

Tenant Handbook



MILLBROOK

5215 Old Orchard Road
Skokie, Illinois
847-423-2300

MOVE-IN INFORMATION

In preparation for your move to 5215 Old Orchard Road we have included the following forms and other information required by Building Management. Please keep one copy for your records and return one to the Building Management Office at least sixty (60) days prior to your scheduled move-in.

Please contact the Building Management Office at 847-423-2300 with any questions.

MOVE-IN DAY INFORMATION

This form requests details regarding your move-in day. If there are any changes, please notify our office as soon as possible. We want to ensure that there will be no scheduling conflicts and that all the proper information has been received.

ACCESS CARD and KEY REQUEST

At 5215 Old Orchard Road one access card is issued per person for access to the building doors and elevators. Building access cards will be issued to you upon completion of this form and a short production process. The forms are used to maintain our building security system. For each replacement access card, there will be a \$20.00 non-refundable fee plus the service fee allowed per your lease.

Keys are used to access your suite door and interior office doors. For each replacement key, there will be a \$5.00 non-refundable fee plus the service fee allowed per your lease.

SERVICE REQUEST AUTHORIZATION

This form lists the employees in your firm who have authority to make service requests via phone or online work order and to request after-hours HVAC (billed at the hourly charge specified in your Lease).

A login and password will be issued to authorized employees to access our online work order system.

SUITE ENTRY SIGNAGE ORDER

If applicable, please fill out the enclosed form with the name of your company as you wish it to be displayed outside your suite door. Suite entry signs must be ordered at least sixty (60) days prior to your move in order for installation to occur upon occupancy.

AUTHORIZED INDIVIDUALS and AFTER HOURS EMERGENCY CONTACT LIST

This list will be used by Building Management in the case of after-hours emergencies.

ADDITIONAL FORMS REQUIRED

Please refer to the Emergency Safety Manual for the following additional required forms.

FIRE/LIFE SAFETY TEAM

This form designates individuals from your staff who will serve as members of your fire/life safety team (Safety Marshalls, Assistant Safety Marshalls, Special Needs Assistants) in the event of a building emergency. Please refer to the Emergency Safety Manual for details regarding the responsibilities of these Team Members.

PHYSICALLY IMPAIRED INDIVIDUALS

Please list those self-identified individuals who may need assistance in case of fire or other emergency.

EMERGENCY SAFETY ACKNOWLEDGEMENT

Complete this form to acknowledge receipt of the Emergency Safety Manual.

Move-In Procedures

There are specific rules and regulations regarding moving of furniture into your suite upon occupancy and for periodic movement of freight, furnishings and equipment that you will typically have as you continue to occupy.

Here we will discuss the specifics of moving in, and in particular, the timing and use of elevators critical in the early stages of occupancy of an office. Often tenants will schedule the moving of furniture without notice to the building, only to find that the elevators are being used to move construction materials, or perhaps, a conflicting move already scheduled. Please contact the Building Management Office to confirm all of your arrangements.

When you elect to use a mover, we strongly recommend you give them copies of these Moving Guidelines and the Building Rules and Regulations to ensure that your mover fully complies with the requirements of the building.

Please note that it is mandatory that all movers are UNION compliant.

DOCK ACCESS

Small deliveries of materials (one elevator load) can be made to the building in accordance with the regular dock access hours:

6:00am to 6:00pm Monday through Friday

Closed Saturday and Sunday

After-hours access may be arranged in advance with the Building Management Office.

ELEVATOR USAGE

As of January 1, 2020, the building is equipped with three elevators which service all floors. The elevators may be used to move small deliveries (one elevator load) during regular dock hours.

Deliveries to be made outside regular dock access hours must be arranged in advance with the Building Management Office.

The dimensions of the elevators are as follows:

Door opening: 42" W

Interior Dimensions: 77" W x 60" D x 108" H

Load Capacity: 3,500 lbs

Please contact the Building Management Office immediately to report any issues or elevator damage.

Instructions to Movers

General

Movers will perform all services required to move the furniture contents, office equipment, records and supplies. These services will include delivery to the designated location on the appropriate floor in the building.

All movers should have their union identification available to present upon request. **ALL EMPLOYEES OF MOVER WILL BE UNION MEMBERS!**

Inspection of the Premises

Movers will be responsible for inspecting the property to be moved and will acquaint themselves with the conditions existing at the present and new location, so that they may furnish such equipment and labor necessary to provide for the orderly, timely, and efficient movement of the property. They will acquaint themselves with all available information regarding difficulties which may be encountered and the conditions, including safety precautions, under which the work must be accomplished. Movers will not be relieved of the responsibility of properly estimating the difficulty and the cost of performing the services required herein due to failure to investigate the conditions or to become acquainted with all information concerning the services to be performed. Movers will assume full responsibility for any damages to property occurring during their handling of the property.

Supervision, Labor, Materials and Equipment

Movers will furnish all supervision, labor materials, supplies and equipment necessary to perform all services contemplated in an orderly, timely and efficient manner. Such equipment will include, among other things, dollies, hand trucks, etc., as may be required. All moving equipment used in the interior of the building must have rubber tired wheels and must be maintained free from grease and dirt. All filing equipment must be transported upright. The Building will not provide any moving equipment.

Crating, Padding and Packing Material

Movers will take every precaution to safeguard property from damage by means of crating and padding. The mover will also furnish, install and remove floor, carpet, wall, and glass protective materials wherever necessary to protect the building from damage. Protection must also be provided to the interior and exterior trim of all elevators used in the move. All padding and packing materials are to be removed from the tenant suite by the mover.

Floor and Wall Protection

Movers will at all times protect and preserve all materials, supplies and equipment. All reasonable requests to enclose or specially protect such property will be complied with. That means that:

- All corners must be taped.
- Masonite floor protection must be used on all marble, stone and carpeted areas.

Permits, Franchises, Licenses or Other Lawful Authority

Movers, at their own expense, will obtain and maintain any necessary permits, franchises, licenses or other lawful authority required to complete the movement, handling and other services to be

performed. Before the move is made, the mover may be required to produce evidence of such authorities to building personnel.

Insurance

When moving into 5215 Old Orchard Road your moving company will be required to provide a Certificate of Insurance with coverage for General Liability, Worker's Compensation and Auto Liability as specified below:

INSURANCE REQUIREMENTS FOR ALL CONTRACTED SERVICES

INSURANCE REQUIREMENTS

At his sole expense, the Contractor shall carry and maintain throughout the term of the contract, the insurance described below. The policies described below shall be primary over any that may be carried by the Owner. Except for Workers' Compensations, the policies shall name Half Day Investments II LLC, Millbrook Skokie LLC, The Benida Group LLC, Millbrook Properties LLC, Arboretum Lakes Employment LLC, their owners, managers, and affiliated companies and trusts as their interests may appear as Additional Insured with respect to general liability and work performed by the named insured as required by written contract regarding Millbrook Skokie LLC tenant improvement work. Policies must be with carriers licensed to do business where the contract work is done. The form of the insurance shall at all times be subject to Millbrook Properties reasonable approval and the carrier or carriers must be good and responsible insurance companies. The all risk and liability policies must each contain a provision by which the Insurer agrees that such policy shall not be canceled except after thirty (30) days written notice to Millbrook Skokie, LLC.

Before start of work, Contractor shall submit to Millbrook Skokie, LLC a Certificate of Insurance showing that all insurance requirements have been met. If any policy expires during the term of this contract, it is to be automatically renewed and a new Certificate of Insurance shall be sent immediately to Millbrook Skokie, LLC.

These policies shall contain provisions or endorsements waiving the right of subrogation of their insurance companies against Millbrook Properties LLC and their agents and employees.

Workers' Compensation - Statutory Limits

Employer's Liability

- \$100,000 each accident
- \$500,000 policy limit – disease
- \$100,000 disease – each employee

General Liability

This shall include all major divisions of coverage and be on a Commercial Occurrence Form. It shall include premises operations, products and completed operations, contractual, personal injury, advertising injury and Owner's & Contractor's protective and broad form property damage.

Limits Primary

- \$1,000,000 each occurrence – BI and PD
- \$2,000,000 general aggregate per location
- \$1,000,000 agg. Product – comp. oper.
- \$1,000,000 personal injury and adv. Injury
- \$5,000 medical expense

Limits Excess

- \$5,000,000

Excess liability policies must follow form with primary liability policies.

Automobile Liability and Property Damage

This shall be on an occurrence basis with a combined single limit of \$1,000,000. It shall include all automobiles owned, leased, hired or non-owned.

Equipment Insurance

This shall be a Contractor's equipment floater, or similar form, and shall be an all risk basis, valued form providing replacement cost coverage for all equipment, tools, supplies, machinery and all other such personal property at any time brought in, or about , the Building. Coverage shall protect against theft. The insurance shall contain a provision or endorsement waiving the Insurer's right of subrogation against the Owner and Agent and their agents and employees.

Fidelity Bond

If performance of the contract requires Contractor's employees to work in occupied tenant space, Contractor must carry a third-party liability bond or a fidelity bond extended to third parties. Limits must be at least \$100,000.

E-mail Certificates to:

skokie@millbrookrec.com

Millbrook Skokie, LLC

5215 Old Orchard Road, Suite 100

Skokie, IL 60077

BUILDING MANAGEMENT OFFICE

Building Management Office:

5215 Old Orchard Road

Suite 100

Skokie, IL 60007

Phone Number: 847-423-2300 (answered 24 hours, 7 days a week)

Office Hours:

8:30a.m. – 5:00p.m. Monday - Friday

Building Management Office Holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

Building Management Staff:

Natalie Koziol	-	General Manager
Rick Barnett	-	Director of Engineering
Dan Riley	-	Engineer
Jorge Aponte	-	Day Porter
Noe Badillo	-	Janitorial Supervisor

BUILDING OPERATIONS

Building Access

Building doors are open 7am to 6pm Monday through Friday. Outside of these hours, a building access card is required.

Only authorized representatives of Landlord will be permitted in areas housing mechanical, electrical or other machinery of any kind.

Access Card Request

At move-in, tenants are required to provide a list of employees who are authorized to receive a building access card for 24/7 building access. Building Management should be notified any time a new employee is hired, an access card is lost, or the access status of an employee changes. Tenants may request restricted access for employees (i.e. specify times employees may access the building).

Access card requests can be made one of two ways.

- Submit a work order online via the Angus Work order system (preferred method, immediate dispatch)
- Email request to skokie@millbrookrec.com

The cost for a building access card replacement is \$20.00 plus service fees as allowed per your lease.

Building access cards are generated by the Building Management Office within one (1) business day for new hire and replacement cards. Please notify the building management office at the time of employee terminations to remove access from the individual's badge.

Children under the age of 16 are not allowed to be left unattended in the building common areas unless supervised by an adult.

General Safety Guidelines

For your safety, your cooperation is asked in observing the following building safety guidelines:

- Immediately notify the Building Management Office of loiterers or suspicious people in common areas.
- Turn away all solicitors and report solicitors to the Building Management Office.
- Always lock your suite when there is no one in the office – even if you have just stepped out for a quick moment.
- Always remember to take your suite keys and building access card with you when you leave the premises.
- Keep corridor and stairwell doors closed at all times.
- Do not leave personal valuables unguarded in reception areas, on desk tops or in unlocked drawers.
- Notify the police of any criminal activity.
- Collect keys and building access cards from employees who have resigned or have been terminated. Notify the Building Management Office immediately of any terminations in order to have all access cards deactivated.

Building Maintenance

A Building Engineer is on duty 7am to 3pm, Monday through Friday to maintain building operations and to provide standard building maintenance.

Maintenance and After-Hours HVAC Requests

Requests for maintenance and after-hours HVAC can be made one of three ways.

- Online Angus work order (preferred method, immediate dispatch)
- Email request to skokie@millbrookrec.com
- Phone request to the Building Management Office at 847-423-2300

The Building Management Office should be notified by one of the methods listed above of any maintenance or repair requests, or requests requiring immediate attention (i.e. burnt out light bulbs, temperature control, etc.) A building Day Porter or building engineer will assist you as soon as possible. When requesting maintenance, a contact person's name, the company name and suite number, phone number and the nature and location of the request is required.

After-hours HVAC will be billed accordingly each month per the terms of your lease.

Janitorial Service

Janitorial service is provided Monday through Friday evenings after normal business hours. Routine office cleaning includes vacuuming, dusting and emptying wastebaskets. Service to your suite will start on the first regular business day after your move-in unless you have requested otherwise.

As a reminder, please do not place any objects near or against trash receptacles if they are not meant to be thrown away. For your convenience, stickers are available in the Building Management Office to designate boxes or other items for disposal.

Please note that the janitorial crew will NOT dust any computer equipment, including terminals, hard drives or keyboards; nor will they vacuum or dust near computer cables or wires. This is for your protection to avoid disrupting any sensitive computer equipment.

If you have any special requests or require emergency janitorial assistance, please submit an Angus work order or contact the Building Management Office at 847-423-2300.

Recycling

Our building has a recycling program for paper, cardboard, plastic, glass and aluminum. Collection bins for your suite are available through the Building Management Office. All bins are emptied by the nighttime janitorial staff as part of the nightly suite cleaning.

Day Porter

A day porter is on duty Monday through Friday from 7:30am to 3:30pm to keep the building common areas and building perimeter clean during working hours. If you observe a janitorial problem in any of these areas, please call the Building Management Office at 847.423.2300 or submit an online work order (preferred method, immediate dispatch) so that we may immediately send the Day Porter.

Parking

Parking is available in the parking garage and on surface lots around the perimeter of the building. Please observe ADA parking, 2-hour visitor and reserved parking spaces.

Vehicles parked or standing in the fire lanes are subject to ticketing by the Skokie Police Department.

Bicycle Parking

Outdoor bicycle racks are located on the east side of the parking garage for the use of Building employees on a first-come-first-serve basis. Bicyclists are responsible for providing their own locks and securing their bikes to the racks.

Vendor Regulations

When arranging for services provided by an outside vendor for work in individual office suites, tenants and their vendors are asked to please comply with the following guidelines:

- Tenants' outside vendors are allowed access to the building during normal business hours. Vendors requiring after-hours access will only be admitted if tenant has made previous arrangements with the vendor. Building Management will not provide vendor access after normal business hours.
- Vendors may not solicit work from other tenants in the building or access any other floor other than that of the authorizing tenant.
- All vendors must be union if the trade is represented by a union.
- Vendors are required to provide a Certificate of Insurance with coverage for General Liability, Worker's Compensation and Auto Liability as specified per Building Requirements. A copy of the certificate may be emailed to skokie@millbrookrec.com in the Building Management Office.

If you have any questions regarding these requirements, please call the Building Management Office at 847.423.2300.

Rent Payment Information

Rent payments are due according to the terms set forth in your lease agreement.

Rent payments may be wired to:

Millbrook Skokie LLC
Lake Forest Bank & Trust
ABA# 071925334
Account # 0000555665
847.423.2300

Rent payments may be mailed to:

Millbrook Skokie LLC
485 E Half Day Road
Suite 200
Buffalo Grove, IL 60089

Please make your checks payable to Millbrook Skokie LLC. The rent payment information will appear on the remittance portion of your monthly rent statement. It is important that this remittance portion accompany your check to ensure the proper crediting to your account. Rent payments are not accepted in the building management office.

If you have any questions, please call the Building Management Office at 847.423.2300.

Incoming Mail

All incoming mail should be addressed as follows:

Tenant Name

Company Name

5215 Old Orchard Road

Tenant Suite Number

Skokie, IL 60077

If you receive mail that does not belong to you, please bring it to the Building Management Office.

U.S.P.S. Mailbox Locations

Secure tenant mailboxes for receiving mail are located in the Mail area near the loading dock doors on the 1st floor. Assigned mailbox keys are available from the Building Management Office. Please do not leave any mail on the heater or on the floor of this area.

Drop boxes for outgoing mail are located in the back corridor of the first floor, on the north side.

Pick-Up/Delivery Hours

Mail delivery, distribution and pick-up hours are determined by the U.S. Postal Service. Currently, the pick-up hours are posted as Monday through Friday, 4:00pm and Saturdays 9:30am. Deliveries actually occur any time between the hours of 12:00pm and 3:00pm. Hours are subject to change at the discretion of the U.S. Postal Service.

Express Mail Service

Federal Express and UPS make express deliveries and pickups at this building. Drop boxes are located in the back corridor of the first floor, on the north side. Please check the boxes for exact pick up schedules. Hours are subject to change at the discretion of these carriers.

Oversized Deliveries (Loading Dock)

All oversized deliveries should be made via the building's loading dock.

Smoking

5215 Old Orchard Road is a Smoke Free property. The use of any tobacco or cannabis products in the Building or anywhere on the grounds, including the front of the building, outdoor seating areas, loading dock, service drive and parking garage is prohibited.

The use of tobacco products is only permitted outside in the designated smoking shelter area on the surface parking lot on the north side of the Building. Please keep in mind the minimum distance of 15 feet from building entrances for smoking as required by Illinois law.

Please do not discard smoking materials on walkways, planters or in the building landscaping.

Solicitors

Canvassing, soliciting and/or peddling in the Building are prohibited. Please notify the Building Management Office at 847.423.2300 of any solicitors on the premises.

BUILDING RULES & REGULATIONS

Tenants will observe and comply with the following Rules and Regulations:

1. Any sign, lettering, picture, notice or advertisement installed within tenant space which is visible from the public corridors within the Building shall be installed in such a manner and be of such character and style as Landlord shall first approve in writing. No sign, lettering, picture, notice or advertisement shall be placed on any outside window or in a position to be visible from outside the Building, except as specifically approved in writing in advance by Landlord. No window treatments visible from the outside of the Building shall be installed without the prior written approval of Landlord (which approval shall not be unreasonably withheld, conditioned, or delayed so long as such window treatments are consistent with Building-standard window treatments then prevailing at the Building).
2. Sidewalks, entrances, passages, courts, corridors, halls, elevators and stairways in and about the Building shall not be obstructed nor shall objects be placed against glass partitions, doors or windows within tenant space which would be unsightly from the Building's corridors or from the exterior of the Building.
3. No animals (except for bona fide service animals in the company of a disabled person), pets, bicycles or other vehicles (except for bona fide service vehicles (such as electric wheelchairs) used by disabled persons shall be brought or permitted to be in the Building or in tenant space.
4. To the extent permitted by law, tenants shall prohibit picketing or other union activity involving its employees in the building, except in those locations and subject to time and other limitations as to which Landlord may give prior written consent.
5. Tenants shall not knowingly waste electricity, water or air-conditioning and shall cooperate fully with Landlord to assure the most effective and efficient operation of the Building's heating and air-conditioning systems. All controls shall be adjusted only by personnel authorized by Landlord.
6. No locks or similar devices shall be attached to any door except by Landlord and Landlord shall have the right to retain a key to all such locks.
7. Tenants assume full responsibility of protecting tenant space from theft, robbery and pilferage; except to the extent otherwise provided in the leases. Landlord Protected Parties shall not be liable for damage thereto or theft or misappropriation thereof. Except during tenants' normal business hours, tenants shall keep all doors to tenant space locked and other means of entry into tenant space closed and secured. All corridor doors shall remain closed at all times.
8. Landlord shall have the right to require tenant and tenant parties to produce tenant identification cards (if issued by Landlord) as a condition to entering the Premises or for other purposes affecting the security of the Building and tenants shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency and shall cooperate and participate in all fire and safety drills and other reasonable security and safety programs affecting the Building.
9. Landlord shall have the right to require tenants and tenant parties to attach parking permits to their vehicles as a condition of using parking facilities at the building.
10. All cleaning, repairing, janitorial, decorating, painting, construction or other services and work in and about tenant space shall be completed by personnel hired or previously approved in writing by Landlord.
11. Safes, furniture, equipment, machines and other large or bulky articles shall be brought to the Building into and out of tenant spaces at such times and in such manner as Landlord shall direct (including the designation of elevator and the location of such articles) and at tenant's sole risk

and cost. Prior to tenant's installation or removal of any of such articles from the Building, Tenants shall obtain written authorization of the Building Management Office and shall present such authorization to a designated employee of Landlord. Landlord in all cases retains the power to prescribe the weight and position of iron safes and other heavy articles.

12. Neither tenant nor tenant parties shall in any manner deface or damage the Building or the property.
13. No article which is explosive or inherently dangerous is allowed in the Building.
14. Landlord's consent to the installation of any electrical equipment shall not relieve tenants from the obligation not to use more electricity than the safe capacity available to the Premises as provided in their leases. All wiring and cabling work shall be done only by contractors approved in advance by Landlord and Landlord shall have the right to have all such work supervised by Building engineering/maintenance personnel. No antenna or cabling shall be installed on the roof or exterior walls of the Building.
15. Tenants shall not enter upon the roof of the Building.
16. Room-to-room canvasses to solicit business from other tenants of the Building are not permitted. Tenants shall not distribute literature, flyers, handouts or pamphlets of any type in any of the Common Areas of the Building, without prior written consent of the Landlord.
17. Except to the extent otherwise specifically provided in their leases, tenant shall not cook, otherwise prepare or sell any food or beverages in or from tenant spaces or sell or serve any alcoholic beverages in or from tenant spaces, except that tenants may heat or prepare food or non-alcoholic beverages for consumption in tenant spaces by its employees, provided the same are maintained in compliance with applicable laws and regulations and do not disturb other tenants in the Building with odor, refuse or pests. Tenants may not use tenant spaces for housing accommodations or lodging or sleeping purposes.
18. Tenants shall not permit the use of any apparatus for sound production or transmission in such manner that the sound so transmitted or produced shall be audible or vibrations therefrom shall be detectable beyond tenant spaces.
19. Tenants shall keep all electrical and mechanical apparatus owned, or leased from third parties, by tenants free of vibration, noise and air waves which may be transmitted beyond tenant spaces.
20. Tenants shall not permit objectionable odors or vapors to emanate from tenant spaces.
21. Tenants shall not place a load upon any floor of tenant spaces exceeding the floor load capacity for which such floor was designated or allowed by applicable Law to carry.
22. Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord is intoxicated or under the influence of alcohol or drugs, or shall in any manner do any act in violation of any rules, regulations or policies of the Building.
23. The reasonable requirements of tenants will be attended to only upon application at the Office of the Building. Employees of Landlord shall not perform any work or do anything outside their regular duties unless under special instructions from Landlord, and no employee will admit any person (tenant or otherwise) to any office without specific instruction from Landlord.
24. Tenants shall not use or operate any electrical or electronic devices or other devices that would interfere with the operation of any device or equipment or radio or television broadcasting or reception from or within the Building or elsewhere, and shall not place or install any projections, antennae, aerials or similar devices outside tenant spaces.
25. Neither tenants nor the tenant parties shall smoke tobacco or cannabis on any part of the Building (including exterior areas) except those areas, if any, that are designated or approved as smoking areas by Landlord. Tenants and the tenant parties shall comply at all times with any

and all federal, state and local smoking Laws and restrictions, including, without limitation, those enacted by the Village of Skokie and/or the State of Illinois from time to time.

26. Tenants shall not do or permit to be done in the tenant spaces, or bring or keep anything therein, which shall in any way increase the rate of insurance carried by Landlord on the Building, or on the Property, or obstruct or interfere with the rights of other tenants or in any way injure or annoy them, or violate any applicable Laws. Tenants and the tenant parties shall maintain order in tenant spaces and the Building, shall not make or permit any improper noise in the tenant spaces or the Building, or interfere in any way with other tenants, or those having business with them. Nothing shall be thrown by tenants or the tenant parties out of the windows or doors, or down the passages or skylights of the Building. No part of the Building shall be used or in any way appropriated for gambling, immoral or other unlawful practices.
27. Window coverings shall be closed when the effect of sunlight would impose unnecessary loads on the air conditioning system.
28. Landlord shall have the right, exercisable without notice and without liability to tenants, to change the name or street address of the Building or the room or suite number of tenant spaces.
29. Each tenant shall ensure that all doors to its premises are locked and all water faucets or apparatus and office equipment are shut off before the tenant or its employees leave such premises at night. On multiple tenancy floors, all tenants shall keep the doors to the Building corridors closed at all times except for ingress and egress.
30. Toilets, urinals wash bowls and other restroom facilities shall not be used for any purpose other than for what they were constructed. No foreign substance of any kind whatsoever may be thrown therein and the expense of any breakage, stoppage or damage resulting from a violation of this rule shall be borne by the tenant who, or whose employees or invitees, shall have caused it.
31. Tenants shall store their refuse within their premises. No material shall be placed in the refuse boxes or receptacles if such material is of such a nature that it may not be disposed of in the ordinary and customary manner of removal without being in violation of any Law governing such disposal.
32. Landlord may require that persons who enter or leave the Building identify themselves to Building Management by registration or otherwise. Landlord, however shall have no responsibility or liability for any theft, robbery or other crime in the Building except to the extent otherwise provided by applicable laws. Tenants shall assume full responsibility for protecting tenant suites, including keeping all doors to the tenant suites locked after the close of business.
33. Tenants shall reasonably cooperate and participate in all recycling programs established for the Building by any governmental agency or reasonably established by Landlord.
34. The foregoing Rules and Regulations have been adopted for the purpose of maintaining good order and safety in the building; however, Landlord reserves the right at any time to change or rescind any one or more of these Rules and Regulations, or to make such other and further reasonable Rules and Regulations as in Landlord's judgment may from time to time be necessary for the Management, safety, care and cleanliness of the tenant suites and Building, and for the preservation of good order therein, as well as for the convenience of other occupants and tenants. Each tenant will be liable for any injury or damage caused by infraction of any of the foregoing Rules and Regulations but Landlord will not be responsible for its failure to enforce any of the Rules or Regulations or for any damage or injury caused by any tenant's violation of the foregoing Rules and Regulations.

BUILDING AMENITIES & SERVICES

Conference Center

On-site meeting facilities with seating capacity for 24 people are available to all building tenants on a reservation basis. Fees for usage will apply. Cancellations must occur at least 24 hours in advance to avoid being charged the usage fee. Contact the Building Management Office for further information at 847.423.2300 or place your reservation through the online work order system.

On-Site Café

Deli Time is open Monday thru Friday for Breakfast, Lunch and Snacks 7:00am to 2:00pm. Choices available include Hot Breakfast, Salads, Grill Specialties, Soup and Deli. Grab & Go is available 24/7. For additional details or catering information, contact Megan Burns 847-517-8463 or megan@delitime.com

Vending

Snack and cold beverage machines are available in the vending area at the east end of the first floor near the rear entrance.

Automated Teller Machine

An ATM is located in the vending area at the rear of the first floor.

EMERGENCY PROCEDURES

The objective at 5215 Old Orchard Road is to provide our tenants with a safe and comfortable working environment. With this in mind, an Emergency Procedures Manual was developed.

While the Fire/Life Safety Systems in the building are engineered to ensure the safety of all occupants in the building in the event of a building emergency, it is important that all individuals working in the building understand the building's emergency procedures. However, each emergency is unique and sometimes the recommended procedures may not be suitable for all conditions that arise. Therefore, common sense should always be the primary element of any emergency procedure.

Please take the time to familiarize your entire staff with the Tenant Emergency Safety Manual. If you have any questions regarding these procedures or any of the Fire & Life Safety systems in place at 5215 Old Orchard Road, please contact the Building Management Office at 847.423.2300.

EMERGENCY PHONE NUMBERS:

Emergency:	911
Village of Skokie Police:	847.982.5900
Village of Skokie Non-Emergency:	847.673.0500
Building Management Office:	847.423.2300
After-Hours Emergencies:	847.423.2300 (24/7 Dispatch Service)

CONTRACTOR CERTIFICATE OF INSURANCE

The following are Insurance Requirements that all vendors will be required to meet prior to commencing any work in the Building or the Premises. Please check your lease for specifics regarding tenant insurance requirements.

INSURANCE REQUIREMENTS FOR ALL CONTRACTED SERVICES

At his sole expense, the Contractor shall carry and maintain throughout the term of the contract, the insurance described below. The policies described below shall be primary over any that may be carried by the Owner. Except for Workers' Compensations, the policies shall name Half Day Investments II LLC, Millbrook Skokie LLC, The Benida Group LLC, Millbrook Properties LLC, Arboretum Lakes Employment LLC, their owners, managers, and affiliated companies and trusts as their interests may appear as Additional Insured with respect to general liability and work performed by the named insured as required by written contract regarding Millbrook Skokie LLC tenant improvement work. Policies must be with carriers licensed to do business where the contract work is done. The form of the insurance shall at all times be subject to Millbrook Properties reasonable approval and the carrier or carriers must be good and responsible insurance companies. The all-risk and liability policies must each contain a provision by which the Insurer agrees that such policy shall not be canceled except after thirty (30) days written notice to Millbrook Skokie, LLC.

Before start of work, Contractor shall submit to Millbrook Skokie, LLC a Certificate of Insurance showing that all insurance requirements have been met. If any policy expires during the term of this contract, it is to be automatically renewed and a new Certificate of Insurance shall be sent immediately to Millbrook Skokie, LLC.

These policies shall contain provisions or endorsements waiving the right of subrogation of their insurance companies against Millbrook Properties LLC and their agents and employees.

Workers' Compensation - Statutory Limits

<u>Employer's Liability</u>	\$100,000 each accident
	\$500,000 policy limit – disease
	\$100,000 disease – each employee

General Liability

This shall include all major divisions of coverage and be on a Commercial Occurrence Form. It shall include premises operations, products and completed operations, contractual, personal injury, advertising injury and Owner's & Contractor's protective and broad form property damage.

Limits Primary

- \$1,000,000 each occurrence – BI and PD
- \$2,000,000 general aggregate per location
- \$1,000,000 agg. Product – comp. oper.
- \$1,000,000 personal injury and adv. Injury
- \$5,000 medical expense

Limits Excess

- \$5,000,000

Excess liability policies must follow form with primary liability policies.

Automobile Liability and Property Damage

This shall be on an occurrence basis with a combined single limit of \$1,000,000. It shall include all automobiles owned, leased, hired or non-owned.

Equipment Insurance

This shall be a Contractor's equipment floater, or similar form, and shall be an all risk basis, valued form providing replacement cost coverage for all equipment, tools, supplies, machinery and all other such personal property at any time brought in, or about , the Building. Coverage shall protect against theft. The insurance shall contain a provision or endorsement waiving the Insurer's right of subrogation against the Owner and Agent and their agents and employees.

Fidelity Bond

If performance of the contract requires Contractor's employees to work in occupied tenant space, Contractor must carry a third-party liability bond or a fidelity bond extended to third parties. Limits must be at least \$100,000.

E-mail Certificates to:

skokie@millbrookrec.com

Millbrook Skokie, LLC

5215 Old Orchard Road, Suite 100

Skokie, IL 60077

Telecommunications

5215 Old Orchard Road offers tenants a variety of telecommunication provider options. Current providers include:

AT&T: (800) 340-1734

Comcast: (866) 594-1234

Business Only Broadband (BOB): (630) 590-6000

Connor Electric Services Inc. is contracted to manage the building riser closets. 5215 Old Orchard Road is considered a closed-building and Connor Electric is the only contractor allowed to pull conduit from the building's netpop room to tenant spaces.

Connor Electric can be contacted at (630) 823-8230 or through the Building Management Office at 847.423.2300.

CONSTRUCTION RULES & REGULATIONS

Each Contractor engaged to perform work in, on or about the Building is responsible for the safety of its employees, Subcontractors and their employees at all times any of them are performing work in or about the Building and for performing or causing the performance of that work to be conducted in a manner assuring the safety of all tenants and occupants and their employees, agents and invitees of the Building and the Building itself, such responsibility being primary and ultimate to Contractor.

Contractor acknowledges the paramount interest of Owner in obtaining assurances for the safety of all tenants and occupants and their respective employees, agents and invitees of the Building and of the Building itself. In light of this interest, Owner has developed this Tenant Construction Safety Policy to provide protocols by which Contractors performing work in the Building are to keep Owner informed of the work being performed from time to time in or about the Building and pursuant to which Owner is to be notified of safety incidents occurring in connection with that work. These policies also impose regulations that include requirements of prior notice and certain restrictions under which certain work may be performed in or about the Building.

Contractor acknowledges and agrees that the permission granted it by Owner to conduct any work in, on or about the Building is subject to Contractor's compliance, and the compliance of its employees and Subcontractors and their employees, with these Safety Policies. Compliance with these policies is mandatory as to Contractor, its employees and Subcontractors and their employees, as conditions to Owner's continued permission to permit them to perform the work in or about the Building; PROVIDED, HOWEVER, compliance with these policies IS NOT INTENDED AND SHALL NOT BE DEEMED sufficient to satisfy the responsibilities of Contractor with respect to safety of persons and property as more fully outlined above. This policy does not replace any governmental rules, consensus standards, codes and regulations, and does not negate, abrogate, alter or otherwise change any provisions of these rules, codes and/or regulations. This safety policy is not intended to and shall not be deemed to replace the safety policy of any Contractor or Subcontractor but rather provide a framework in which those safety policies may be coordinated with the interests and safety concerns of Owner. Failure of any Contractor or any of its employees, Subcontractors or their employees to comply with the requirements of this Policy shall provide Owner cause, at its election, to require a work stoppage or withdraw permission for certain Contractors, Subcontractors or employees of either to continue the work or to enter the Building.

This Tenant Construction Safety Policy shall be a supplementary document to all contracts let by or on behalf of the tenants of the Building.

Definitions

As used herein, including in the foregoing Introduction, the following capitalized terms shall have the meanings set forth below:

- **Building:** The commercial office building located at 5215 Old Orchard Road, Skokie, Illinois and known by the name "5215 Old Orchard"
- **Contractor:** Refers to any trade, general contractor, project manager, or technical trade working at 5215 Old Orchard.
- **Owner:** Refers to Millbrook Skokie LLC and/or its real estate representatives or affiliated agencies.
- **Subcontractors:** Any firm or individual, at any tier, whose work is the Contractor's responsibility.
- **Project Manager:** The Contractor's principal on-site representative having day-to-day supervisory authority over the project.
- **Project Foremen:** Employees of the Contractor or any tiered Subcontractor responsible for supervising work.
- **Construction Workers:** Any employee of the Contractor or any tiered subcontractor.
- **Safety Representative/ Designee:** The individual designated by the Contractor or subcontractor as responsible for safe work practices of the Contractor or subcontractor.

Safety Policy

Contractors employed in, on or about the Building will conduct their work in a safe manner consistent with the best professional construction safety practices in addition to all requirements of this Policy and any and all applicable governmental rules, consensus standards, codes and regulations to protect all employees, visitors, the public and adjacent property.

Contractors and Subcontractors shall fully comply with this Safety Policy, with all federal, state and Village laws, statutes, ordinances, rules, regulations, requirements and guidelines of government authorities, agencies and any other authorities having control or responsibilities bearing on the performance of work.

Contractor, through its Project Manager's management and supervision, is charged with the responsibility of preventing the occurrence of incidents or conditions that could lead to injuries, property damage or operational interruptions. The ultimate success of this safety policy depends fully upon the total cooperation of all parties. It is Contractor's responsibility to ensure that safety rules and procedures are enforced and to further ensure that effective communication and education programs are employed.

General Responsibilities for Safety

All Contractors are responsible for the implementation of the project safety requirements. These requirements will include maintaining and auditing individual Subcontractors' safety performance for compliance with all applicable federal, state, local, and established project safety requirements, including, but not limited to, Contractors' individual safety and hazard communication programs. General Contractors are responsible for ensuring all Subcontractors conduct safety qualification prior to beginning assigned work.

Subcontractors are held to the same requirements & standards of safety performance as Contractor. Contractors shall ensure that Subcontractors are properly trained & work in accordance with this document. Subcontractors are also subject to work site assessment & verification of policy provisions.

Daily inspections of work areas will be conducted by the Project Foreman or Safety Designee in conjunction with Subcontractor. When unsafe acts, conditions, fire hazards or other violations of job safety are observed, immediate corrective action shall be taken. Where immediate corrective action cannot be taken, Contractor shall be notified verbally and in writing and the Contractor will be required to correct the situation and notify the Safety Designee of the action taken in writing before the end of the work day. Failure to correct a problem shall result in the immediate stoppage of all work in the related area and work shall not be permitted to resume until unsafe conditions are corrected and an incident report is delivered to Owner.

Contractors will be required to submit a copy of their company safety/hazard communication program and maintain copies of all Material Safety Data Sheets on site while work is being performed. Contractor's safety program will meet or exceed the standards of this policy. Where the programs differ, the Owner's safety guidelines will supersede as long as it meets all current standards. Prior to commencement of work at the site, Contractor, Contractor's Safety Designee and Sub-Contractor(s) shall attend a pre-construction safety meeting with the Owner Safety and Security Team and any

associated designees. The purpose of the meeting shall be to review procedures, forms, record keeping, reports, etc. and to clarify any misunderstandings about project safety.

Safety Training and Orientation

All Contractors performing work in, on or about the Building must accept responsibility to provide their employees and the employees of their Subcontractors with a project-specific orientation prior to performing work on any project in the Building. Topics covered must be relevant to this policy and specific tasks the workers will be required to complete on the project in addition to any site-specific requirements. The Contractor shall maintain training documentation on-site and make it available for review by the Owner upon request.

Where applicable Laws or regulations require individuals have hazard specific training or certification, Contractor agrees that such duties shall be performed only by individuals having the required training or certification even if new or additional training is necessary to meet such requirements. Contractor shall be responsible for determining what, if any, additional training is required and prior to commencing work shall provide all training, including any specialty training required by OSHA and other public or private authorities, to its employees and employees of its Subcontractors. Contractor shall maintain documentation of such training and certifications and make it available for inspection by Owner for the purpose of confirming the training. Contractor shall be solely responsible for assessing the content of the training and ensuring that all required training is completed.

Disciplinary Action/Work Stoppage

Contractor shall enforce all disciplinary procedures the Owner or the Tenant has established.

In the event that Contractor or any of its employees or those of its Subcontractors fail to comply with any health and safety requirements, or if Owner observes any work practices being conducted in violation of this Policy, Owner has the authority to require Contractor to stop work and/or remove any non-complying workers or supervisors. Contractor shall not be entitled to any additional time or payment as a result of Owner or the Tenant stopping the work when the work was stopped due to a concern about safety deficiencies. Contractor shall review and comply with all safety and health provisions described herein.

General Safety Rules

During construction or demolition activities, Contractors and Subcontractors shall also:

- Manage excessive noise through engineering controls such as sound dampening or working during off hours. All local noise ordinances must be managed by the Contractor. Owner reserves the right to designate working hours based on the scope of work being performed (ie: drilling, chipping, use of air hammers, excessive noise, fumes, etc.)
- Maintain a Drug and Alcohol Free Workplace Substance Abuse Program
- Assist in accident investigations with the Owner. When necessary, investigations deemed will be conducted with representatives from the Owner's Security and Safety / Risk Management Departments.
- Enforce their own Site Safety plan.

Housekeeping

Contractor shall take all necessary measures to keep the job site clean, ensure debris is picked up and hauled off-site on a regular basis and in a timely manner, store material in a manner that is safe and does not clutter the job site, and to police the job site or work area on a daily basis.

The Owner or the Tenant reserves the right to direct the Contractor and Subcontractors to take additional measures to clean the job site if their efforts are unsatisfactory.

Accident/Incident Reporting

Any accident, incident, allegation or citation relating to Health and Safety Laws involving Contractor or its Subcontractors must be reported to the Owner immediately whether or not the incident results in employee injury, property damage, or damage or injury to any third party. A preliminary accident/incident report must be forwarded to the Owner before the end of the shift, and the completed report submitted within 24 hours. In addition to the completed report, Contractor shall also timely submit any additional documentation relating to the incident requested by Owner or required by applicable Laws. Such documentation may include, but is not limited to, (a) a copy of "Employer's First Report of Injury" (in the event of an injury); (b) a copy of all property or casualty reports; (c) a copy of any and all OSHA inspection or citation reports; and (d) a copy of any drug test obtained as the result of any incident.

In the event of an accident or incident involving Contractor or its Subcontractors, Contractor will cooperate fully with the Owner in addressing any and all issues relating to the accident or incident, including making its employees and other resources and materials available for any investigations, meetings, insurance inspections, attorney reviews or other actions deemed necessary by Owner.

Contractor acknowledges time is of the essence in providing the support Owner deems necessary in response to an incident/accident. Should Contractor determine third party support is necessary to aid in investigation or mitigation of damages, Contractor will request, arrange and pay for such support services.

Injury Reporting

Contractor shall ensure that all construction jobsite related injuries and illnesses, no matter how minor, must be reported to the employee's immediate supervisor and that reference to same are included in the reports described above.

First Aid

The Contractor will be required to maintain first-aid kits and designate 1st aid responders per OSHA regulations.

Automatic External Defibrillators (AED's) are located in the Building. Building Management can identify the closest locations to the construction jobsite.

EMERGENCY PHONE NUMBERS

Emergency:	911
Village of Skokie Police:	847.982.5900
Village of Skokie Non-Emergency:	847.673.0500
Building Management Office:	847.423.2300
After-Hours Emergencies:	847.423.2300 (24/7 Dispatch Service)

Blood Borne Pathogens (BBP)

Contractor and all Subcontractors shall utilize their own "blood borne pathogens" program that complies with any and all applicable governmental regulations. Owner will not provide any elements of this program, including PPE, materials, or cleanup of any bodily fluids, contaminated materials or provide other services related to any incident involving (BBP).

Rooftop Access and Safety

Access onto the roof must have the written approval of Owner. Access shall be limited to duration, designated personnel, and approved operations.

Prior to doing work on the roof, Contractor must obtain a Roof Access Permit from the Owner. The permit will identify the scope and duration of the work, the location of the work with respect to known hazards, controls to be taken by the Contractor and the number of people to be performing the work. The Contractor will complete a JHA for their work which must include a thorough daily cleanup of the work area and removal of all tools, materials, etc.

Owner will determine if the work site is near potentially hazardous exhaust systems or if work is within 15 feet of a fall hazard. Fall protection requirements must be adhered to including perimeter protection, harnesses with lifelines, and a warning line system within six (6) feet of the roof edge for all trades/operations.

Smoking, cutting, burning, or welding will not be permitted on any roof without a Hot Work Permit.

Fall Prevention

Owner stresses that all fall hazards can be eliminated, prevented or controlled in order to protect workers, the public and Building property. The establishment and implementation of a fall prevention program is the most effective way to provide a continuous process to identify, evaluate and control fall hazards.

- Fall prevention controls shall be based on the principle that engineering and design techniques for elimination and prevention of fall hazards be utilized above the use of personal protective equipment. When it is not feasible to provide fall prevention controls, workers exposed to falls shall be equipped with appropriate fall protection systems.
- In addition, it is a requirement to tether tools and equipment used within six (6) feet of an edge.
- Contractors performing work over the atrium areas will submit a "Task Specific Fall Protection Plan" which complies with the 6-foot fall protection requirement and gives consideration to protection of the public, glass curtain walls and other conditions that exist beneath the work area.

Scaffolds

- Scaffolding must be in accordance with OSHA standards depending on the application and use of the scaffold.
- In addition, scaffolding activities more than six (6) feet above the working surface or where there is a fall potential of greater than six (6) feet (Atrium, elevator shaft, etc.) shall have standard guardrails and toe boards properly installed.
- Contractor working with scaffolds will take all precautions while erecting, dismantling, altering and moving scaffolds. Proper access shall be provided for all workers to working areas. Workers shall not climb on cross-bracing to access scaffold.

Personal Protective Equipment

All personal protective equipment will be provided in accordance with OSHA standards.

Hazard Communication

- It is the responsibility of the Contactor to assure that there is a functioning hazard communication program at the project and that its employees, Subcontractors and their employees comply with same program.
- All chemicals and hazardous materials will be handled and stored in accordance to manufacturing guidelines. Flammable materials and/or combustible liquids must be removed from the site or placed in approved flammable liquid storage containers. All containers must be labeled indicating its content and hazard.
- A fume/vapor control plan will be created to define safe work practices within the building envelope to minimize air pollutants. Smoke generated by welding/hot work procedures will be limited to off hours and the dispersion of offensive pollutants from welding, cutting, burning of steel, etc. will be minimal by ensuring that the spaces are provided with mechanical ventilation equipped with HEPA filtration, if possible.

CONTROL OF HAZARDOUS ENERGY

Electrical

- All electrical work shall be completed in accordance with OSHA standards.
- Only licensed electricians familiar with code requirements shall be allowed to perform electrical work.
- All temporary and permanent electrical installation and facilities will be subject to inspection and approval by Owner.

Lighting

- All temporary lighting fixtures must be protected from accidental contact or breakage.
- Temporary lights shall not be suspended by their electric cords unless they are designed for this type of installation.
- Portable electric lights used in wet or potentially wet locations must be either low voltage (12 volts or less) or protected by a GFCI.
- Portable light cords designed with two conductors are not to be used as extension cords to supply power tools.

Lockout/Tagout

Contractors must establish an effective plan to control hazardous energy in accordance to OSHA standards. All lockout / tagout procedures must be coordinated with the Owner.

Contractor will assure that all workers have been trained to identify their duties as “affected employees” and how to identify when equipment is locked out. Any worker who is performing lockouts will be trained as an “authorized employee” and subject to the project lock out tag out policy.

Coring

Prior to any coring work, Contractor must arrange to scan all affected areas to verify locations of

conduit, sprinkler pipe, plumbing, etc. Owner will review and approve all scan results prior to commencement of any coring.

Hot Work Permit

No burning, cutting, welding, or heat-generating operation shall be allowed in any area without first obtaining a Hot Work Permit from the Owner. Only Owner will issue welding and burning permits. An inspection of the work area will be conducted prior to issuance of the permit. Issuance of the permit will allow heat generating operations to be performed in the areas stated on the permit only. Permits are good for the shift they are issued. If work will continue on the next shift, a new permit is required.

- Owner must be notified 24 hours in advance of any Hot Work.
- Shut downs or startups of any Building equipment or systems will be performed by the Owner prior to any Hot Work commencing.
- Lockout Tagout Procedures to be followed.
- The hard copy of hot work permit will be posted at the worksite, one copy will be kept by the Owner and one copy will be left at the security control room by the Owner.

Prior to the issuance of the Hot Work Permit, Contractor shall arrange for the Owner to inspect the site for conformance with this Policy. Contractor shall be required to demonstrate to the Owner that the operator is trained, the apparatus used for the work is operational, fire-fighting equipment is available and that the welder is protected. If the Owner determines that the Contractor has not demonstrated that the foregoing requirements have been satisfied or that the work as proposed could jeopardize the health of the operator or others or create a fire condition, then a permit shall not be issued until all issues are corrected.

Additional Hot Work Standards

- Smoke generated by welding/hot work procedures will be limited to Monday – Friday 6:00pm – 6:00am and all weekend hours. The dispersion of offensive pollutants from welding, cutting, burning of steel, etc. will be minimized by ensuring that the spaces are provided with mechanical ventilation equipped with HEPA filtration.
- Welding leads and cutting hoses shall be kept clear of walkways and stairways.
- Flash arrestors shall be installed and provided in both oxygen and acetylene hoses at the regulator connection.
- Prior to welding or cutting a "20-ABC" rated fire extinguisher shall be within easy reach of the worker. A fire watch shall be stationed at all locations where sparks and/or flames may fall to a lower floor/work area or to another side of a wall.
- Spent welding rods shall be picked up and disposed of daily.
- All welding and cutting operations shall be shielded by non-combustible or flameproof screens.
- Rubber boot protectors shall be provided on all welding leads where they make connections at the welding machine

Compressed Gases

- Compressed gas tanks may not be located inside the building unless in use. Otherwise, all compressed gasses must be stored off site.

- A suitable cylinder truck, with chain shall be used to keep cylinders from being knocked over while in use.
- All gas cylinder valves must be closed when any work is finished and when any cylinders are empty or being moved.
- Valve protective caps must be placed and secured properly before compressed gas cylinders are transported, moved, or stored.
- At all times, stored compressed gas cylinders must be secured in an upright position with chain or other appropriate approved systems designed for such use.
- All cylinders must be placed where they cannot become part of an electrical circuit.
- Oxygen and fuel regulators, hoses, and associated equipment must never be modified from their factory design and must be in proper working order while in use.

Flammable and Combustible Liquids

No gasoline powered equipment may be used in the Building without written approval by Owner.

UL approved safety cans and tanks must be used in handling and storing flammable and combustible liquids in quantities over one (1) gallon. Quantities of one (1) gallon or less may be left in the original container or placed in an approved safety can.

Flammable / combustible liquids **must not** be stored in any area normally used for the safe passage of people.

All flammable/combustible liquids stored indoors must be placed in an approved safety cabinet.

Not more than 60 gallons of flammable or combustible liquids shall be stored in any one safety cabinet. No more than 60 gallons of flammable/combustible liquids may be stored outdoors in one area without prior written permission from Owner. The final quantity allowed on site will be determined by the duration of storage and the flashpoint of the material. Owner reserves the right to adjust the quantities allowed to be stored on site.

Each pile or area of storage of such flammable/combustible liquids stored outdoors must be separated by five (5) feet of clearance and must not be within twenty (20) feet of a building or structure.

At least one approved fire extinguisher must be located not less than 25 feet and not more than 75 feet from any outside flammable liquid storage area.

Fire Prevention

Each Subcontractor shall work in accordance to the General Contractor Fire Prevention plan required of Contractor. Contractor shall implement and enforce the Fire Prevention Plan to ensure that safe practices and fire controls are maintained through the duration of construction activity.

Building fire suppression systems (automatic fire sprinklers, etc.) are to be kept intact and operational. Owner must be notified if fire protection systems must be shut-off or impaired. Contractor shall not obstruct sprinkler heads or block access to risers and standpipes. Under no circumstances will any Contractor or Subcontractor shut down or in any way interfere with the normal operation of the Building's sprinkler or fire control system.

In all cases where the Contractor or Subcontractor requires draining or disruption of a sprinkler system, a request must be made to the Owner not less than 24 hours prior to the proposed activity. Owner has sole control over for sprinkler valves and fire suppression services.

Under no circumstances shall a Contractor or Subcontractor attach any tooling, equipment, rigging or any other device to a sprinkler pipe. Ladders must not be placed against them. Valves must not be opened for access to water. Where cutting, burning, and welding operations are to be performed, check first that sprinkler heads are a safe distance away. If in doubt, contact Owner. Any damage to a sprinkler system must be reported and repaired immediately.

Contractor must ensure that housekeeping is adequate to maintain means of egress and that debris does not accumulate, creating a fire hazard.

The emergency stairwells on the east and west sides of each floor are pressurized and **must not** be propped open under any circumstances.

All flammable liquids must be stored in accordance to the Flammable and Combustible Liquids Section of this Policy.

Contractors and Subcontractors shall provide and maintain appropriate portable fire extinguishers. **If, at any time, a fire extinguisher is discharged for any reason, the Owner must be notified. Smoking in the building and on building property is strictly prohibited.**

Paint and painter's equipment, drop sheets, cleaning materials, etc. shall be stored in a clear area away from any heat generating operation. Lids must be replaced on all opened paint and solvent containers. All solvents are to be stored in approved safety containers pursuant to the Flammable and Combustible Liquids Section of this Policy

Workers shall be instructed to pull the lever in one of the fire alarm boxes at the first indication of a fire, and contact the Owner to report the specific location, floor number, tenant space and details of the incident. The use of any fire equipment by a Contractor or Subcontractor must be reported to Owner immediately.

If a fire involves electricity, the power is to be turned off as soon as possible.

Rev 5/27/2020