

WELCOME TO THE  
LABOUR BUILDING

# Tenant Information Guide

# HELLO

## Welcome to The Labour Building

Your safety, comfort, and convenience are top priorities for us daily. We're happy you're here.

As the property managers, we're committed to creating a sustainable environment that brings value to people both now, and for years to come. Our on-site staff offer a tangible presence, providing hands-on, in-person guidance to each and every one of our customers. It's this commitment to customer service that has made us leaders in the management of major commercial properties across Canada.

We've created the following guide to give you and your coworkers all you need to know as tenants. It contains information about the features, facilities, and safety protocols here – as well as the suite of tenant services we've designed with you and your business in mind. Please note this information is general in nature and may differ from your respective lease. In all cases, your lease takes precedence over this guide, which can be found at [labourbuilding.com](http://labourbuilding.com).

We are available for any questions or concerns you may have. Please call us at 1-877-977-2262 or email us anytime at [service@quadrealconnect.com](mailto:service@quadrealconnect.com).

Thank you. We look forward to working with you here.

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## For Quick Reference

### 1 | Key Phone Numbers

Darcy Armstrong	VP & General Manager	<a href="mailto:darcy.armstrong@quadreal.com">darcy.armstrong@quadreal.com</a>
Tauseef Rehman	Property Manager	<a href="mailto:tauseef.rehman@quadreal.com">tauseef.rehman@quadreal.com</a>
Kirstie Erb	Property Manager	<a href="mailto:kirstie.erb@quadreal.com">kirstie.erb@quadreal.com</a>
Dan Sarrasin	Manager, Security & Life Safety	<a href="mailto:dan.sarrasin@quadreal.com">dan.sarrasin@quadreal.com</a>
Paul Soholt	Operations Manager	<a href="mailto:paul.soholt@quadreal.com">paul.soholt@quadreal.com</a>
Carlos Arango	Building Operator	<a href="mailto:carlos.arango@quadreal.com">carlos.arango@quadreal.com</a>
Sakshi Sharma	Tenant Services Manager	<a href="mailto:sakshi.sharma@quadreal.com">sakshi.sharma@quadreal.com</a>
Sumaiya Khan	Conference Centre Administrator	<a href="mailto:sumaiya.khan@quadreal.com">sumaiya.khan@quadreal.com</a>
Property Management Office		780-477-4400
QuadReal CONNECT		1-877-977-2262   <a href="mailto:service@quadrealconnect.com">service@quadrealconnect.com</a>

### 2 | QuadReal CONNECT – Key Contact Portal

At QuadReal we're proud to serve the people who call our communities home. That's why we developed QuadReal CONNECT, a 24/7 service centre offering the support you need day and night. Order any number of on-call tenant services; learn more about recycling protocols; register an internal move; or simply ask a question. Contact your service team at QuadReal CONNECT by phone at 1-877-977-2262 or email at [service@quadrealconnect.com](mailto:service@quadrealconnect.com).

### 3 | Hours of Operation

Building hours	8:15 am to 4:30 pm	Monday to Friday (except holidays)
Property Management Office	7:30 am to 3:30 pm	Monday to Friday (except holidays)
Janitorial Services	6:30 am to 3 pm	Monday to Friday (except holidays)

Please note that access cards are required to access the building after hours.

## Management & Operations Staff

QuadReal CONNECT

1-877-977-2262 | [service@quadrealconnect.com](mailto:service@quadrealconnect.com)

### Property Management

VP & General Manager  
Property Manager  
Property Manager

Darcy Armstrong  
Tauseef Rehman  
Kirstie Erb

780-944-0902  
780-809-8583  
780-423-0352

### Building Operations

Operations Manager  
Building Operator  
Building Operator

Paul Soholt  
Carlos Arango  
Richard Rochette

780-229-0896  
587-920-3571  
780-699-7548

### Tenant Services

Tenant Services Manager

Sakshi Sharma

780-229-0892

### Security & Life Safety

Manager, Security & Life Safety  
Security Coordinator

Dan Sarrasin  
Jasdeep Kaloty

780-477-4388  
780-477-4393

### Property Services

Conference Centre  
Administrator

Sumaiya Khan

780-944-0737

Print & post this page for your staff's convenience.

# Tenant Services

QuadReal CONNECT

1-877-977-2262 | [service@quadrealconnect.com](mailto:service@quadrealconnect.com)

## Communications

We believe a thriving community is one grounded in transparency. Throughout your time with us here, you'll see us use a number of communication channels to keep you informed about what's happening.

We ask that each tenant please designate one employee to act as principal liaison between our office and yours. This contact person should be responsible for making all inquiries or service requests to our **Management Office** at 780-477-4400 or through QuadReal CONNECT.

Please inform us of your designated employee's name, along with their telephone number and email address. By restricting this responsibility to one principal liaison, it will allow us to provide better recording and assessment of problem areas and will also result in the delivery of more efficient and timely service for your needs.

### Tenant Bulletins

We share regular communications about building & operational issues with appropriate tenant contacts. In turn, they're encouraged to share with their colleagues, so everyone is kept informed.

### Statutory Holidays

Labour Building property management recognizes the following stat holidays:

New Year's Day  
Canada Day  
Remembrance Day

Family Day  
Heritage Day  
Christmas Day

Good Friday  
Labour Day  
Boxing Day

Victoria Day  
Thanksgiving Day

Please give us 24 hours' notice for any special HVAC or security requirements for any staff you have working on holidays or weekends.

# About Your Building

## The Site

Located at 10808 – 99 Avenue, in the heart of the Government District, the Labour Building offers a prime position for Government offices. The building is situated just a few minutes' walk from Alberta's Legislative Building and is close in proximity to the Edmonton LRT, Transit routes, and other key Government Buildings.

### Accessibility

QuadReal is committed to providing a respectful, welcoming, and inclusive environment for everyone. We work to make every aspect of this complex accessible. If you have any questions or concerns about our approach to accessibility, please contact QuadReal CONNECT by phone at 1-877-977-2262 or email at [service@quadrealconnect.com](mailto:service@quadrealconnect.com).

### ESG

QuadReal is dedicated to creating better outcomes for our stakeholders through stringent sustainable practices. We've set ambitious targets around sustainability, to reduce water, waste, and energy and ensure all our Canadian offices achieve net zero emissions by 2040. We even host a calendar of events and programs throughout the year, all designed to benefit the wellbeing of our communities. And because the health and wellness of our tenants is a top priority, we hold ourselves to strict indoor air quality (IAQ) standards when it comes to air quality, humidity, and thermal comfort. For more information about our approach to ESG practices and healthy buildings, please visit our [ESG page](#).

### Smart Buildings

Safer, sleeker, smarter – we're creating buildings that push the boundaries of what you can expect from your QuadReal workplace. Using digital and automation technologies such as artificial intelligence, interconnected devices and smart systems, we're building healthier, happier and more harmonious communities for our customers to thrive in.

### Awards

The Labour Building is the proud recipient of the 2023 BOMA Best Gold award for outstanding tenant service, building management and sustainability.

## Building Amenities

### Parking

Labour Building parkade is fully leased and administrated by the Government of Alberta. For any inquiries pertaining allocation of the parking spaces please contact your Facility Coordinator.

### Hazardous Vehicles

We must request that any vehicles with fluid leaks of any type (oil, gas, coolant, etc.) not be brought onto this property until the defects have been repaired. In cases of severe leaks, we are required by fire safety regulations to remove the vehicle from the property. All attempts will be made to locate the owner of any hazardous vehicle but failing prompt response, we will tow the vehicle immediately at the vehicle owner's expense. Vehicle repairs should never be performed within the confines of the parking area.

### Active Commuter Indoor Bike Parking

For safety reasons, we don't allow bikes in the building, but you can find a secured bike cage at the back of the Forestry Building for commuters using bicycles for transportation. This area is complimentary for tenants use



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only. For safety reasons, the charging of e-bikes or scooters is prohibited within the building. This includes charging removable batteries in the office.

Access to bike parking requires a signed waiver form, which can be found in the following two ways:

- Contact the Property Management office at 780-477-4400.
- Online at [quadrealconnect.com](https://quadrealconnect.com).

## General Information

We're here for you. Please always feel free to share your comments, compliments or concerns. You can begin by calling us.

### **Property Management Office**

Suite 208, 10155 – 102 Street  
Edmonton, AB T5J 4G8

Phone 780-477-4400

Monday – Friday  
8:00 am – 4:00 pm  
(Excluding holidays)

## Building Services

QuadReal CONNECT

1-877-977-2262

In addition to the number of on-call services we offer, your tenancy entitles you logistics-based services all offices need from time to time.

### Lighting

All lighting at the Labour Building is controlled on a tenant requirement basis. The schedule can be modified and the building engineering staff will make these changes as necessary. Please contact the Property Management Office should you require changes.

### Internal Moving Procedures

We require advance written notice any time you need to move furniture and contents within Labour Building spaces. Please complete the following two steps:

- Email Tenant Services at [service@quadrealconnect.com](mailto:service@quadrealconnect.com) notifying us of the date you wish to move items.
- Submit a "Work Permit Request Form".

We'll work with you to confirm elevator requirements and any housekeeping needs you may have too.

Learn more by contacting QuadReal CONNECT at 1-877-977-2262 or [service@quadrealconnect.com](mailto:service@quadrealconnect.com).

### Housekeeping

QuadReal CONNECT  
Management Office

1-877-977-2262  
780-477-4400

A clean, healthy workplace is essential to building a successful community.

The housekeeping at the Labour Building is performed by an outside janitorial contractor and is administered by the Property Management Office.

Daytime cleaning staff is onsite from 6:30 am to 3 pm, Monday to Friday (except holidays).

General housekeeping for office suites is provided daily 5 days a week. If you have additional housekeeping needs in your area, please call our Management Office at 780-477-4400.

As part of our commitment to sustainable operations, we use green-certified cleaning and paper products throughout Labour Building.

Janitorial cleaning is carried out under contract, which is administered by the Property Management Office. The first service under this contract will be provided on the evening of the first business day you take occupancy and will continue thereafter as provided as per your Lease Agreement.

Tenants are responsible for the cost of any pre-cleans necessary to prepare the premises for staff after both the tenant's leasehold improvement and moving contractor have completed their work.

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Tenants are responsible for the cost of any pre-cleans necessary to prepare the premises for staff after both the tenant's leasehold improvement and moving contractor have completed their work. The Assistant Property Manager can coordinate with our Janitorial Contractor to provide pre-clean services at our published hourly rate.

### Housekeeping: General Tenant Space

#### Daily (5 times weekly)

- Empty all waste bins & replace liners as needed.
- Remove all collected trash to designated area.
- Dust all horizontal surfaces.
- Spot clean all horizontal and vertical surfaces removing fingerprints, smudges and stains.
- Dust mop all hard surface floors with treated electrostatic mop.
- Spot clean all partition glass.
- Dust and spot clean furniture fixtures, equipment & accessories.
- Vacuum all carpeted high traffic lane areas.

#### Weekly

- Spot clean carpeted areas.
- Dust high & low areas.
- Damp wipe vinyl furniture. Lint brush fabric furniture.
- Damp wipe all plastic covered furniture.
- Fully vacuum all carpets from wall to wall.
- Spray buff all hard surface areas with a high-speed floor machine.

#### Monthly

- Vacuum all fabric furniture.
- Wash all trash containers.
- Dust all venetian blinds.
- Dust all exposed horizontal surfaces beyond normal reach.

#### Semi-Annually

- Wash interior glass.

#### Yearly

- Carpet cleaning.

### Washrooms

#### Daily

- Refill dispensers.
- Empty trash.
- Clean & sanitize all fixtures.
- Wipe all counters & chrome.
- Clean mirrors & spot wipe partitions.
- Sweep and damp mop floors with germicidal cleaner.

#### Monthly

- Hand wash all walls.
- Dust and clean all return-air vents.

## Tenant Information Guide

- Wash all partitions & trash containers.

## Pest Control

Pests can be harmful to tenants as well as to buildings. We use a third-party contractor, conducting inspections to our property on a regular basis. We've implemented a pest management strategy to treat pests while also minimizing the harmful effects of pesticides.

## Noise and Pet Restrictions

In accordance with the rules and regulations of your lease, tenant's agents and employees shall not make any improper noise in the building, play any musical instrument, other than radio or television, , that may interfere with other tenants or those having business with them. Additionally, building rules and regulations do not permit any animals within the building. People with disabilities are allowed to bring their service animals onto general public areas as well as tenant premises in the building.

## Signage

The design decisions at Labour Building have been made with purpose. As a result, we wish to keep the complex's appearance as uniform as possible. Any sign requirements you may have can be arranged by calling the Property Management office at 780-477-4400.

## Loading Dock

### Hours of Operation

The Loading Dock doors are open Monday to Friday 7:30 AM – 4:00 PM.

Access may be arranged outside those hours by contacting Property Management office at (780) 477-4400.

Labour Building has no Dock Master that is responsible for the operation of the Loading Dock, please be courteous when using the Loading Dock, to ensure that all vendors, couriers, and contractors can service the tenants in a fair and equitable manner. There is no storage on the Loading Dock. Any items stored on the Loading Dock may be removed/stored/disposed of by QuadReal and applicable fees may be applied.

### Usage

- All deliveries are restricted to the loading dock and must be transported via the freight elevators.
- Please turn off your vehicle when it's parked in the loading dock. Idle no longer than 3 minutes.
- Please leave your keys in your vehicle.
- Maximum time permitted in the loading dock area is 20 minutes.
- Pallet jacks are not permitted off the Loading Dock and they must be removed from the site after completion of unloading.

### Freight Elevators

The building does not have a designated freight elevator, therefore one of the passenger elevators must be properly prepared before it can be used for special purposes, moves, etc. Only one elevator can be used at a time for this type of function. Please contact our Property Management Office at (780) 477-4400 to pre-arrange elevator booking.

### Waste & Recycling

QuadReal is committed to leadership in sustainability at every property we manage. It's part of our mandate to ensure we are offering our tenants and their customers healthy environments in which to do business. Part of that approach is how we handle waste.

Every building occupant plays a part in assuring the success of the recycling program. Please ensure only the items below are put into the recycling bins:

- Paper, newsprint, magazines, flyers & mail
- Brown paper bags
- Drink containers
- Cardboard
- Empty plastic and glass bottles
- Empty tin cans
- Plastic jugs

Other items that can be recycled at the Labour Building are toner/ink cartridges, electronics, light bulbs and ballasts related to business products only.

Cardboard boxes should be flattened and marked for recycling for removal by housekeeping staff in the evening.

#### **Waste Removal Service**

We conduct this complimentary service each night, Monday through Friday (excluding stat holidays). It includes pick-up from individual tenant areas of regular waste, recycling receptacles, and any large boxes.

### Central Operations

Operations Manager	Paul Soholt	780-229-0896
Building Operator	Carlos Arango	587-920-3571

#### **Electrical / Mechanical Services**

In charge of heating, cooling & ventilation, our Operations team helps ensure the year-round comfort of your office space and your colleagues. Please let us know if your environment is making your team uncomfortable in any way.

#### **Emergency Power**

In the event of a power failure, the property is equipped with an emergency power diesel generator, programmed to come on within 10 seconds of losing power. Sufficient lighting is provided on emergency power to allow you and your coworkers enough visibility to evacuate using the stairwells if necessary.

The emergency generator is fully tested every month. When this happens, power to all emergency circuits is affected. We will always notify all tenants when we're planning a generator test.

#### **Heating & Cooling**

Your comfort is important to us at all times. We recommend the following steps to help maintain a more comfortable office temperature for as many of your coworkers as possible:

- If possible, keep furniture 12 inches from radiant heating units around the perimeter of your space. Obstructing these grills interferes with proper temperature control.
- Keep papers and other items off exposed radiation grills.
- Don't obstruct thermostats with furniture or cabinets.

## Tenant Information Guide

- When you take occupancy, airflow to your floor should be balanced by an air balancing technician in accordance with your Leasehold Improvement Manual. We recommend further rebalancing when: internal walls are added / relocated, or your occupancy levels increase substantially.

### **Energy Management Advice**

You always have control over the energy used in your office space, but we do offer advice on ways to manage energy consumption and reduce costs. Please call Property Management anytime to learn more.

### **Lighting Control**

Common areas are all on Building Management System schedule. If you feel your lights aren't performing, please let us know by contacting QuadReal CONNECT at 1-877-977-2262 or [service@quadrealconnect.com](mailto:service@quadrealconnect.com).

### **Indoor Air Quality Testing**

We contract third-party environmental consultants regularly to test the air quality to ensure we're meeting standards established by ASHRAE, LEED, Fitwel, and Health Canada.

### **Chemical Handling / Storage**

All chemical products are carefully managed in accordance with the QuadReal Standard Operating Procedure.

## Construction Services

We know that over time, your requirements for your office may evolve. So we've established a full suite of construction services to help ensure your space is designed and laid out the right way for how you and your staff work best.

We can coordinate all leasehold improvements and changes involving base building construction and systems. This involves the review of all design drawings by the appropriate disciplines to ensure your office space is in compliance with landlord requirements.

Any changes must be approved in advance by the landlord.

All contractors requiring access must complete a Request for Work Permit a minimum of 5 days prior to when they need access. Please call our Property Management Office at 780-477-4400 to secure that permit. Only contractors approved by the landlord may be employed to complete base building work in the complex. We don't permit x-raying, core drilling or work that disrupts other tenants during normal business hours.

## Security & Life Safety

Emergency 24/7 QuadReal Connect  
Security Manager  
Security Coordinator

Dan Sarrasin  
Jasdeep Kaloty

1-877-977-2262  
780-477-4388  
780-477-4393

### Emergency

If you feel a situation at Labour Building is an emergency, please call 911 before calling us. For non-emergencies, please call QuadReal Connect at 1-877-977-2262.

### Access Control

A building access card is required to enter the building after hours.

### Premises Inspections

Your QuadReal team regularly inspects office and common areas to ensure they're all maintained at a safe and healthy condition. Unfit conditions will be reported to you for immediate action.

### Suspicious Packages

If you find a suspicious package in your office or a public area, don't assume it's harmless. Don't touch it and leave that area immediately. Call the non-emergency line at QuadReal Connect at 1-877-977-2262.

### Bomb Threats

If you receive a bomb threat, please remain calm. Listen carefully to the caller and don't interrupt them. Try to record or remember as much information about the call as possible. And if possible, check the call display and record the phone number.

- Ask the caller questions like: Where is the bomb? When will it go off? What type of bomb is it? Why are you doing this?
- Try to write down the caller's exact words and make notes about their voice. Make note of any background noise like music or traffic.
- Note when the call started and ended.
- Once ended, call 911 immediately. Then call QuadReal Connect at 1-877-977-2262.
- Follow the direction of building and emergency personnel. If the bomb threat was written on a letter or by email, don't discard that. Be prepared to provide all this info to building and emergency personnel.

## Fire Detection & Suppression Systems

We have an interconnected life safety system at the Labour Building, designed to detect and contain fires. Monitored 24 hours a day, it's equipped with smoke and heat detectors, manual pull stations at all exit doors, and magnetic lock doors. Throughout the complex we have sprinkler systems to contain any fire to a small area and protect lives.

### Fire Alarm System

The Labour building has a Notifier single-stage supervised fire alarm system. Upon alarm activation, a continuous general alarm will sound throughout the building. Floor Wardens will advise their area occupants to proceed to their assigned exit stairwell and begin exiting the building.



### Floor Warden Team

Labour Building Property Management provides training and information on emergency procedures. As a tenant, it is your responsibility to ensure there is a floor warden team for each floor your company occupies – and that staff have access to information about emergency procedures.

The floor warden team assists occupants during an evacuation and helps to educate their coworkers about emergency procedures.

#### **Floor Warden**

The floor warden is the leader of the team in charge of directing team members during an emergency. They also ensure the team is trained and that any vacancies are filled immediately.

During an evacuation, the floor warden must search their assigned area, advise occupants of the emergency and direct them to the nearest exit. When they complete their search, they can return to the lobby to meet the other team members and leave the floor themselves.

#### **Assistant Floor Warden**

The assistant floor warden must take over if the floor warden is absent or unavailable. This person conducts a search of their assigned area, advises occupants of the emergency and directs them to the nearest exit.

#### **Assistance Monitors**

Assistance Monitors are responsible for assisting persons requiring assistance to ensure they get to a safe place which is beside or within the stairwell. They are to remain with the person requiring assistance until the building response team or emergency services arrive to assist.

#### **Training**

The floor warden manual will be provided to you and will assist to communicate and orientate all employees to the emergency procedures and life safety systems on the floor they occupy.

In addition to the manual provided, floor wardens will be asked to attend mandatory annual emergency response training seminars provided by WPS Emergency Planning.

#### **EVAC MOBILE APP**

A Mobile app is also available to all our registered Tenant Floor Wardens. Should you be interested in more information, please contact our Manager, Security & Life Safety.

#### **Earthquakes & Tornadoes**

If an earthquake or tornado is impacting the property, please remain calm.

- Take cover under a desk, table, or the nearest interior doorway. Hold onto whatever you're under.
- Keep away from windows and glass doorways.
- Don't use elevators. You could become trapped if the power goes out.
- Don't leave cover until it's safe to do so. Follow the directions of building staff.

#### **Power Outage**

In the event of a power outage, the Labour Building is equipped with emergency generators. They're designed to power life safety systems and provide limited lighting and elevator service throughout the complex.

In such a case, there will be a glow-in-the-dark path marking materials and signage within all the stairwells in order to assist with safe egress in the event an evacuation is required.

Please follow the instructions of building personnel during a power outage.

### In Case of Fire

- Leave the affected area immediately, closing all doors behind you.
- Activate the nearest fire alarm and evacuate via the nearest stairwell.
- While exiting the floor, advise anyone you see to evacuate.
- From a safe location, call 911. Then call QuadReal Connect at 1-877-977-2262.

#### Evacuation

- As people evacuate their floor, they should keep to the right of the stairs to allow building personnel and firefighters to pass on the left-hand side.
- Walk at a normal pace and hold onto the handrail as you proceed down the stairs. Remain focused, do not bring any beverages or use your mobile device unless it's an emergency. Leave heavy and bulky items behind. If you're wearing high-heeled shoes, remove them.
- Occupants from other floors will be entering the stairwells. Allow them to merge into the flow but do not stop as this will delay the occupant's evacuation from the floors above.
- Occupants should proceed down the stairs and gather at their company's designated assembly area.
- All stairwells include crossover floors. These floors, which are positioned at every 5 floors or less, allow for evacuating occupants to cross over to an alternate stairwell should the stairwells become too congested or unsafe to use.

#### Persons Requiring Assistance

We have procedures in place to assist anyone unable to evacuate due to a health condition. When the evacuation tone sounds, any person requiring assistance (PRA) should go to the nearest stairwell and wait on the landing.

#### Medical Emergency

If there is a medical emergency, remain with that person and try to make them feel comfortable. Have someone call 911 as well as QuadReal Connect at 1-877-977-2262. Indicate your location and if possible, have someone available to meet with Emergency personnel.

### Fire Prevention

- Keep doors to stairways closed at all times.
- Keep stairways, landings, hallways and exits clear of obstructions.
- Don't let combustibles to accumulate. Avoid careless storage practices.
- This is a smoke-free complex. Smoking & vaping aren't allowed anywhere on the property.
- Don't obstruct sprinklers or place items within 45 centimetres of the ceiling.
- Ensure objects like boxes and storage racks don't obstruct doorways.
- Don't overload electrical outlets.
- Be familiar with your responsibilities during a fire event in the building.

#### Smoke-Free Policy

We are committed to the health and wellbeing of all who make this community what it is. As a result, this is an entirely smoke-free property, indoors and outdoors. This includes:

- cigarettes, cigars,
- vape pens & e-cigarettes
- pipes, hookahs, water pipes
- all tobacco products, including chewing & dipping tobacco
- all cannabis products

#### Holiday Season Safety

Please keep in mind the following when selecting and setting up decorations in your office area:

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- Please use only fire-resistant artificial trees & garlands. Live trees & garland are never permitted.
- Decorations should never be placed so they block exits, fire hose cabinets and extinguishers.
- Only light sets labelled Canadian Standards Association (CSA Approved) or Underwriters' Laboratories of Canada (ULC Approved) should be used.
- Check all sets of lights for worn insulation, broken plugs and loose sockets. Replace the lights if any of these conditions are found. Don't use defective light sets.
- To prevent a short circuit, metallic decorative streamers should not be in contact with or wedged to the light sockets. Streamers or other decorations should be fire resistant.
- Turn off all indoor tree and decorative lights before leaving for the day. Don't place extension cords under rugs or in heavy traffic areas.
- Don't overload an electrical circuit.
- Candles and open flames are not permitted.
- Do not tape down extension cords.

Want to confirm your holiday decorations are compliant? Call our Property Management Office at 780-477-4400.

## General Security

### Office Security

You can help ensure this property remains a safe place to work and do business. Please ensure all valuables including portable electronic equipment, wallets and purses are either safely locked away or on you when leaving the office.

### Unauthorized Canvassing & Soliciting

Soliciting of any kind is not allowed at the Labour Building. If someone comes to your office claiming they are selling something, please call QuadReal Connect at 1-877-977-2262.

### Insurance

As required under your lease, you must have active tenant insurance coverage at all times. The Management Office must receive a valid insurance certificate detailing your coverage before you assume tenancy. Yearly renewals of your insurance must also be forwarded to our office so we can ensure your continuous coverage as well as any changes to your coverage.