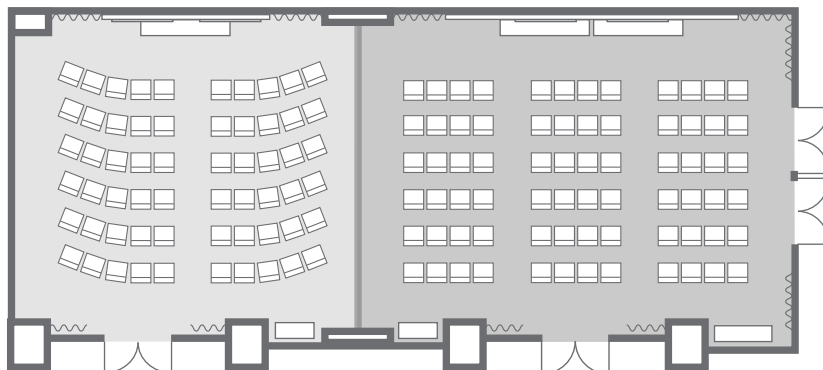
**A** 20 seats

**B** 32 seats



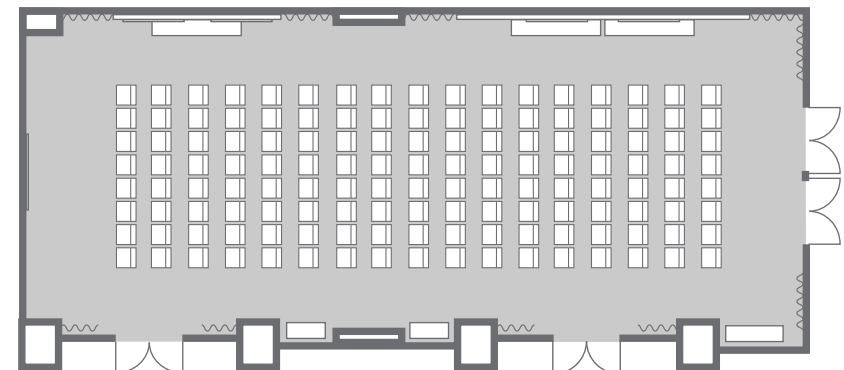
**A&B** 52 seats

## THEATRE



**A** 60 seats

**B** 72 seats



**A&B** 136 seats



# 240FOURTH FITNESS CENTRE

The 240FOURTH Fitness Centre is located on the third floor of the building and it is professionally managed by LIVun Ltd. The programs provided include group exercise classes featuring professional instructors, a personal training program with certified trainers, and an exceptional customer service experience created for every member. The 240FOURTH Fitness Centre is for the exclusive use of 240FOURTH Tenants. For liability reasons, no family members or guests are allowed to use the facility at any time.

Our 8,140 ft<sup>2</sup> facility features the latest cardiovascular machines with embedded entertainment, Atlantis selectorized resistance and a variety of free weight, stability and functional equipment. The large studio is available for a variety of classes and personal training.

240FOURTH  
**FITNESS**





# LET'S GET ACTIVE



## FITNESS CENTRE REGISTRATION

Tenants can register online at [https://www.wellnessliving.com/catalog/240fourth\\_fitness\\_centre](https://www.wellnessliving.com/catalog/240fourth_fitness_centre), selecting the *Proceed to checkout* tab. Please view [this guide](#) for step-by-step instructions on how to complete your online registration.

## STAFFING AND HOURS OF OPERATION

The Fitness Centre can be accessed 24/7 by 240FOURTH tenants who have completed their registration. The locker rooms are closed for cleaning and/or maintenance Monday to Friday from 8 p.m. to 9 p.m. and weekends from 7 a.m. to 8 a.m.

Staff members are available in the Fitness Centre\*: Mondays, Wednesdays and Fridays from 7 a.m. to 3 p.m. Tuesdays and Thursdays from 9 a.m. to 5 p.m.

\* Staffed hours are subject to change without notice

## CONTACT INFORMATION

Email: [240-4fitness@livunltd.com](mailto:240-4fitness@livunltd.com)

Phone: 403-264-3807

[www.240fourth.ca](http://www.240fourth.ca)

## Alternate Contact

Simona Berneanu

Email: [simona.berneanu@quadreal.com](mailto:simona.berneanu@quadreal.com)

Phone: 403-202-7559

## Group Fitness Classes

The multi-purpose studio provides a variety of exciting classes such as Yoga, Bootcamps, Barre, Cycling and more. Registration is offered throughout the year. For more information about classes, schedules, times for registration and pay rates, please visit the [Fitness Centre page](#) on the building website or stop by the Fitness Centre and talk to the staff about upcoming classes.

All group exercise classes are led by certified instructors. 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.

## Online Virtual Content

All members have access to a variety of virtual fitness programs through the member portal, such as live fitness classes, on-demand classes, goal-based programs, challenges, workshops and more

Please access the [Member Portal](#) to book workout times, sign-up for group exercise classes, purchase services, and gain access to free on-demand workout videos and content.

## 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 care products, towels, hair dryers and hair styling tools.

Lockers are available for day use only. Members can only use them while they exercise in the Fitness Centre or are going for an exercise walk or run. Please bring your own lock to secure your belongings.

# PERSONAL CUSTOMIZED TRAINING

Personal Training is a great option for individuals with specific targets and goals in mind. All training is completed by LIVun Ltd. certified personal trainers who 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

Each package includes a complimentary 30-minute consultation to meet with a trainer to discuss goal setting, medical and exercise history, and functional testing. Consultations may vary depending on client and trainer.



## PERSONAL TRAINING FEES AND PACKAGES

### One-on-One Training 60 minutes

5 sessions	\$ 413
10 sessions	\$ 779
20 sessions	\$1493

### Pair Training 60 minutes

5 sessions	\$ 631
10 sessions	\$ 1156
20 sessions	\$ 2153

### 45 minutes

5 sessions	\$ 354
10 sessions	\$ 625
20 sessions	\$1198

### 45 minutes

5 sessions	\$ 513
10 sessions	\$ 932
20 sessions	\$1794

Program Design \$ 171

### Small Group Training

For small group training rates, please contact the Fitness Centre Staff.

\* Prices do not include GST