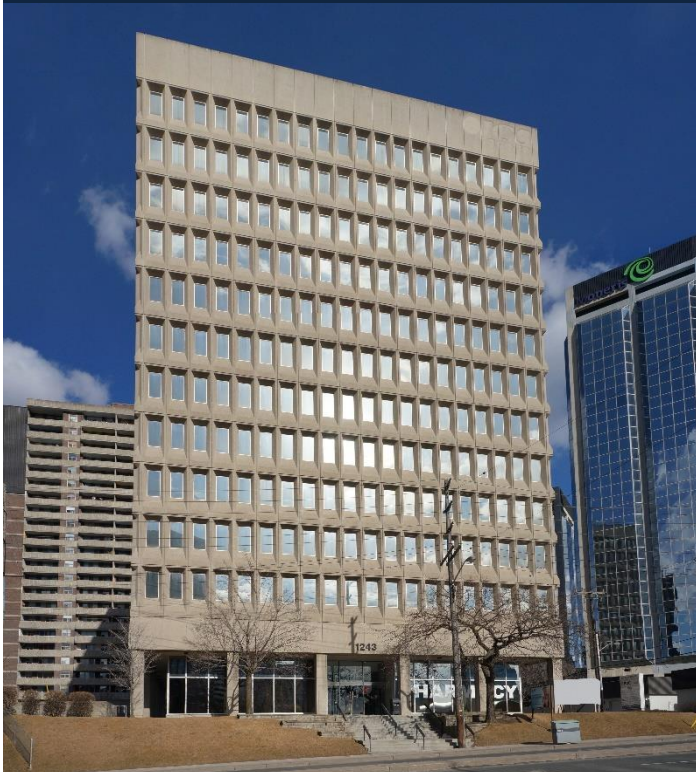


# 1243 ISLINGTON AVENUE



**Tenant Manual**

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## INTRODUCTION

Canderel and its affiliates manage over 20 million square feet of property in Toronto, Ottawa, Montreal, Edmonton, Calgary and Vancouver. 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 valued relations with our tenants and tenant satisfaction is our top priority.

Canderel's goal is to provide you with the highest level of quality of care and service; we call this Tenant Loving Care ("TLC"). TLC is achieved through programs such as special events, Canderel's Tenant Services System (accessible via our web site), and most importantly, the attitude and attention of our staff.

Canderel is pleased to provide this "Tenant Manual" 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 this 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 this manual or about the property.

\* as of June 2016

**PROPERTY DESCRIPTION**

The building offers convenient and efficient spaces and services.

The building is a 12 storey reinforced concrete structure located in the west end of the city.

Construction of the building was completed in 1972.

The building features are:

Three (3) levels of underground parking with a current capacity of 128 vehicles.

1243 Islington Avenue is steps away from the Islington underground subway station, TTC buses and Mississauga Transit. A short drive away from the Gardiner, Highway 427 and the 401.

The building is managed by Canderel Commercial Services Inc.

### TECHNICAL INFORMATION

Building type:	Commercial Office/Retail
Class:	B
Number of floors:	12
Location:	1243 Islington Avenue, Toronto
Year of construction:	1972
Fire protection systems:	Notifier Addressable System NFS@-3030 Fire Control Panel
Security systems:	Tyco Security
Elevators:	2 Elevators for Floors P2 to 12 <sup>th</sup> and 1 Elevator for Main Floor to 12 <sup>th</sup> .
Parking:	P1 Visitor Parking and Pay Display. P2 and P3 Tenant Parking
Loading dock:	28' (long) x 10' (wide) – Maximum 20 footer truck Door: 8' (wide) x 10' (height)
Exterior walls:	Concrete
Ceilings:	8.42' to Suspended T-Bar 10.92' Slab to Slab
Interior walls:	Drywall
Floors:	Concrete
Handicap access:	The building has a number of barrier free features including: Barrier free ramp at the main entrance, P1 parking garage level has a parking space for disabled persons and barrier free elevator accessibility.
Major office tenants:	City of Toronto and Vena Solutions .
Retail tenants:	Pharmacy, Immanuel Drugs Inc., Soup du Jour, Sherwood Copy and Print

**DIRECTORY**

**ON SITE PROPERTY MANAGEMENT DIRECTORY**

The Property Management office is located on the 7th floor of the building in Suite 700. Our mailing address is:

1075 Bay Street  
Suite 400  
Toronto, Ontario, M5S 2B1

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

Telephone/fax numbers & email address:

Main telephone number: .....(416) 607-5577  
Fax number: .....(416) 607-5582  
-Website: [www.canderel.com](http://www.canderel.com)

General Manager  
Janis Braun ..... (416) 607-5577ext. 222

Property Manager  
Fernanda Dias.....(416) 231-3808

Property Administrator .....(416) 607-5577 ext. 220

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, please contact:

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

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

**EMERGENCY NUMBERS**

Emergency

- Fire..... 911
- Police ..... 911
- Police – Local 22 Division ..... 416 808-2222
- Ambulance ..... 911
- Bomb Threat ..... 911
- Poison Control.....(416) 813-5900

Hospitals

- Etobicoke General Hospital.....(416) 494-2120
- St. Joseph’s Health Centre.....(416) 530-6000
- Humber River Regional Hospital.....(416) 242-1000
- 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) 815-5500
- Canadian Opera House .....(416) 368-4227
- CN Tour / La Tour CN .....(416) 868-6937
- Heritage Toronto Museum .....(416) 392-1973
- Hockey Hall of Fame.....(416) 360-7735
- Metro Toronto Convention Centre .....(416) 585-8000





Panasonic Theatre.....(416) 928-5963  
Princess of Wales Theatre.....(416) 872-1212

Rogers Centre .....	(416) 341-1000
Royal Ontario Museum .....	(416) 586-8000
Sony Centre.....	(416) 368-6161
Toronto Centre for the Arts.....	(416) 733-9388
Toronto Tourism.....	(416) 203-2600
Toronto Tourist Information Website .....	www.toronto.com

**Banks**

Bank of Montreal .....	(416) 231-2255
CIBC.....	(416) 231-2850
Royal Bank .....	(416) 239-8175
Scotia Bank.....	(416) 236-1107
TD Canada Trust .....	(416) 231-3444
HSBC.....	(416) 231-2800

**Fitness Facilities**

Good Life Fitness .....	(416) 231 3300
Xtreme Couture Fitness.....	(416) 503-1600
Memorial Pool & Health Club.....	(416) 394-8731
Kingsway Boxing Club.....	(416) 234-0075
Fit 4 Less.....	(416) 239-2783

**Courier Services**

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

**Hotels**

Old Mill Toronto.....	(416) 236-2641
Sheraton Toronto.....	(416) 675-6100
Radisson Suite Hotel .....	(416) 242-7400
International Plaza Hotel.....	(416) 244-1711
Hampton Inn by Hilton.....	(416) 646-3000

**Moving Services**

AMJ Campbell .....	(905) 670-6684
Tippet Richardson.....	(416) 291-1200

Taxi and Limousine Services

Kingsboro Taxi .....(416) 232-2222  
Beck Taxi .....(416) 751-5555  
Royal Taxi .....(416) 777-0333  
Toronto Airport Limo .....(416) 388-1120

Transportation

GO Transit .....(416) 869-3200  
Toronto Transit Commission (TTC).....(416) 393-4636  
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) 233-2847  
United Car & Truck Rental.....(416) 234-8855  
Enterprise Rent A Car .....(416) 237-0557

## **BUILDING SERVICES**

### **CLEANING**

Night cleaning services are provided Monday to Friday (excluding statutory holidays). During regular business hours, janitorial services are provided for the common areas of the building. Tenants that require cleaning during normal business hours may arrange same by contacting the property management office. There may be additional costs involved.

In addition to attending to building common areas, the night cleaning staff will perform the following duties in your suite:

Floor work:	sweeping, vacuuming, damp mopping, periodic spray-buffing (vinyl tile)
Dusting:	horizontal surfaces
Glass work:	wash glass doors and spot clean glass partitions
Waste removal:	emptying all containers *
Recycle removal:	emptying all containers and flattened cardboard boxes
Carpet:	spot cleaning only

In addition to basic cleaning, we can arrange to accommodate most special requests. Contact the property 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 or large volumes of waste. Removal can be conducted by building staff at an additional cost. Please log your request through our tenant services system (see page 11).

## CLIMATE CONTROL

### Heating and Cooling

Heating and cooling is provided by perimeter air induction units. These units are controlled by thermostats which are located at various locations which send temperature readings to the building automation system. In order for the system to work effectively, the tops and bottoms of the radiation cabinets must be kept clear of any papers, boxes, furniture or other obstructions. The unit has an on/off switch. When the unit is on it may be set to a high, medium or low option.

Air conditioning operates during business hours. We encourage all tenants in offices with a southern exposure to use the office blinds to reduce solar heat gain and improve ambient comfort and energy efficiency. If an adjustment is required, please contact the property management office which will arrange for the building operator to perform the required change.

## ELEVATORS

Three (3) passenger elevators; two (2) designated passenger servicing P1, P2 parking garage and main to 12<sup>th</sup> floor and one (1) servicing main to 12<sup>th</sup> floor are available for use at all times. Movement of material requiring extended use of an elevator must be arranged/reserved through the property management office at least two (2) full business days in advance so that reservations can be made. They will inform you of the costs for special use of elevators, if applicable. The elevators are equipped with emergency phones with direct lines to Tyco Security.

## LOADING DOCK

The loading dock is located at the rear of the building (access off Aberfoyle Crescent) with a truck restriction of 20'. Loading dock drive in 28' (length) and 10' (wide). Loading dock door 8' (wide) and 10' (height).

It is open from 8:00 a.m. to 4:00 p.m. Monday through Friday.

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

For access to the building, drivers may contact security by using the exterior loading dock phone.

## PARKING

Precise Parklink currently manages the daily operations of the pay and display machines for visitor parking. Please contact the management office for information on daily & monthly rates.

### Parking Escorts

After hours, until 11:00 pm, you can be escorted by a security officer to your vehicle in the underground parking area. Please provide at least half an hour advance notice. For this free service please call the security office at (416) 550-5753.

### Speed limit

A 10 km speed limit must be observed in the parking area at all times.

### Vehicles left in the parking lot overnight

If your vehicle is to remain in the parking lot overnight, please notify the management office in advance and provide the make, model and parking level/location of your vehicle and the duration of your vehicle stay.

### **PUBLIC WASHROOMS**

Washrooms for women and men are centrally located in the common areas of each floor. Washrooms on the ground floor are located at the rear of the building by the loading dock area and a key is required for access.

### **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

### **DINING**

Soup du Jour is located on the main floor and open daily between the hours of 8:00 a.m. and 4:00 p.m., on weekdays.

### **SHOPS AND SERVICES**

Immanuel Drugs, Pharmacy

Sherwood Copy and Print

### **SERVICE REQUESTS**

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

### **NEWSLETTER**

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

## SECURITY

### ACCESS TO THE BUILDING

The security and safety of our tenants is one of our highest priorities. Security guard coverage is provided by an in-house onsite security guard throughout the week during business hours. A security contractor provides trained personnel to meet the needs of the building and its tenants after hours. Coverage is as follows:

#### Day Guard

Monday to Friday	8am to 4pm
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#### Evening Guard

Monday to Friday	4pm to 11pm
Saturday	12 noon to 5:30pm

### ACCESS CARDS

Access cards are required to access the office tower after regular business hours. Authorized personnel may obtain access cards by submitting a Tenant Service Request.

Access card readers are located at the main entrance of 1243 Islington Avenue.

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 at tenant's cost.

### ACCESS FOR VISITORS (AFTER HOURS)

Visitors coming to the building office tower after 7:30 p.m. may use the phone entry system located in the building vestibule to contact a tenant for access. Security is not authorized to give access without the tenant's approval.



## EMERGENCY CONTACT

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

## EMERGENCY PROCEDURES

### Fire

#### **What you must know**

- ◆ The location of two (2) 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 fire warden 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;
- ◆ Persons requiring assistance should proceed to the nearest stairwell door and enter the stairwell when it is clear of traffic.
- ◆ Help anyone in need however, only firefighters 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 meters 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 your 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 may be 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 Security personnel.
- ◆ The elevator will have either an emergency phone or a call button. Press the call button and inform the answering party 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 at **(416) 607-5577 or (416) 231-3808**.
- ◆ 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, your fire warden and the management office at **(416) 607-5577 or (416) 231-3808**. 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 your fire warden and the management office at (416) 607-5577 or (416) 231-3808. If there is no answer, dial: **911**.

For more information on emergency procedures, please consult your Fire Safety Plan or contact property management at (416) 607-5577 or (416) 231-3808.

**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 property management 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 security desk in the lobby on the ground floor or the management office, Suite 700, 1243 Islington Avenue.

**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 the management office at (416) 607-5577 or (416) 231-3808, we will notify security who will provide interim assistance and will direct 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

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 very short 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 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 operation.

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

As a 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. The building is equipped with an emergency power generator providing power to life safety equipment (i.e. exit signs, elevators, emergency lights and main fire equipment).

### SURVEILLANCE CAMERAS

Strategically placed on the ground floor and underground parking garage, surveillance cameras record and/or monitor activities in the building 24 hours a day, 7 days a week.

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

When witnessing an act of sabotage, vandalism, arson or intentional damage, please inform the management office at (416) 607-5577 or (416) 231-3808. All reported cases will be dealt with in a strictly confidential manner.

The property management and security staff will do everything possible to provide adequate security 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 your 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 must submit to the landlord for review three (3) complete sets of professional working drawings (which may include engineering drawings) detailing the work proposed in your leased premises. The landlord will respond with comments or recommendations. The landlord will give the tenant approval to proceed, once required changes have been incorporated and appropriately revised drawings have been submitted to landlord.

If tenant is required to hire its own contractors for the purpose of carrying out its 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 systems such as HVAC, sprinklers, electrical fire alarm panel, access cards, controls, roofing, balancing, etc.;
- ◇ must have construction experience in class "B" office buildings in Toronto and;
- ◇ must have labour union affiliations that are compatible with other trades working in the building.

A list of approved contractors is available from property management.



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

- ◆ Provide a proof of insurance for at least 5 million dollars worth of general liability, which will name the landlord and/or its property manager 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 authorities.
- ◆ The tenant must submit a complete list of all trades and sub-trades involved in the construction and 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 work that will negatively impact or interfere with other tenants must be performed outside of the normal business hours of the building.
- ◆ All contractors' personnel must check in at the security office located in the dock.
- ◆ 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 a 24-hour 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 at least two (2) full business days in advance through the property management office.

### **DELIVERY / MOVES:**

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

### **GARBAGE**

Daily removal of garbage and construction debris generated by the work of a tenant's contractor will be its responsibility at its cost. 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 7:30 a.m. and only if prior arrangements have been made with the management office.

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, HVAC system, etc.) must be planned in advance by the tenant, whether for himself or his

subcontractors, in conjunction with the property management office at least two (2) full business days prior to commencement of the work. Charges may apply.

### **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 tenant premises throughout the construction period. All public lobbies, corridors, washrooms and stairs shall be kept clean and clear of construction materials and contractor tools at all times.

### **WORKERS' COMPENSATION**

The tenant's contractors 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, in addition to all of Landlord's out-of-pocket costs to review tenant's plans.

**The landlord reserves the right to stop work without recourse or prior notice 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 property 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.

**BICYCLES**

Bicycles are not permitted in the office tower or in any other common area of the building. For your convenience, bike racks are located outside the complex on the south side of 1243 Islington Avenue for visitors and access to P2 can be provided for Tenants and their employee.

**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 immediately contact building security or management office and provide details.

**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 janitorial 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, wood 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 written 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 within at least nine (9) 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.