

# 543 RICHMOND STREET WEST



**Tenant Manual**

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## INTRODUCTION

Canderel and its affiliates manage over 20 million square feet of property in Toronto, Ottawa, Montreal, Edmonton and Calgary. In Ontario alone, we manage over 4\* million square feet of commercial, industrial and office space.

Established in 1975, Canderel has solid expertise in development, construction and property management.

Throughout the years, we have developed special relations with our tenants and tenant satisfaction is our top priority.

This high level of satisfaction is achieved by devoting special care and attention to tenant needs. Special events scheduled throughout the year, Canderel's Tenant Services System accessible via our web site but most importantly the attitude and attention of our staff are just a few of the features which are designed to ensure tenant comfort and security.

Canderel is pleased to provide this "Tenant Manual" guide created exclusively for your property. It will assist you in becoming familiar with the building's features, facilities and operating procedures as well as with the team of trained professionals on staff to provide you with service.

The information outlined in this manual is general in nature and may differ in some instances from your lease. In all cases, the lease takes precedence over the manual.

Our property management team or your leasing representative will be pleased to answer and clarify any questions you may have concerning the information contained in the manual or about the property.

\*as of July 2017.

**PROPERTY DESCRIPTION**

The building offers convenient and efficient space and services.

The building is a reinforced concrete structure elegantly distinguished by a glass mirror and precast concrete panel wall assembly.

The style of the building is distinctly “downtown” and offers a strong corporate image through a modern façade. The building was constructed in the 50’s and underwent a major renovation in the early 90’s when it was converted from Industrial to Commercial/Industrial.

The building features are:

A unique location in the heart of the fashion district with easy access to TTC, taxi, shopping and evening entertainment.

Exterior parking with a capacity of 54 cars.

The building is equipped with a central air conditioning system which consists of Rooftop units that provide both heating and cooling.

The project is managed by Canderel Commercial Services Inc

**TECHNICAL INFORMATION**

Building type:	Commercial with some Industrial
Class:	C
Number of floors:	2
Location:	Downtown West
Lease area:	115,663 sq. ft.
Typical floor area:	38,554 sq. ft.
Year of construction:	Early 50's
Fire protection systems:	2 Stage Fire Alarm System
Security systems:	Access Card through 543 RSW Security Guard Patrols 2 x per day
Elevators:	1 passenger, 1 freight
Parking:	54 outdoor
Loading dock:	Loading dock via Portland Street
Exterior walls:	Brick
Ceilings:	Suspended "T" - bar with some open to deck
Interior walls:	Drywall
Floors:	Wood
Handicap access:	Yes
Major tenants:	Findhelp, Cintas, Interface Flooring.

**DIRECTORY**

**ON-SITE PROPERTY MANAGEMENT DIRECTORY**

The Property Management office is located on the 1<sup>st</sup> floor of the building and our mailing address is as follows:

543 Richmond Street West  
Suite 121, P.O. Box 112  
Toronto, ON M5V 1Y6

Our office hours are: Monday to Friday, from 9:00 a.m. to 5:00 p.m.

Telephone/fax numbers & email address:

Main telephone number..... (416) 607-5577  
Fax number: .....(416) 607-5582

General Manager  
Janis Braun ..... (416) 607-5577 x 222  
jbraun@canderel.com

Property Administrator  
Jacqueline Follet ..... (416) 607-5577 x 220  
jfollet@canderel.com

Building Operator  
Bart Mirczewski..... (647) 295-1120

Request for building services:

Managed through Canderel’s Tenant Services System via Canderel’s web site at [www.canderel.com](http://www.canderel.com)

**LEASING INFORMATION**

For information regarding additional office or retail space requirements, you can contact:

Michael Vilner,  
Vice President of Leasing and Development (416) 960-4566

For information concerning available storage in the building, please contact your Property Administrator who will provide you with the rates and availability.

**EMERGENCY NUMBERS**

Emergency

- Fire ..... 911
- Police ..... 911
- Ambulance ..... 911
- Bomb Threat ..... 911
- Poison Control.....(416) 813-5900

Hospitals

- St. Michael's ..... (416) 360-4000
- Toronto Grace ..... (416) 925-2251
- Toronto Western .....(416) 603-2581
- Sick Kids..... (416) 813-1500
- Mount Sinai..... (416) 596-4200

**LOCAL BUSINESS DIRECTORY**

You will find enclosed a list, by category, of services in the area.

Entertainment

- Air Canada Centre .....(416) 815-5550
- CN Tour / La Tour CN .....(416) 868-6937
- Eaton Centre ..... (416) 598-8560
- Ed Mirvish Theatre .....(416) 872-1212
- Metro Toronto Convention Centre .....(416) 585-8000
- Princess of Wales Theatre .....(416) 872-1212
- Rogers Centre .....(416) 341-1000
- Toronto Tourism..... (416) 203-2600

Banks

- BMO Financial Group..... (416) 703-3812
- Royal Bank, 570 Queen St. W..... (416) 956-1353
- Scotiabank, Infoline ..... 1(800) 472-6842
- TD Bank Canada Trust, 443 Queen St. W... (416) 982-2535



Courier Services

Fedex ..... 1(800) 463-3339  
Purolator..... 1(888) 744-7123  
UPS ..... 1(800) 742-5877

Hotels

Fairmont Royal York .....(416) 368-2511  
Four Seasons Hotel Toronto.....(416) 964-0411  
Hilton Toronto .....(416) 869-3456  
InterContinental Toronto ..... 1 (800) 422-7969  
Sheraton Centre Toronto Hotel ..... 1 (800) 325-3535  
Sutton Place.....(416) 924-9221  
Trump International .....(416) 306-5800

Taxi and Limousine Services

Ace Limo Toronto .....(416) 388-1120  
Ambassador Limo Services .....(416) 699-9797  
Beck Taxi .....(416) 751-5555  
Royal Taxi .....(416) 777-0333

Transportation

Via Rail Canada Reservations..... 1 (888) 842-7245  
Air Canada Reservations ..... 1 (888) 247-2262  
Westjet Reservations..... 1 (800) 538-5696  
Porter Airlines..... 1 (888) 619-8622  
AVIS Car Rental .....(416) 777-2847  
Budget Rent-a-Car (reservation center).....(416) 963-9496  
Hertz Car Rental.....(416) 620-9620

## **BUILDING SERVICES**

### **CLEANING**

Cleaning services are provided for the common areas Monday to Friday.

In addition to basic cleaning, we can arrange to accommodate most special requests. Contact the management office for details on special cleaning services and regular cleaning services.

No large items such as pallets, furniture, or equipment may be thrown into the building trash containers. Tenants are responsible for removing and disposing of these larger and/or extraordinary items.

### **RECYCLING**

As a responsible corporate citizen, Canderel is committed to do its share and is a leader in terms of environmental policy and procedures amongst real estate companies in Canada.

### **CLIMATE CONTROL**

Heating is provided during business hours by gas fired rooftop HVAC units. Supplementary heating is provided through electric baseboard.

The building's air supply is provided through multiple rooftop units. Cooling is provided through a combination of free cooling and mechanical cooling as required.

### **COURIER SERVICE**

Drop off boxes for Federal Express & UPS courier services are located in the hallway behind the main entrance of 555 Richmond Street west

### **ELEVATORS**

One (1) passenger elevator is available for use at all times. The freight is strictly used to transport material. Movement of material requiring extended use of an elevator or multiple elevators must be arranged/reserved through Property Management 48 hours in advance so that reservations can be made. They will also inform you of the costs for special use of elevators, if applicable. The elevators are equipped with emergency phones with direct lines to the security desk or the elevator service provider.

### **LOADING DOCK**

The loading dock is located on Portland Street and has a 2 vehicle restriction.

It is open from 8:00am to 6:00pm Monday through Friday.

After hours: Contact your management office for further details, reservations and cost, if applicable.

### **NEWSLETTER**

It is our way of keeping you informed on the latest news related to the building's activities.

### **PARKING**

Canadian Auto Parks manages the daily operations of the parking. Please visit Canadian Auto Park's office for information on daily rates.

### **PUBLIC TELEPHONES**

A public telephones is located near the parking elevator at 555 Richmond.

**SERVICE REQUESTS**

Your office representative will log your request using a secure password to Canderel's Tenant Services System. The system contacts the building's technical staff by electronic messaging. Our personnel will respond to your request promptly. A confirmation email will be sent to you to let you know the job has been completed. You may access the system through the Canderel web site at [www.canderel.com](http://www.canderel.com).

**TENANT EVENTS**

During the course of the year, our management team organizes activities where the tenants and Canderel personnel can meet and interact in a more social environment. Tenants will be made aware of these events through our website and newsletter.

## SECURITY

The security and safety of our tenants is one of our highest priorities, therefore, security guard coverage is provided by a security contractor that supplies trained personnel to meet the needs of the building and its tenants. The building is opened and secured by security with two patrols a day.

### ACCESS TO THE BUILDING

#### Access cards

Access cards are required to access the building after regular hours. Authorized personnel may obtain access cards at the management office.

A card reader is located at the main entrance of 543 Richmond.

Tenants must report lost cards as well as card numbers of personnel no longer employed by the tenant promptly to ensure security.

Replacement of lost or damaged cards will be billed to the tenant.

#### Access for visitors (after hours)

Visitors coming to the building after 6:00 p.m. must be granted access by a tenant within the building.

### EMERGENCY CONTACT

Names and telephone numbers of at least two emergency contact persons for each tenant are kept on file by property management. Please notify the property management office immediately regarding any changes in contact personnel details.

## EMERGENCY PROCEDURES

### Fire

#### What you must know

- ◆ The location of four (4) staircases or exits;
- ◆ The location of the closest manual fire alarm station;
- ◆ The telephone number of the Toronto Fire Department - 911;
- ◆ The location of the closest portable fire extinguisher and emergency phone;
- ◆ The name of the sector/floor chief and follow his/her instructions.

#### What to do when you are alone and you discover smoke or flames

- ◆ Activate the closest manual fire alarm station;
- ◆ Evacuate and leave the building by the closest exit;
- ◆ Close doors as you leave;
- ◆ Alert the Fire Department by dialling 911 from a safe location.

#### What to do in case of a general fire alarm

- ◆ Leave the premises immediately following an evacuation order and/or hearing a ringing alarm. Make sure windows and doors are closed to prevent smoke from going into evacuation ways and stop machinery that could be dangerous;
- ◆ Do not waste time retrieving personal objects, leave the building by the closest exit;
- ◆ Never return to your work station after the evacuation order has been given;
- ◆ Help anyone in need however, only firemen are authorized to return to the floors in order to evacuate people in need of assistance;

- ◆ Do not use the elevators during a fire or general evacuation;
- ◆ Move away from the exit area - approximately 100 metres - to allow others to leave the building;
- ◆ Do not hinder the work of the firefighters, the security and/or the evacuation team;
- ◆ Go to the pre-determined meeting area of the group.

#### What to do if you are alone

- ◆ Try to reach an organized group;
- ◆ Do not run into a corridor or stairwell before checking;
  - ◇ if the door is warm (with the back of your hand)
  - ◇ if there is any heat (extending your hand in the corridor)
  - ◇ if there is any smoke (in this case, you must find another exit or go through a corridor, moving on your hands and knees, the air is cooler near the floor)
- ◆ Go to your group's meeting area.

#### What to do at the meeting area

- ◆ Follow the instructions of the person in charge;
- ◆ Wait for the authorization from the person in charge before leaving the group or entering the building.

Emergency evacuation drills are monitored by the fire department and occur at random, once a year.

### Elevators

#### What to do if the elevator breaks down:

*If you are trapped inside*

- ◆ Stay calm;
- ◆ Press the emergency alarm button. This will activate the emergency bells and alert the personnel;
- ◆ The elevator will have either an emergency phone or a call button. Pick up the phone or press the call button and inform the personnel of the floor where the elevator

- ◆ has stopped and the number of people in the elevator;
- ◆ If the breakdown is prolonged, sit on the elevator floor, loosen tight clothing and stay calm.

*If you are aware that people are trapped inside*

- ◆ IF there is a fire or you believe someone is in medical distress call 911 and specify that “people are trapped in an elevator”;
- ◆ Otherwise, if there is **NO** fire or medical emergency, call the Property Management Office and/or building security.
- ◆ If possible, inform the individual(s) that help is on the way; Keep a verbal communication to reassure the individual(s);
- ◆ If there are no safety risks for you, remain on the premises;
- ◆ Do not attempt to remove the occupants without the help of the expert technician. Wait for his arrival.
- ◆

**Bombs and Other Threats**

**What to do if you find a suspicious looking parcel**

- ◆ Do not touch the parcel;
- ◆ Ask everyone close to move away;
- ◆ Inform your superiors or the coordinator or property management. If there is no answer, dial: **911**.

**DO NOT USE A CELLULAR PHONE OR WALKIE-TALKIES**

**What to do if you receive a bomb threat**

- ◆ Be calm and courteous;
- ◆ Do not interrupt the caller;
- ◆ Try and get the most information possible;
- ◆ Pay attention to the background noise and take note of the expressions used;
- ◆ Record the call if possible, and/or note the exact terms used during the call.
- ◆ Note if the telephone number of the caller is displayed



Questions to ask

- ◊ What time is the bomb scheduled to detonate?
- ◊ Where is it?
- ◊ Do you have any demands?
- ◊ Why did you place the bomb?
- ◊ What does it look like?
- ◊ Where are you calling from?
- ◊ What is your name?

Your caller

- ◊ What gender do you think they are?
- ◊ What approximate age?
- ◊ What language are they using, do they have an accent?
- ◊ voice (strong, stutter, etc.)?
- ◊ Flow of speech (rapid, etc.)?
- ◊ Pronunciation (nasal, lisp, etc.)?
- ◊ Is the voice familiar?
- ◊ Does the caller seem familiar with the premises?

Note your details

- ◊ Date and time of the call;
- ◊ Your name;
- ◊ Your function;
- ◊ Whom did you advise;
- ◊ Their phone number.

Once you hang up

- ◊ Without delay, advise the coordinator or property management. If there is no answer, dial: 911.

For more information on emergency procedures, please consult your emergency plan manual or contact administration.

### FIRE DRILL

All tenants are required to participate in the annual fire drill to ensure adherence to directions provided by the Fire Safety Team and Canderel personnel. Municipal requirements specify that all tenants are responsible for fielding their own fire safety team.

### LOST AND FOUND

Lost and found items can be turned in or claimed at the management office in suite 121.

### MEDICAL EMERGENCY

If there is someone in your office in need of medical assistance due to illness or injury, please follow these steps:

- ◆ **Call 911**, provide your address, floor and suite number. You may be asked to describe the condition of the person in distress.
- ◆ Call your Property Management Office and/or the building security which will provide interim assistance and will arrange emergency personnel to arrive at your location as quickly as possible.
- ◆ Post one person at the elevator lobby on your floor to lead medical personnel to the person in distress.

## PANDEMIC PLAN • BUSINESS CONTINUITY

Experts agree that a new influenza strain, capable of triggering the next human flu pandemic, could appear with little or no warning anywhere in the world. Once a pandemic virus appears, it is too late to start planning a response. Such a virus is highly contagious and spreads rapidly. There will be a period of time between the appearance of the disease and the onset of the pandemic and it may take just a few days for a person to develop symptoms.

Canderel has prepared a Business Continuity Plan in order to be ready should a Pandemic occur. The purpose of this plan is to minimize the risks posed by the pandemic in terms of employees' health and safety and continuity of operations.

You will be informed in the eventuality of a pandemic, and the plan will take effect immediately. Access to the building will be restricted to its occupants. Special measures for critical deliveries will be enforced. A line of communication will keep you informed during the pandemic.

As a convenience and preventive measure, hand sanitizers and instructions for hand washing are provided in the public washrooms. Hand sanitizers are also strategically placed throughout the building.

We encourage each of our tenants to develop their own pandemic plan and business continuity plan.

For more information on this topic, a number of excellent web sites are available. We suggest the following:

-Government of Canada

<http://www.phac-aspc.gc.ca/index-eng.php>

Government of Ontario

[http://www.health.gov.on.ca/en/pro/programs/emb/pan\\_flu/pan\\_flu\\_plan.aspx](http://www.health.gov.on.ca/en/pro/programs/emb/pan_flu/pan_flu_plan.aspx)

-World Health Organization

<http://www.who.int/csr/disease/en/>

**POWER FAILURE**

While power failures are rarely due to internal building system problems, external occurrences can cause power loss. Your building has been designed to minimize the risk of a general power failure resulting from causes within the building. Emergency lighting is provided in the event of a power outage.

**WITNESSING ACTS OF SABOTAGE, VANDALISM, ETC.**

When witnessing an act of sabotage, vandalism, arson or intentional damage, please inform security or property management. All reported cases will be dealt with in a strictly confidential manner.

The building Management and support staff will do everything possible to provide adequate security for building common areas, but you, as building occupants; can provide assistance by advising of any irregularities and taking appropriate security measures for your suite.

## CONSTRUCTION PROCEDURES

This section of the manual is intended to be read in conjunction with the building lease document. In the event of conflict between this manual and the lease, the provisions on the lease or any other specific written agreement between the Landlord and the Tenant shall prevail.

The Landlord will appoint a coordinator who will assist the Tenant throughout the construction and renovation period and will act as a point of contact within the Landlord's organization.

Prior to construction, the tenant, at the tenant's cost, must submit to the Landlord for review three (3) sets of professional working drawings detailing the work proposed in your leased premises. The Landlord will respond with comments or recommendations where required. The Landlord will give the Tenant approval to proceed, once required changes have been incorporated and revised drawings have been submitted.

If tenant is required to hire its own contractors for the purpose of carrying out its leasehold improvement work, all contractors:

- ♦ are subject to approval by the Landlord;
- ♦ must be in good standing with the provincial Workers' Compensation Board;
- ♦ must utilize the base-building's subcontractors for all work on automated systems such as HVAC, sprinklers, fire alarm panel, access cards, etc.
- ♦ Must have labour union affiliations that are compatible with other trades working in the building.

A list of approved contractors is available from the Project Manager.

Construction may proceed only after the tenant has completed the following:

- ◆ Provide a proof of insurance for at least \$5M dollars worth of general liability, which insurance coverage will name the Landlord and Canderel Commercial Services as additional insured.
- ◆ The Tenant shall undertake to protect the Landlord against the placement of liens under the Construction Lien Act by the Tenant's contractors or suppliers (a security deposit may be required).
- ◆ The tenant must obtain all necessary permits and approvals from the applicable government authorities.
- ◆ The tenant must submit a complete list of all trades and sub-trades involved in the construction design with emergency contact numbers.
- ◆ The tenant must submit a construction schedule outlining commencement and end date.

All the contractors and subcontractors will respect the following rules:

- ◆ All contractor's personnel must have an identification badge at all times.
- ◆ It is the tenant's responsibility to ensure that the tenant's contractor observes and complies with all applicable construction safety regulations.
- ◆ The Tenant Contractor is required to post, at the site, a name and telephone number that is not an answering service or an answering machine, for emergency contact.

#### **ACCESS AND DELIVERIES**

- ◆ All construction materials are to be delivered to the building loading dock. The freight elevator is the only elevator to be used and at no time are deliveries allowed through the main lobby entrance of the building. The freight elevator must be booked 48 hours in advance through the management office premises;

**DELIVERY / MOVES:**

Monday to Friday: Before 8:00a.m. and after 6:00p.m. only.  
After-hours access: Use of elevators or loading dock by reservation only.

**GARBAGE**

Removal of garbage and construction debris generated by the work of a Tenant's contractor will be its responsibility. Please note that the removal of garbage and construction debris via bins or trucks is only permitted between the hours of 6:00 p.m. and 7:00 a.m. and only if prior arrangements have been made with the Landlord.

Canderel encourages the use of contractors which use recycling methods and who attempt to source recycled materials.

**INSPECTION OF TENANT WORK IN PROGRESS**

The Landlord shall have unlimited access to the Tenant's premises for the purpose of inspecting the Tenant work in progress. Deficiencies in the Tenant work shall be corrected by the Tenant immediately upon notice from the Landlord.

**SHUT DOWNS**

Any temporary shutdown of services (electrical power, drinking water, sprinkler system, cooling system, etc.) must be planned in advance by the tenant, whether for himself or his subcontractors, in conjunction with the building's administration at least 24 hours prior to commencement of the work.

**WASHROOMS**

Contractors are not to use the building washroom area for the cleaning or disposing of any construction materials. If there is any damage to the washrooms due to improper usage by the Tenant's contractor, the Tenant will be responsible for repair of all damages.

**WORK AREAS**

All construction materials, tools, equipment and work benches must be kept within the leased premises throughout the construction period. All public lobbies, corridors, washrooms and stairs shall be kept clean and clear of construction materials at all times.

**WORKERS' COMPENSATION**

The tenant's contractor shall furnish a current clearance certificate issued by the Workplace Safety and Insurance Board (WSIB) and demonstrate that all employees engaged in the work are covered in accordance with the statutory requirements of authorities having jurisdiction.

The Tenant shall pay the Landlord a coordination fee to offset the cost incurred by the Landlord in paying a third party to coordinate tenant's work on the Landlord' behalf.

**The Landlord reserves the right to stop work without recourse by either the Tenant or the Tenant's Contractor if the Building Procedures are not respected.**



## **RULES AND REGULATIONS**

For more information on this topic, please refer to your lease where you will find a detailed description of the rules and regulations established for the building.

These rules and regulations are in place such that the building operates in the most efficient and equitable manner while also ensuring safety and comfort of all tenants. In addition it is necessary to maintain and preserve the image and character of the building. All leases contain a schedule that clearly defines the building rules and regulations as set out at the time when the lease document was prepared. However, you should be aware that these rules could be different than those stated in the lease as they do change from time to time. The following is not at all encompassing but is intended to provide information on the most common rules and regulations currently in place for this property.

### **ACCESS BY THE LANDLORD FOR MAINTENANCE AND REPAIRS**

The Tenant shall permit and facilitate the entry of the Landlord, or those designated by it, into the premises for the purpose of inspecting, repair, window cleaning and the performance of other janitorial services. The tenant shall provide unobstructed access to main heaters, ducts, janitorial and electrical closets and other facilities. The Tenant shall not place any additional locks or other security devices upon any doors of the premises without prior written approval of the Landlord and subject to any conditions imposed by the Landlord for the maintenance of necessary access.

### **AFTER HOURS ACCESS TO PREMISES**

The Landlord may require that all or any persons entering and leaving the building at any time other than normal business hours, satisfactorily identify themselves and register at the security desk or with building management. The Landlord may prevent any person from entering the premises unless provided with a key or access card or a security pass or other authorization from the Tenant in a form satisfactory to the Landlord, and may prevent any person removing any goods without proper written authorization.

**CANVASSING, SOLICITING, PEDDLING**

The tenant shall not perform, patronize or (to the extent under its control) permit any canvassing, soliciting or peddling in the building. Tenants encountering solicitors should contact building security or administration.

**CLEANING**

The Tenant shall not permit the premises to become untidy or unsightly to the extent that it is visible to other tenants or can be seen from the exterior of the building.

The Tenant shall not employ any person other than the janitor staff of the Landlord for the purpose of cleaning. The Landlord shall be provided with a pass-key and shall be allowed admission into the premises.

**FLOOR COVERINGS**

The Tenant shall not lay linoleum, rubber, cork or other floor coverings, without Landlord's prior written approval.

**GARBAGE DISPOSAL**

The Tenant shall not place any debris, garbage, trash or refuse or permit the same to be placed or left in or upon any part of the building outside of the premises except areas designated by the Landlord for such purposes. If the Tenant is using perishable articles or generates wet garbage, the Tenant shall provide suitable storage facilities approved by the Landlord in writing. Wet garbage shall not, at any time, be mixed with normal, dry office waste.

**LEASEHOLD IMPROVEMENTS**

All Tenant work must be approved in advance in writing by the Landlord.

**OBSTRUCTION OF COMMON AREAS**

The entrances, lobbies, elevators, staircases and other similar facilities of the building are for access and egress usage only. The Tenant shall not obstruct or misuse such facilities, or permit them to be obstructed or misused by its agents, employees, invitees or others under its control.

**PROPER USAGE / CARE**

The Tenant shall not abuse, misuse or damage the premises or any of the improvements or facilities therein, and in particular shall not deposit waste in any plumbing apparatus or use it for any other purpose for which it was intended, and shall not materially deface or mark any walls or other parts of the premises.

**SIGNAGE**

All signs visible to the public are subject to the prior approval of the Landlord. The Landlord provides a directory identifying all the tenants located in the building. The Landlord determines font style and size so that they are uniform and professional in appearance.

If any sign, advertisement or notice is inscribed, painted or affixed by the Tenant on any part of the premises or building without the prior written consent of the Landlord, the Landlord shall be at liberty to forthwith remove same at Tenant's expense.

**SMOKING**

Smoking is prohibited in the building and at least nine (5) meters from the entrances. Security strictly enforces the No Smoking law.

**UNDESIRABLE EFFECTS**

The Tenant shall not permit or allow any odours, vapours, steam, water, vibrations, noises or other undesirable effects to emanate from the premises, or any equipment or installation which, in the Landlord's opinion, are objectionable or cause any interference with the safety, comfort or convenience of other tenants and occupants of the building.

**WINDOWS**

The Tenant shall not install window shades, venetian blinds, curtains or drapes of any kind or description without the Landlord's prior written approval.