

BUILDING INFORMATION MANUAL



**FORESTRY BUILDING
9920 – 108 ST
EDMONTON, AB**



QuadReal



Table of Contents

WELCOME	4
QUADREAL PROPERTY GROUP LP. – “WHO WE ARE”	4
FORESTRY BUILDING – 9920 – 108 Street, Edmonton, AB	4
GENERAL INFORMATION	5
TENANT SERVICES	5
QUADREAL CONNECT (TENANT REQUEST SYSTEM)	5
HOW TO CONTACT US.....	6
IMPORTANT TELEPHONE NUMBERS	6
BUILDING SERVICE HOURS OF OPERATION	7
STATUTORY HOLIDAY SCHEDULE	7
BUILDING SERVICES	8
HEATING, VENTILATION & AIR CONDITIONING	8
LIGHTING	8
ENGINEERING MAINTENANCE	8
ELEVATORS	8
HOUSEKEEPING.....	9
RECYCLING PROGRAM.....	9
PARKING SERVICE	10
VEHICLE PARKING	10
HAZARDOUS VEHICLES	10
BICYCLE PARKING	10
GENERAL BUILDING POLICIES	11
TENANT IMPROVEMENT WORK.....	11
CHANGES TO THE PREMISES.....	11
COMMUNICATIONS CABLING PROCEDURES	12
TENANT MACHINERY AND SAFE INSTALLATION	12
NOISE AND PET RESTRICTIONS	12
SMOKING BY-LAW.....	12
FREIGHT ELEVATOR SERVICE	12
DELIVERIES.....	12
WORK AUTHORIZATION PERMIT.....	13
LOADING DOCK REGULATIONS	13

LOADING AND UNLOADING	13
LOADING DOCK PARKING	13
HOURS OF OPERATION	13
SIGNAGE & ADVERTISING GUIDELINES.....	14
ELECTRONIC DIRECTORY SIGNAGE.....	14
SIGNAGE	14
INTERNET AND SATELLITE PROTOCOL.....	14
OFFICE MOVE-IN/OUT PROCEDURES	15
SAFETY & SECURITY.....	16
A SAFE ENVIRONMENT.....	16
SAFETY IS EVERYONE’S CONCERN	16
MEDICAL EMERGENCY	16
EMERGENCY PREPAREDNESS	18
FIRE DRILLS	18
FLOOR WARDENS.....	19
APPENDIX “A”	21
ELEVATOR BOOKING PROCEDURE	21
APPENDIX “B”	22
BIKE PARKING	22
SAMPLE BICYCLE LICENCE AGREEMENT	23
APPENDIX “C”	26
REGULATION FOR CONTRACTORS WORKING IN THE QUADREAL BUILDINGS	26
COVID RELATED PROTOCOLS	27
APPENDIX “D”	28
FIRE SAFETY MEMO.....	28

WELCOME

QUADREAL PROPERTY GROUP LP. – “WHO WE ARE”

Headquartered in Vancouver, B.C., **QuadReal Property Group** is a new company with deep roots. Built from consolidating the assets and expertise of four seasoned players in the Canadian real estate investment and management industry, we are an independent organization laser-focused on managing and growing BCI's portfolio of over \$24.5 billion in real estate assets. BCI is the 4th largest fund manager in Canada and is ranked 35th globally, with a global portfolio of more than \$123 billion. BCI invests on behalf of public sector clients in British Columbia and its activities help finance the retirement benefits of more than 538,000 plan members, as well as the insurance and benefit funds that cover over 2.3 million workers in the province. To learn more visit: <https://www.quadreal.com/>

FORESTRY BUILDING – 9920 – 108 Street, Edmonton, AB

Located in the heart of the Government district in Alberta's Capital, the Forestry Building, a class 'A' property, offers a prime position for Government offices. The building is situated just a few minutes walk from Alberta's premiere architectural attraction – the Legislative Building and is close in proximity to the Edmonton LRT and Transit routes of other key Government Buildings.

The Building is a 130,000 sq ft office building constructed in 1979. There is a heated underground parkade containing 232 parking stalls to accommodate vehicles and bicycles.

The tower consists of 10 floors, with an 11th floor not serviced by elevators, which houses the mechanical rooms and the office space for the Building Operators.

The exterior is clad completely with black tinted glass windows and spandrel panels. Manicured flower beds and gardens cover much of the front (East Side) of the building along with wide entryway stairs. There are benches distributed among the flowerbeds for use by the tenants and public. In celebration of the province's 100-year centennial (2005) a pump jack, arbor and derrick were built by the Senior Building Operator and they have been placed among the flower beds. Of special attention is a flower bed that is designed and planted with various species of flowers, to resemble the Alberta Shield. Natural materials are used to indicate the mountain range in the shield.

QuadReal Property Group has developed an individual web site for each of our properties. These web sites will provide you with important information about building features and services, leasing, corporate concierge services and local area amenities.

The web site address for this property is: www.forestrybuilding.com



GENERAL INFORMATION

TENANT SERVICES

Forestry Building is fully leased by Alberta Government and their appointed representative will 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 our **Tenant Service System (QuadReal Connect)**, with further information listed below.

QUADREAL CONNECT (TENANT REQUEST SYSTEM)

QuadReal Property Group utilizes a new Tenant Service system named QuadReal Connect. The system is mobile-friendly and easy to use. Our tenants and colleagues alike are able to track and view the progress of a service request, in real-time, from any device.

This system also allows us to generate detailed Work Order histories and Service Completion rates. Our Engineering/Maintenance staff responds to your service request via handheld devices and web-enabled cellular telephones.

The building's tenant representatives will act as principal liaison between our office and yours. The tenant representatives and their back-up will be responsible for making all inquiries and tenant service requests to connect to QuadReal Connect following the link below:

<https://www.quadrealconnect.com/>

Please inform us of your designated employee's name, along with their telephone number and e-mail 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.

Ensure your principal representatives and their back up register with the Management Office, by submitting your tenant contact information form to our office.

Once you have registered, you will receive a password via email. Then you may sign in through the link above to make all your requests, maintenance, parking, lighting etc. Should you require additional assistance, you can contact QuadReal Connect at service@quadrealconnect.com



HOW TO CONTACT US

Management Office/Engineering Staff

Vice President & General Manager

Darcy Armstrong (780) 944-0902 darcy.armstrong@quadreal.com

Property Manager

Tauseef Rehman (780) 809-8583 tauseef.rehman@quadreal.com

Manager, Security & Life Safety

Dan Sarrasin (780) 477-4388 dan.sarrasin@quadreal.com

Operations Manager

Paul Soholt (780) 229-0896 paul.soholt@quadreal.com

Tenant Services Coordinator

Anneri Symington (780) 477-4384 anneri.symington@quadreal.com

Conference Center Administrator

Sumaiya Khan (780) 477-4400 sumaiya.khan@quadreal.com

Building Operators

Richard Rochette or Carlos Arango

24-hour hotline - 780-477-4400 or service@quadrealconnect.com

IMPORTANT TELEPHONE NUMBERS

Property Management Office

Suite 208, 10155 102 Street

Ph: (780) 477-4400

Police / Fire / Medical 911



BUILDING SERVICE HOURS OF OPERATION

For quick reference, we have listed below the hours of operation (normal staff hours) for many building departments as well as the hours of essential services.

- The building is open to the public from **7:00AM – 5:00 PM**, 5 days a week (except on statutory and building holidays).
- The Property Management office is open from **8:00 AM to 4:00 PM**, Monday through Friday, (excluding statutory holidays). Outside of normal business hours, please call us at **(780) 477-4400**. Your call will be answered 24/7 and redirected to the appropriate property department in case of emergency.

STATUTORY HOLIDAY SCHEDULE

The building recognizes the following Statutory Holidays:

HOLIDAY

New Year's Day
Family Day
Good Friday
Victoria Day
Canada Day
Heritage Day
Labor Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

PLEASE NOTE:

Forestry Building is fully leased by the Alberta Government and will therefore only be open during Alberta Government designated business days.

BUILDING SERVICES

HEATING, VENTILATION & AIR CONDITIONING

The standard hours of HVAC for your suite are either set by your lease agreement, or are the building standard hours, Monday through Friday, 7:00 AM to 5:00 PM.

For services beyond these hours (after hours), we ask that you contact your **Facility Coordinator for approval, and we receive written confirmation 24 hours prior to the requested time.**

The exterior windows are double-glazed with reflective coating to help minimize air conditioning and heating requirements and to maximize energy efficiency. The window coverings are an important part of maintaining the building standard temperature. Therefore, we would appreciate that during days of high sun intensity, you close the blinds to reduce some of the solar load. Subsequently, in cooler temperatures and as available, raise your blinds to allow solar load to heat your space.

LIGHTING

All lighting at Forestry Building is controlled by a *computerized lighting control system*. This system automatically turns the lights off in the evening. A complete schedule was designed for your floor, but this schedule can be modified. The building engineering staff will make these changes as necessary. Please contact your Facility Coordinator for approval of any changes as our Management Office will require written request from the Coordinator before any changes can be implemented.

The lights will flicker fifteen minutes prior to going off on your floor. When this occurs, push the by-pass switch located in the elevator lobby on each floor and the lighting will be restored for an hour.

ENGINEERING MAINTENANCE

We have a full staff of qualified personnel to ensure the efficient operation of our air conditioning, plumbing, electrical and other mechanical equipment systems. All service requests should be directed to your facility coordinator, who in turn will log a service request through the QuadReal Connect service portal.

ELEVATORS

The following comprises the elevators servicing the Forestry Building:

Elevator No. 1	Lobby to the 10 th floor
Elevator No. 2	Lobby to the 10 th floor
Elevator No. 3	Lobby to the 10 th floor
Elevator No. 4	Lobby to the P-4 (Parkade Elevator)



HOUSEKEEPING

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

Daytime cleaning staff is onsite from 7:00 AM to 3:30 PM, Monday through Friday, except statutory holidays. Wall to wall carpet vacuuming will be performed on Weekends while all hard surface floors cleaning every regular evening.

The cleaning staff has been instructed to leave internal doors as they find them. If the internal doors are locked, they will lock them when they leave; if unlocked, they will leave them unlocked.

Cleaning of the *Highly Secured* areas will not follow normal cleaning scheduling and will only be performed on *Per Request Basis*.

Should you have cleaning or garbage removal needs beyond the contracted level of service, the Property Management Office will schedule additional service upon request at the Tenant's expense.

RECYCLING PROGRAM

Because QuadReal Property Group is concerned about environmental issues, we have instituted a recycling program at Forestry Building. This program helps reduce buildings carbon footprint and operating costs without interrupting normal office routines.

Every building occupant plays a part in assuring the success of the recycling program. Please ensure that only those items designated below for recycling are put into the recycling receptacles:

- Paper, Newsprint, magazines, flyers & mail; Brown paper bags; Beverage containers; Cardboard; Empty plastic and glass bottles; Empty tin cans; Plastic jugs.

Other items that can be recycled at Forestry Building are Electronics, batteries as well as Light bulbs and Ballasts related to business products only.

These items are handled by QuadReal staff and professional recycling companies.

Cardboard boxes are to be left near the elevator on your floor. Tenants are asked to flatten all cardboard boxes ready for disposal. The janitorial staff will move these items to the recycling bin outside the building. A request to Tenant Services should be made to remove excessive amounts.



PARKING SERVICE

VEHICLE PARKING

Forestry Building parkade is fully leased and administrated by the Alberta Government. 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.

Please lock your vehicle. Property Management is not responsible for damage to persons or their vehicles. Any damage to the parking facility or any part thereof caused by the Tenant or individual parkers or their vehicles will be the sole responsibility of that individual.

BICYCLE PARKING

At the back of the Forestry Building a secured bike cage is provided for commuters using bicycles for transportation. This area is complimentary for tenants use only. Space is limited and assigned on first come first serve basis. Before access to the bike cage is granted a *Bicycle Licence Agreement* must be signed as per information in **Appendix "B"**.

Please contact QuadReal Property Group office at (780) 477-4400 for space availability or any questions you may have.

Management will not be liable for any lost, stolen, or damaged property.

GENERAL BUILDING POLICIES

QuadReal Property Group is committed to providing quality office space managed with professionalism and an experienced eye for detail. Your help in meeting these standards are greatly appreciated. The following Building Policies protects you, your associates, and guests.

Tenants and their employees shall not in any way obstruct sidewalks, halls, stairways, and elevators of the Building and shall use the same only as a means of passage to and from their respective offices. The Tenant will not place or allow to be placed in the Building corridors or public stairways any; wastepaper, garbage, or other items.

Tenants shall not mark, drill into or in any way deface the walls, ceilings, partitions, floors or other parts of the Lease Premises or the Building without prior consent from the Property Management office.

Tenants shall give the Landlord prompt notice of any damages to or defects in water pipes, gas pipes, electric light and fixtures, or any other service equipment.

No tenant will install blinds, shade awnings, or other forms of inside or outside window covering, or window ventilators or similar devices without the prior written consent of the Landlord. The tenant will not interfere with or obstruct any perimeter heating, air conditioning or ventilating units.

The restroom fixtures shall be used only for the purpose for which they were constructed, and no rubbish, ashes, or other substances of any kind shall be thrown into them. The tenant will bear the expense of any damage resulting from misuse.

TENANT IMPROVEMENT WORK

Tenants planning to perform improvements or alterations within the building, or their premises **must obtain prior written consent from the Landlord**. All tenants and their contractors are responsible for complying with the applicable laws and regulations as well as the *Regulation for Contractors working in a QuadReal Building* as explained in **Appendix "C"**. Please contact the QuadReal Office at (780) 477-4400 to coordinate anticipated work.

CHANGES TO THE PREMISES

If after initial occupancy Tenants wish to make changes to their premises, then approval from the Landlord must be obtained prior to any alterations to existing tenant space. Information about the building and the conditions that govern tenant premise alterations can be obtained by calling the General Manager at (780) 944-0902.



COMMUNICATIONS CABLING PROCEDURES

All electric and telephone wiring shall be installed as directed by the Landlord. No coring or cutting for wires shall be permitted and no new pipes or wires shall be introduced without prior written approval of Building Management. When installation of new communication cabling is anticipated the tenant must obtain the Landlord's consent prior to commencement of work. Please contact the Management Office at (780) 477-4400.

TENANT MACHINERY AND SAFE INSTALLATION

Tenants shall not install or use any machinery in the leased premises which may cause any noise, jar, or tremor to the floors or walls, or which by its weight might damage the floors of the Building. Tenants shall not bring in or take out, position, construct, install or move any safe, business machine or heavy equipment without the prior written approval of Building Management.

NOISE AND PET RESTRICTIONS

The Tenant's agents and employees shall not play any musical instrument, other than radio or television; make or permit any improper noises in the Building; interfere with other tenants or those having business with them; bring into or keep within the Building any animal, or birds. People with disabilities can bring their service animals onto public areas as well as tenant premises in the building.

SMOKING BY-LAW

Smoking is not permitted in the Building, tenant premises or any common area of the property.

FREIGHT ELEVATOR SERVICE

The building does not have a designated freight elevator, therefore one of the passenger elevators must be properly prepared before can be used for special purposes, moves, etc. Only one elevator can be use at the time for this type of functions as per *Elevator Booking Procedure* explained in **Appendix "A"**. Please call our Management Office at (780) 477-4400 to pre-arrange elevator booking.

DELIVERIES

Passenger elevators unless properly prepared are designated solely for transporting tenants and their guests. For this reason, all deliveries are restricted to the loading dock and the elevator properly prepared for handling deliveries. Access to the loading dock is from the back alley. In order to provide you with the best service in the loading dock, the **Loading Dock Regulation** must be adhered to (see Loading Dock Regulations at Page 13).



WORK AUTHORIZATION PERMIT

All electricians, telecommunications and repair personnel requiring access for repair or installation work must obtain a **Work Authorization Permit** from the Management Office and follow the *Regulation for Contractors working in a QuadReal Building* as explained in *Appendix "C"*.

Non-compliance will result in work stoppage and the contractor/person may not be allowed to perform any further work in the building.

ANY PERSON NOT POSSESSING A PERMIT SHOULD BE REPORTED TO THE MANAGEMENT OFFICE IMMEDIATELY.

LOADING DOCK REGULATIONS

Forestry Building has no Dock Master that is responsible for the operation of the Loading Dock so please be courteous when using the Loading Dock, ensuring 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.

LOADING AND UNLOADING

- Vehicles may park for 10 minutes in the Loading Dock to load or unload their vehicle unless previously booked and approved for additional time by **Building Management**.
- Vehicles must not be left with the engine running while in the Loading Dock.
- All deliveries will be made using the passenger elevators properly prepared for delivery.
- Pallet jacks are NOT permitted off the Loading Dock and they **MUST** be removed from the site after completion of unloading.
- Drivers may be required to move or reposition their vehicle to allow others access to or from the Loading Dock.

LOADING DOCK PARKING

No parking allowed in the loading dock at any time.

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 **Building Management** at **(780) 477-4400**.

Any damage to the premises; and or property of QuadReal while on site will be the responsibility of and charged to whoever caused the damage.



SIGNAGE & ADVERTISING GUIDELINES

Signs, advertisements, or notices inscribed, painted, or affixed where they can be seen from the exterior of leased premises require prior **written approval from Building Management**. Management reserves the right to not allow the posting of any sign it deems objectionable and to remove any which has already been placed, at the Tenant's expense.

The Landlord shall have the right to prohibit any advertising by any agent which, in the Landlord's opinion, tends to impair the reputation of the Building or its desirability as a Building for offices, and upon written notice from the Landlord, such Tenant shall refrain from or discontinue such advertising.

ELECTRONIC DIRECTORY SIGNAGE

There is one directory located in the front lobby of the Forestry Building. Please contact **QuadReal Property office at (780) 477-4400** to arrange for any updates to the directory signage.

SIGNAGE

Only building standard signage is permitted on tenant floors in areas that can be seen by the public. All signage must meet the standards of and be approved by the Property Management Office.

INTERNET AND SATELLITE PROTOCOL

All tenants should contact the Property Management Office prior to the installation of any satellite antennae or cabling. Any cable installation that requires the use of the Building Riser System must be approved and authorized through **Management office at (780) 477-4400**.



OFFICE MOVE-IN/OUT PROCEDURES

These moving, and delivery guidelines have been developed to ensure a safe and efficient move for you and your organization. These guidelines will expedite your move and are in no way meant to hamper or restrict your moving process, but rather to protect you and your property. Please let us know how we can assist you with your move. We would be happy to answer any question you may have. Contact the Property Management Office at **(780) 477-4400** with your requirements.

1. Notify us as soon as possible with the date and time of your scheduled move.
2. The passenger elevator properly prepared and loading docks must be reserved. Contact the **Management Office** at **(780) 477-4400** to book the freight elevator.
3. Two to four rubber wheeled dollies are required to move equipment.
4. The designated elevator must be used to transport any equipment or furniture during the scheduled move.
5. The loading dock is the only building entrance permitted for large moves. Any exceptions must be authorized by building management. If other areas of access are approved, the mover must protect floors and walls to prevent damage.
6. Your moving contractor will be responsible for any damage to the building incurred during the move.
7. Small moves can be made during regular business hours but are only done on a first come first served basis. The designated elevator can be put on independent services during your move but **MUST** be returned to normal service during higher occupant use as per regulation contained in *Appendix "A"* of this document.
8. Packing crates, skids, cardboard cartons, or other debris used during the move must be removed from the loading dock when the move is complete.
9. The Landlord will not be responsible for loss of or damage to any furniture, equipment or freight from any cause.
10. Safes and heavy office equipment will be moved through the corridors only upon steel bearing plates. All damage to the Building caused by installing or removing any safe, furniture, equipment or other property shall be repaired at the expense of the Tenant.

SAFETY & SECURITY

A SAFE ENVIRONMENT

Forestry Building was designed to minimize the chance of a life-threatening emergency and to reduce damage if one does occur. The building is inspected periodically and monitored 24 hours a day, 7 days a week. Safety systems meet or exceed all relevant fire and building codes. Additionally, we will communicate to the tenant population, any changes in policy as is required by our insurance provider. Please see current memo in Appendix D.

Smoke detectors and parkade overhead sprinkler systems provide an immediate response to any significant fire. An automated alarm is initiated whenever water flows through the overhead sprinklers. Manual pull stations located in each hallway near the exit stairs and smoke detectors in strategic locations also initiate alarms, alerting the Fire Alarm Monitoring Company and when an alarm signal is received, the Fire Department is automatically notified.

SAFETY IS EVERYONE'S CONCERN

Primary responsibility for the safety of building occupants and compliance with fire codes rests with each tenant. Material in this guide is supplied as general information to help you meet requirements. It is not Management's intent to direct the tenant to adopt or use part or all the given information, nor does Management or Ownership assume any liability in connection with all or part of the information that may be used or adopted by the tenant.

Should evacuation become necessary, the authority and responsibility rests with the local officials of government. Neither Management or Ownership can assume responsibility for any consequences resulting from the decision to evacuate or not to evacuate.

MEDICAL EMERGENCY

1. If necessary and you have been trained, administer first aid. Do not move the person.
2. Call for an Ambulance and Paramedics. **Dial 911**. Tell them your address, floor and suite number and direct the medical team to the front door. You may be asked to describe the condition of the victim.
3. Call the Security Desk at **(780) 477-4400**. They will hold an elevator ready for the emergency medical team.
4. While awaiting medical help, keep the person warm and comfortable.
5. Post one person at the elevator lobby on your floor to lead the medical team to the person in distress.



FIRE & LIFE SAFETY

Here at QuadReal Property Group, we consider our tenant's safety a priority. Therefore, tenants are asked to not use the following items in the building as they could be considered a fire hazard and they may also interfere with the HVAC system as well:

- space heaters & humidifiers/ dehumidifiers
- kitchen appliances, i.e., toasters, toaster ovens, hot plates, etc.***
- candles or other open flames
- over loaded extension cords
- aquariums
- microwave popcorn

*****Approved items for kitchen spaces only***
Coffee makers, tea kettles, microwave, refrigerator**

Should it be found that one of the items not on the approved items list above started a fire or triggered a Fire Control device, the tenant responsible could be held liable for any costs incurred.

Tenants are asked to respect this request and to keep our building a safe environment.

If you have any questions or concerns, please contact our office at 780-477-4400.

EMERGENCY PREPAREDNESS

Under the guidelines of the Edmonton Fire Department, tenants of high-rise office buildings must participate in emergency response plans and make responsible and dependable employees available for designation as Floor Wardens, Alternates, Group Leaders, Monitors and Aides to the Handicapped or Disabled. An organization chart listing the names, locations, and telephone numbers of the designated employees is to be kept current and supplied to the Property Manager.

Employees should be instructed to report all smoke or unusual odors indicating a possible fire to their Floor Warden. All fires, no matter how small or quickly extinguished, must be reported. Primary responsibilities for the safety of employees' rest with each tenant. It may be necessary to adapt the plan outlined below to suit your space and number of employees.

FIRE DRILLS

All occupants of the building are required to participate in fire drills. Drills are conducted at twice a year. A written record of fire drills is maintained in the Fire Safety Plan.

Upon hearing the signal, Floor Wardens will advise their area occupants to proceed to their assigned exit stairwell and begin exiting the building.

The Tenant must designate two *Search Monitors*, one male and one female. They will have the responsibility for inspecting areas of the office and lobby space for people who may need extra help following evacuation procedures. Once alerted to a fire emergency, Searchers will inspect restrooms, conference rooms, boardrooms, lunchrooms, and other isolated areas to assure that everyone has heard, understands and responds to the signal. They should make special note of persons with hearing or sight impairments in their areas and assure that they have been relocated. Once their areas are clear, Searchers report to their Floor Wardens and handle any further requested assignments.

The Fire Safety Director will observe the exercise and point out deficiencies. The drill will be over when the Fire Safety Director makes the announcement ending the drill.



FLOOR WARDENS

Floor Wardens play a major role in the event of an emergency. People who volunteer for this position should be in the office at most times during business hours and have a degree of authority, judgment and some familiarity with hazards found in emergencies. Two Floor Wardens must be designated for full floor tenants and one Floor Warden from all other tenants at Forestry Building. ***Floor Wardens can be identified wearing an orange mesh vest during emergency situations.***

The appointed or designated floor warden is to be given full authority of the space or area he/she occupies upon a required evacuation of the premises. This person(s) role is to be understood and communicated to all staff or employees who occupy the space or area the floor warden is responsible for. In most instances we highly recommend an alternate or deputy floor warden be appointed as well as assistant monitors if required (to assist any persons with special considerations).

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 and the management office. These training seminars include detailed information on various potential threats that are not covered in the manual. **Please contact QuadReal Office to register your role and bring the Tenant Floor Warden manual to the training class.**

The new eVac Mobile app is also available to all our registered Tenant Floor Wardens via ePlan Tenant. Please download the free eVac app at Google Play or App Store. The download and login instructions are attached on Page 25 for your reference. The eVac Mobile app includes your emergency procedures, fire evacuation map and evacuation report-in capability. It will give you the confidence to lead your co-workers to safety.

On behalf of the Property Management Company and WPS Emergency Planning we congratulate your company and participating floor wardens for taking the necessary steps and effort *to enhance the life safety of your people*. If you have any questions regarding this material, please contact the building property management company.

Scan QR code for quick download

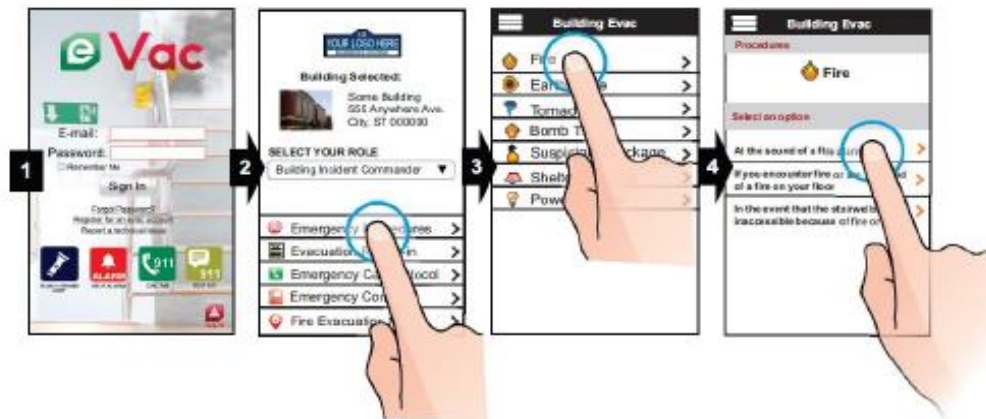


Download eVac to your mobile phone for iOS or Android
Search for "Building evac" in your app store.



Also find links to download eVac at
<https://www.wps-plan.com/technology/evac>

NOTE: eVac will only be accessible by users who are registered by the building ePlan Advantage software program.



1. Sign in with your registered email address and password then check the 'Remember Me' box. If you get a message *Invalid Username or Password* please click on the 'Forgot Password' link. If you are not registered please click on the 'Register for an eVac' account link or contact your ePlan Tenant Administrator.
2. You will now be logged in to the building and role you were registered as. Directly below you will see a menu of action and information tabs, scroll and select your desired tab.
Note - If you are registered at multiple building accounts choose the building from the drop down menu and if you have access to different roles you will find these under the Select Your Role tab.
3. Click on your desired threat e.g. Fire (from Emergency Procedures tab as shown in step 2).
4. Continue to follow and select the options and procedures as directed by the app.
Note - To return to a previous page, click on the Back icon found at the top right of the app or to return to the main menu click on the Menu icon found at the top left of the app.

For Technical Support: E: evac.support@wps-plan.com P: 1.800.545.9028

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APPENDIX "A"

ELEVATOR BOOKING PROCEDURE

5 STEPS TO BOOK THE ELEVATOR:

1. SIGN IN THE QUADREAL CONNECT PORTAL.
2. SEND A NEW RESERVATION REQUEST ONLINE – IT WILL BE AUTOMATICALLY SENT TO THE PROPERTY MANAGEMENT OFFICE FOR APPROVAL.
3. ONCE THE ELEVATOR IS RESERVED, YOU WILL RECEIVE A NOTIFICATION VIA RESOLUTION DETAILS.
4. YOU ARE ALLOWED TO RESCHEDULE OR CANCEL THE RESERVATION 1 DAY IN ADVANCE.
5. THE CONTRACTOR MUST CONTACT OUR OFFICE AT 780-477-4400 UPON ARRIVAL IN THE BUILDING FOR ELEVATOR ACCESS AND FURTHER INSTRUCTIONS.

RESERVATION POLICIES

ELEVATOR BOOKING IS AVAILABLE :

MONDAY – FRIDAY 7:00AM – 3:30PM

THE FOLLOWING TIMES ARE RESTRICTED DUE TO HIGHER OCCUPANT USE DURING THESE HOURS:

10:00AM – 10:30AM 12:00PM – 1:00PM 2:30PM – 3:00PM

- RESOURCE CANNOT BE USED FOR MORE THAN 3 HOURS PER RESERVATION.
- RESOURCE MUST BE RESERVED 48 HOURS IN ADVANCE.
- RESOURCE CANNOT BE RESERVED MORE THAN 1 MONTH IN ADVANCE.
- RESERVATION CAN BE RESCHEDULED OR CANCELLED 1 DAY BEFORE START TIME.
- YOU WILL BE CONTACTED BY QUADREAL TEAM THE BUSINESS DAY PRIOR TO THE RESERVATION TO CONFIRM THE TIME AND/OR MAKE ANY NECESSARY CHANGES.

APPENDIX “B”

BIKE PARKING

Perhaps you’ve been cycling on the weekends and have rediscovered the fun of biking. Or, maybe you are looking to make a healthier commuting choice for yourself and the environment. Whatever has led you to ride your bike to work, it’s now time to ensure you have a great experience. **Welcome to the Forestry Building Bike Cage** - here we ensure you have a safe and secure place to park your bike during your workday.



The bike cage is located at the back of the Forestry Building, the area is well lit, convenient, clean and very secured. The bike cage can accommodate up to 80 bikes. Tenants working within the Forestry or Labour Building only are invited to make use of this amenity at no cost. Registered parkers are given a code to gain access and parking tag to identify the owner’s bicycle.

If you or any of your colleagues are interested in parking your bicycle in the Bike cage, please do not hesitate to contact our Conference Centre Administrator, Sumaiya Khan at sumaiya.khan@quadreal.com. You will be asked to sign a parking agreement, given an access code and a parking tag that should be visible when your bike is parked in the cage.

For further details please contact us at the above email address or by telephone at 780-477-4400.



SAMPLE BICYCLE LICENCE AGREEMENT

THIS AGREEMENT made as of the _____ day of _____, in the year 202x.

BETWEEN: **bcIMC Realty Corp.**, a body corporate incorporated pursuant to the laws of Canada,
(Hereinafter called the “Licensor”)


OF THE FIRST PART

AND

_____ of the City of _____, in the Province of
Alberta (hereinafter called the “Licensee”)

WITNESS THAT:

1. The Licensor grants to the Licensee a license to enter upon the premises of the Licensors for the sole purpose of parking an unmotorized bicycle within the secure bicycle racks provided for this purpose which is located in the back of the Forestry Building at 9920 – 108 Street. Such License is granted for this location only and does not grant a license to park a bicycle or any other mode of transportation on or at any other location on the Premises of the Licensor other than the bicycle enclosure designated by this License.
2. The term of this License shall commence on _____, 20__.
3. The Licensee covenants with the Licensor as follows:
 - (a) To use the bike cage only for the purpose of parking one (1) unmotorized bicycle.
 - (b) To park the bicycle in the bicycle rack provided and not against the building or walls unless approved by the Licensor.
 - (c) Not to leave your bike in the cage for more than 72 hours.
 - (d) To keep the area in a neat and tidy condition at all times.
 - (e) Not to allow use of the bike cage by any other person other than the person named in this License.
 - (f) To respect the property of other Licensees who have authorized use of the bike cage.
 - (g) Initially a bike tag will be issued without charge but a charge of \$20.00 will apply for any replacement when a tag lost or stolen.
 - (h) Issued bike tags must be attached to the bike locks at all times.
 - (i) Any bikes, bike locks left on the bike racks for period of more than 72 hours or bike locks without bike tags will be deemed abandoned and will be removed from the bike cage.

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- (j) Not to use the bike cage as storage for your bike frames, bike parts, e-bikes, mopeds or motorcycle.
 - (k) Not to use the bike cage for storage of food, perishable items, hazardous or combustible materials including (oils and aerosol cans), or any other personal property.
 - (l) Notify QuadReal immediately of any difficulty accessing the cage or of any damage to the bike cage or bike racks.
 - (m) You shall not affix any additional locking devices, posters, decals or any other materials or marking to the inside or outside of the bike cage.
 - (n) You shall not allow unknown or unauthorized individuals in the bike cage.
 - (o) You shall not move or remove the bicycle of other users or change bike tags with other bicycles.
 - (p) You shall not obstruct the walkways and exits with your bicycle or other objects.
 - (q) The bike cage is subject to periodic inspections at the sole discretion of QuadReal: To confirm proper usage, to access maintenance requirements or in the event of an emergency or a potential health or safety concern.
4. The Licensor does not provide any warranty or guarantee of the safety and security of any property of the Licensee while within the premises of the Licensor against any claim for loss, damage or expense allegedly or actually arising in respect to the use of the bicycle rack or any of the Licensor's premises used to gain access or egress to the bicycle enclosure save and except loss or damage caused by the gross negligence of the Licensor. The Licensee agrees to use the Bike Cage solely at its own risk and expense.
 5. The Licensee shall not assign or sub-license all or any part of this License.
 6. In the event the Licensor, in its sole discretion, decides to remove the bicycle racks or in the event any government authority or regulating agency direct the Licensor to remove the bicycle racks from the bike cage this License shall immediately terminate upon such removal without further obligation or liability of the Licensor to the Licensee.
 7. In the event the Licensee fails to comply with the intent and provisions of this license agreement or if the Licensee leaves the employ of a company located in Forestry or Labour Building or for any other reason, the Licensor reserves the right, at its sole discretion, to terminate this License.
 8. The use of the bicycle racks is on a first come first service basis and no guarantee is provided by the Licensor that space will be available in the bike racks when required by the Licensee.
 9. Access to the bike cage will be through 4 gates that will be locked with programmable combination padlocks. All padlocks will have the same combination. QuadReal will change the code periodically. Once changed, the padlock combination will be sent to approved users via email.

10. Please make sure to provide your Business and Personal email below.

Licensee’s Address and Business Phone:

NAME: _____ **PERSONAL EMAIL:** _____

BUSINESS EMAIL: _____ **MINISTRY:** _____

BUSINESS PHONE: _____

BICYCLE INFORMATION:

MAKE: _____

MODEL: _____

TAG NUMBER: _____

Licensor’s Address and Phone:

bcIMC Realty Corporation.
c/o QuadReal Property Group LP

Suite 208, 10155 102 Street NW
Edmonton, Alberta T5J 4G8
Phone: 780-477- 4400

IN WITNESS WHEREOF the Licensor and the Licensee have duly signed and delivered this License on the date first above written.

AS DULY AUTHORIZED AGENT OF THE QUADREAL PROPERTY GROUP LP LICENSOR:

per: _____

THE LICENSEE: _____

PRINT NAME: _____

I hereby consent to the collection, use and disclosure of personal information contained in this form and otherwise collected by or on behalf of QuadReal Property Group LP (the “Manager”) (1) for the purposes of establishing, maintaining and terminating the parking relationship, (2) for the purposes of enforcing the Manager’s rights and (3) as otherwise provided in the Manager’s privacy policy, a copy of which is available on request and may be viewed at www.quadreal.com. I also consent to the collection, use, and disclosure of my personal information by and to agents, contractors, and service providers of the Manager and its affiliates in connection with the foregoing purposes.

APPENDIX "C"

REGULATION FOR CONTRACTORS WORKING IN THE QUADREAL BUILDINGS

1. This is a no smoking building.
2. All Building areas including vacant spaces are to be kept clean. Protect surfaces in a suitable manner. Vacuum carpets as required during the day. Debris to be moved out after 17:30 hours and will not be placed in the building bins.
3. Garbage bins are to be placed where directed and must be picked up prior to 07:00 hours on weekdays.
4. Contractors must provide their own ladders and tools.
5. Contractors to follow building standards unless management grants exception.
6. An elevator will be provided, but contractor must book ahead. Elevator /lobbies must be kept clear for tenant use. Make arrangements through Building Operations personnel.
7. Contractor must provide names of personnel and sub trades to Building Operators Office.
8. Contractor to arrange access to tenant areas adjacent to construction through Building Operators office.
9. Noisy operations will not be permitted during normal working hours, such work must be carried out prior to 07:30 and after 17:30 hours.
10. Painting and drywall tools are not to be cleaned in the washrooms.
11. CORING IS NOT PERMISSABLE WITHOUT the prior approval of Building Management. Structural beams shall not be cored nor conduits, rebar cut without permission of Building Management. X-Raying is required; 48-hour notice must be given to Management. X-Ray work is to be done after 23:00 hours.
12. Ceiling tile, wall or carpet damage, etc. must be repaired at contractor's expense.
13. Parkade is under lease and Management cannot provide parking.
14. Loading area is to be used for loading /unloading only. Vehicles left unattended will be towed, at owner's expense.
15. Subject to advising the Building Operator, fire alarm and sprinkler systems contractors are responsible for the orderly system shut down and shall place the system in service after work has been completed. This includes notification of the building monitoring agency prior to removing the system from operation; and after the system has been placed back in service. Fire alarm or sprinkler system shall not be out of service unless the contractor has a crew on site working on the system. The systems shut down shall be limited to the area being worked upon. The contract shall verify the fire alarm system after any work performed on the system. Weekend work is not permitted on the fire alarm or sprinkler systems.
16. Any hot work requires a Hot Work Permit and may be obtained from the Building Operator. Fire Watch is required for 4 hours after work is completed and must be arranged and paid for by the Contractor.
17. Conduit shall not be run through nor shall partitions be screwed to it. Use only an approved clip system to secure. Armoured cable (BX) shall not be used in electrical rooms.
18. Return air ducts in areas of demolition must be blocked off and filtered during work. Remove blocking and filters at completion of work. Filters are to be closely monitored to ensure no dust enters the building air systems. Building Management is to inspect and approve filter arrangement.
19. Any redundant wiring /mechanical piping is to be removed.

20. HVAC Control System components shall be the same as base building, unless Building Management gives approval for substitutions. Changes to HVAC System shall be made in an approved manner. Changes to building systems shall be submitted, in advance to the Building Management for review by the building consultants.
21. The Building Management may require four (4) sets of blueprints and specifications on building renovations. Approval for renovations may have to be reviewed and approved by the Building Management and the Building Engineers.
22. Copies of all necessary permits and air balancing reports are to be provided with the final as-built drawings.
23. Any locking hardware must be compatible to the base building keying system through the Base Building Locksmith.
24. All work is to be completed in accordance with all applicable building codes and governing authorities.
25. All contractors must have proper Insurance and WCB coverage.
26. Failure to comply with these regulations could result in the Contractor being suspended from working in the building.

COVID RELATED PROTOCOLS

- a. A mask must be worn when working at the property
- b. When signing in the contractors must maintain physical distancing. Extended wait times can be expected when accessing a property, so please plan accordingly.
- c. Vendors and contractors working in the building on behalf of QuadReal, as well as those who require access to tenant premises, must acknowledge while completing their access permit that, in the past 14 days, neither they nor any of their employees:
 - Have experienced any symptoms of COVID-19 (cough, fever, sore throat/ trouble swallowing, difficulty breathing or general flu-like symptoms including muscle aches and severe exhaustion/ weakness, runny nose).
 - Have, or anyone in their household has, returned from travel outside of Canada in the last 14days.
 - Have had prolonged or direct contact with anyone who has COVID-19 or who has developed COVID-19 symptoms in the preceding 14 days (to the best of their knowledge).
 - Have been advised/directed to self-isolate or quarantine by a doctor or health authority.
- d. Vendors and contractors must also ensure that they do not currently have any symptoms of COVID-19 (such as cough, difficulty breathing, general flulike symptoms, or fever within the past 72 hours) when entering a building. Upon entry into the building, they will agree to:
 - Maintain a physical distance of no less than 2m/6ft from all individuals while at the property: and
 - Wear the required PPE as mandated by applicable health authorities having jurisdiction, or as required by the landlord, or the tenant, if such vendor is accessing individual tenant premises.
- e. Vendors and contractors must notify property management as soon as they are aware of any employee working in our property where a probable or confirmed case of COVID-19 is known.
- f. QuadReal requests that building entrance requirements are communicated and acknowledged by vendors working on your behalf in the building.

APPENDIX "D"

FIRE SAFETY MEMO

Fire & Life Safety

QuadReal Managed Properties

QuadReal Property Insurer has provided direction to QuadReal FLSD, Fire & Life Safety Director via Schedule "B" of the Lease Agreement pertaining to Rules & Regulations of all QuadReal owned properties which states;

"The Tenant shall not do or permit anything to be done in the Premises, or bring or keep anything therein which will in any way increase the risk of fire or the rate of fire insurance on the Premises or on property kept therein, or violate or act at variance with the laws relating to fires or with the regulations of the Fire department or any governmental authority, or with any insurance upon the Premises, or violate or act in conflict with any statutes, rules and ordinances governing health standards or with any other statute or municipal by-law"

This memo is to confirm that QuadReal Property Group has asked tenants not to use the following items in the building as they can and will increase the risk of fire, property damage and personal injury. In addition to this the use of such items interfere with the pre-set building temperature resulting in the HVAC system to prematurely shut down the zone or building heating system altogether. This impacts the overall temperature of the building and therefore affects the comfort of everyone.

- Personal space heaters, AC units, Humidifiers
- Toasters, toaster ovens, hot plates,
- Candles or other sources of open flame
- Over loaded or damaged extension cords
- Aquariums
- Microwave popcorn

Should it be found that one of the items above started a fire or triggered a Fire Control device, the tenant and or their insurance company could potentially be held liable for any costs incurred.

Tenants are asked to respect this request and keep our building a safe environment.

