

Tenant Handbook



Prepared For:

Tampa 492, LLC
Tri-County Business Park

Prepared By:



TAMPA OFFICE
14499 N. Dale Mabry Hwy.
Suite 200
Tampa, FL 33618

TRI-COUNTY BUSINESS PARK OFFICE
13300 McCormick Drive
Tampa, FL 33626

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This includes several best practices and does not encompass every possible scenario. Ciminelli offers this information as a supplement to Tenants existing corporate and/or internal policies.

Property Manager Contact Information

Professionally Managed By:

Ciminelli Real Estate Services of Florida, LLC
13300 McCormick Drive
Tampa, FL 33626

Office: (813) 855-4486

Ciminelli Real Estate Services of Florida, LLC
14499 N. Dale Mabry Hwy., Suite 200
Tampa, FL 33618

Office: (813) 908-1727

**After Hours
Emergency
Number: (813) 908-1727**

Website: www.ciminelli.com

Certificates of
Insurance: certificates@ciminelli.com

Billing Inquires: receivables.tampa@ciminelli.com

On Site Management Hours:

Monday - Friday:	8:00 am - 5:00 pm
Saturdays, Sundays, Holidays:	Closed

Emergency Numbers:

Fire Department:	(911)
Sheriff's Department:	(911)
Ambulance:	(911)
Poison Control Center:	(911)

Non-Emergency Numbers:

Fire Department – Westchase	(813) 264-3980
Fire Department – Oldsmar	(813) 855-1059
Fire Department – Limbaugh	(813) 264-3885

Sheriff's Department	(813) 247-8200
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Postal Service	(813) 908-2467
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For mail delivery and box contact use above number
5344 Ehrlich Road
Tampa, FL 33624

Part I – Questions About Your Tenancy

General Maintenance And Upkeep:

Please refer to your lease for specific details regarding tenant and landlord responsibilities.

Service Calls:

To request maintenance go to <https://ciminelli.corrigo.com>

Please fill out the included Tenant Contact Form and email it to: receivables.tampa@ciminelli.com. After your contact form has been received you will receive an email explaining how to sign into Corrigo (the online work order system). If you have any questions, please contact the office at **(813) 855-4486**.

Emergencies:

Our normal office hours are from 8:00 am to 5:00 pm, Monday through Friday. If you need immediate assistance after normal business hours, please call our office number, **(813) 908-1727**, and choose the appropriate option on our automated call manager. When you call, please leave your name, property name and address, suite number, and the phone number from where you are calling and stand by for a return call. This will allow us to contact you and dispatch the proper individual to respond to your call.

Additional Services:

A number of additional services can be made available to our tenants at an appropriate additional charge. Please contact our office for further details. Services include:

- Special Cleaning Services
- Design/Architectural Services (for space within any of our buildings)
- Facility Management:
 - Facility Project Management
 - Furniture Selection/Installation Coordination
 - Site Selection
 - Space Standards Development
 - Office Equipment Selection/Installation

For your convenience a set of the Tri-County Business Park's Rules & Regulations can be found in the Appendix of this Tenant's Handbook,

Part II – Building Information

1. Emergency Contact

We request you provide us with the home and/or cell phone number of the company official whom we may contact in case of an after-hours building emergency. **A Tenant Contact Form is attached for completion, which allows for the designation of said individual(s). Please return this form to receivables.tampa@ciminelli.com as soon as possible.**

2. Tenant Signage

We ask that all requirements for graphics and building signage be made by written request directly to your property manager for approval. Requests should include the proposed location of the signage. Approvals will be made in a timely manner and will be made in writing or by signing the approved graphic plans.

Your owner must approve all signage prior to installation. Local sign ordinances must be adhered to as well as the signage criteria established for the property.

For protection and maintenance of standards for all tenants, no other signs, posters, advertisement or notices may be painted or affixed on any windows, doors or other parts of the property. Rooftop and additional monument signage is not allowed. Your cooperation will help to ensure that the property is maintained in a first-class manner.

Please be advised that all building signage is optional and the tenant bears the cost. All tenant installed signage must be removed at tenant cost prior to vacating the space. All surfaces must be returned to their original condition. You may select a sign vendor of your choice to fabricate your signage.

3. Trash Removal

Trash removal and recycling is a tenant responsibility. It may be necessary to obtain a permit for your dumpster depending on the size. Please check with your service provider. In addition, please ensure that the areas surrounding your dumpster remain clean and free of debris at all times.

4. Mail

The U.S. Post Office maintains a postal route for the property per the Post Office's set delivery method.

5. HVAC Maintenance/Service Contract

In an effort to maintain the useful life of your equipment, it is very important to establish a maintenance contract for your HVAC System. Please enter into and maintain a regularly scheduled preventative maintenance service contract for servicing your heating and air conditioning systems and equipment, including but not limited to paddle and exhaust fans within the premises.

The contract should remain in effect for the term of the lease. A qualified HVAC contractor should perform this work and a copy of the contract must be provided to the Property Manager upon occupancy.

Per the terms and conditions of your lease the service contract must become effective within thirty (30) days of occupancy and service visits should be performed on a quarterly basis.

Part II – Building Information

6. Parking

Unless exclusive parking rights have been granted, parking is on a first come, first serve basis. There is no assigned or designated parking unless otherwise designated in your lease agreement. Employees are requested to park their personal vehicles in close proximity to their company's location. Motor vehicles are not to be stored or parked on the premises after the conclusion of normal daily business activity.

During periods of loading and unloading you and/or your delivery vehicles may not interfere with the flow of traffic within the property or within the loading and unloading areas of other customers. Tractor-trailers must be unhooded or parked with dolly wheels beyond the concrete loading areas and must use steel plates or wood blocks under dolly wheels to prevent damage to the asphalt paving surfaces. No parking or storage of such trailers will be permitted in the automobile parking areas or on adjacent streets.

If you become aware of any vehicle that appears to have been abandoned in the parking lot, please report it to your property management team so the removal procedure may be activated. In some instances, state law may require the vehicle owner be notified of an impending tow. In the event the vehicle is parked illegally (e.g. in a fire lane or handicapped space) towing may proceed without notification to the vehicle owner.

7. Security

Never leave your reception area **unattended**. Do not allow visitors to pass beyond the reception area unless the receptionist is aware of the nature of their business.

Report all suspicious persons immediately when observed in public areas or within your leased area to the Property Manager.

8. Emergency Knox Box

The tenant is responsible for forwarding a copy of the suite keys to the local fire official. Life safety measures dictate that the local fire company holds a master key to all boxes so they can quickly enter a building without having to force entry.

9. Dock Equipment

The repairs and maintenance of your dock equipment including the dock doors, dock lights, dock bumpers, levelers, shields, shelters as well as sump pumps in the dock wells are the responsibility of the tenant.

10. Pallets

Pallet disposal is the responsibility of the tenant. Storing pallets outside of your unit is prohibited.

11. Tenant Insurance Requirements

A Certificate of Insurance reflecting coverage as outlined in your lease agreement be provided to Ciminelli Real Estate Services of Florida, LLC at move-in and upon each insurance renewal. Please refer to your lease for special insurance terms. **Additional insureds** to include Tampa 492, LLC and Ciminelli Real Estate Services of Florida, LLC. **Certificate Holder** listed as follows:

Tampa 492, LLC
c/o Ciminelli Real Estate Services of Florida
13300 McCormick Drive
Tampa, Florida 33626

Part II – Building Information

12. Roof

Please contact Ciminelli prior to accessing your roof area. All service to your mechanical equipment that requires roof penetration and/or roof repairs must be approved prior to commencement of the work. We may have a roof warranty in place and unauthorized repairs and/or penetration could potentially void the warranty. We also request that you have your vendors take extra care with the gutters, good drainage is a very important component of a roof's life span.

Damage to any personal property as the result of a roof leak should be reported to your insurance carrier and a damage claim submitted for items covered under your property insurance coverage.

13. Electrical Systems

In most instances tenants are responsible for the interior lighting of their facilities. This includes not only light bulb replacement but ballast replacement as well. This includes emergency and exit lighting as well as office and warehouse light fixtures.

In addition, the tenant is responsible for all aspects of electrical systems, including but not limited to outlets, breakers, breaker panels, etc.

Part III – Emergency Situations

This section includes several best practices and does not encompass every possible scenario. Ciminelli offers this information as a supplement to Tenants existing corporate and/or internal policies.

1. Reasons for Evacuation of Buildings

At some future date it may become necessary to evacuate all or some of our tenant personnel to maintain their personal safety. Several reasons for such evacuations include, but aren't limited to:

- Fire
- Bomb Threat
- Civil Disorder (riot)

2. In Case of Fire or Emergency, Proceed as Follows:

1. Remove any injured personnel from the immediate danger.
2. Activate the fire alarm system in the building, if so equipped.
3. Call the fire department (911).

These steps are listed in the order of priority; however, if there are adequate personnel, they should be done simultaneously.

Notify the Fire Department:

Not one minute should be wasted between the discovery of the fire and notification of the Fire Department and all personnel concerned. This means that the person discovering the fire, or anyone else concerned, should be authorized to give the alarm according to prescribed practice without securing authority from any source at any time. The alarm should be given regardless of the apparent insignificant state of the fire. It must be remembered that the visible fire or smoke may be only an external sign of a larger, hidden, smoldering fire ready to burst into intense flame. No tenant, manager, or person in control of the building shall issue any instructions directing employees not to notify the Fire Department, or instruct them to delay in calling the Fire Department immediately upon the discovery of a fire, smoke, heat or gases indicating that there is a fire.

How to Call the Fire Department:

Use the telephone to call the Fire Department. Dial "911".

The 911 operator will want to know the following information:

1. The exact location of the building (street and number).
2. The nearest cross street to the building.
3. The type of occupancy.

Multi Tenant Flex Industrial

4. What part of the building is on fire (suite, restroom, hallway, etc.)?

Part III – Emergency Situations

3. Notification of Need to Evacuate

You may be alerted to evacuate your personnel by an alarm sounding or word of mouth.

It is imperative that **Panic Be Avoided** and any evacuation move be made as **Smooth as Possible**.

4. Protection of Valuables

If evacuation becomes necessary, it is recommended that each tenant have cash or other valuables in a secure area within their space prior to evacuation (if at all possible).

All employees should be instructed to take their purses or bags with them in case of evacuation.

All employees should lock their desk (if time permits) after placing official papers, documents, etc., in their desks.

5. Suggestive Action to be taken by Persons in Event of Fire

1. **DO NOT ATTEMPT TO REMOVE YOUR AUTOMOBILE.**
2. If you believe the situation warrants moving your people without the command of authorized personnel, **do so in an orderly manner**.
3. If caught in smoke, take short breaths. Breathe through your nose and crawl to escape. Air is better near the floor.
4. Feel all doors with your hand before opening. If it is hot, **DO NOT OPEN** the door. If it is cool, open the door slowly and stay behind the door.
5. If you elect to fight a small fire, do not fight it alone. **Get Help**.
6. If panic should occur at the main exit, try to avoid the mob. Find another way out if at all possible.
7. Once you are out of the building, **DO NOT RE-ENTER** until advised by the Fire Department or its representative.

6. Evacuation Procedures to Follow in Case of Bomb Threat.

Any tenant receiving the bomb threat directly should immediately call 911, then the Ciminelli office.

Bomb Threat evacuation will be done in the same manner as the fire evacuation.

Since personnel are more familiar with their area, a quick check by the individuals for suspicious or strange looking packages, brief cases, suit cases, etc., located in their areas is the best search that can be made. Any person finding such items should report it immediately to the Emergency Warden.

Do Not Use Two Way Radios In Case Of Bomb Threat

Part III – Emergency Situations

7. Severe Weather Conditions

Severe weather conditions can usually be anticipated and each tenant will make an independent decision as to what actions to take. In case of a sudden unanticipated storm or high winds, we recommend the following procedures:

1. Move important papers to cabinets or other protected areas.
2. Move personnel to an area AWAY from the window (restrooms, closet, inner leased areas.)
3. Turn on your local radio stations, television stations, local news website, or contact the local emergency management department:

Radio: **News Radio 970** **AM 970** [www. 970wfla.com](http://www.970wfla.com)
TV: **Bay News 9** **Channel 9** www.baynews9.com

COUNTY	PHONE	WEBSITE
Hillsborough County	(813) 272-6900	www.hillsboroughcounty.org

4. Remain in place until it has been determined that the storm and/or high winds have passed.
5. Contact the Property Management Office at **(813) 855-4486** regarding the extent of damage, if any, and to ascertain the recommended procedures to follow.

Please Note: To receive e-mailed updates of Severe Weather Warnings, subscribe to the EMERGENCY EMAIL NETWORK at: www.emergencye.com.

The following sites provide additional information and resources on hurricane preparedness:

American Red Cross Hurricane Center: redcross.org/news/index.html
The Weather Channel Hurricane Center: weather.com/storms/hurricane-central/
National Hurricane Center: <https://www.nhc.noaa.gov/>
National Weather Service: weather.gov/

7A. Hurricane Preparations

The information contained herein should supplement each tenant’s plan.

It should be noted that the landlord carries insurance to protect the physical assets of its property as well as to cushion against incidents of liability. However, each tenant is required to have in place, as defined under the terms of their lease, adequate insurance to protect its individual physical assets and valuable property along with general liability coverage. The landlord’s insurance policy does not provide coverage for these items.

Part III – Emergency Situations

Please keep in mind the following important key points:

- We recommend tenants make backups of all computer data and to shut down and unplug all electrical equipment (i.e. computers, printers, copiers, etc.) to prevent electrical damage when power is restored. You should move electronic equipment and valuables from the perimeter window area to interior leased areas and cover them with plastic.
- Secure and relocate all vital records and important insurance documents to a safe place.
- Remove all personal vehicles from the property for their safety.

Upon completion of securing the property and according to the plan set forth on the attached Hurricane Procedures, the Ciminelli office will be closed until the Hurricane Warning is lifted.

7B. Hurricane Plan

We will make immediate damage assessments and be available to provide assistance to our tenants. Tenants are urged to assess their individual premise for damage and report it to our office area as quickly as possible.

The following definitions will apply during the Hurricane Season and are described below. It's important that our valued Ciminelli tenants stay informed during the Tropical Storm Warnings and thereafter.

The Saffir/Simpson scale is used by the National Hurricane Center to provide continuing assessment of the potential for wind and storm surge damage as follows:

	<u>Winds</u>	<u>Storm Surge</u>
Category 1	74-95 MPH	5 Feet
Category 2	96-110 MPH	7 Feet
Category 3	111-130 MPH	10 Feet
Category 4	131-155 MPH	13 Feet
Category 5	156 + MPH	15 Feet +

Hurricane Alert:

The County Manager will issue a Hurricane Alert if readiness actions are required before a Hurricane Watch is issued. Action normally taken during a Hurricane Watch should be initiated when an Alert is declared.

Hurricane Watch:

Issued by the National Hurricane Center when a hurricane threatens, a Hurricane Watch covers a specified area and time period. A Hurricane Watch indicates hurricane conditions are possible, usually within 24-36 hours, but it does not mean it will happen. When a Watch is issued, listen for advisories and be prepared to take action if advised to do so.

Tenants should initiate procedures to secure their physical assets including making backup copies of all computer data, updating telephone lists of all employees and confirming generator hook ups (if applicable) should an extended loss of power occur. **The sanitation department indicates that dumpsters should be placed within warehouse space to avoid becoming projectiles during the storm.**

Part III – Emergency Situations

Any loose items on the property should also be stored within the building(s) to avoid becoming projectiles.

Hurricane Warning:

A Hurricane Warning is issued by the National Hurricane Center 24 hours before hurricane conditions (winds greater than 74 mph) are expected. If the hurricane path changes quickly, the warning may be issued 18 hours or less, before the storm makes landfall. A warning will also identify where dangerously high water and waves are forecasted.

The Property Management office will stay operational until a Hurricane Warning is issued.

Property Emergency Contact Information

The main contact number for Property Management will remain our main office numbers: **(813) 855-4486** phone or (813) 908-5518 fax. During a Hurricane Warning, we will have forwarded all calls to an established location.

When the Warning is lifted, Ciminelli personnel will make every attempt to re-enter the property to establish our base of operations in the Ciminelli office, to immediately make damage assessments and to provide any assistance to our tenants.

7C.Tornado

Tornados may give little or no warning and there is no way to determine duration or severity. If any Employee is aware of the possibility of a tornado in this area, he/she should advise Property Management at **(813) 855-4486**.

If a tornado presents a threat to the occupants of the property, Property Management may recommend that the entire premises be evacuated, if time allows. The decision to evacuate is the responsibility of the tenant. If there is no time to evacuate, follow these procedures:

1. Move to an area AWAY from windows. Restrooms are suggested; otherwise, closets or inner leased area would provide some safety. Do NOT stand under light fixtures or other objects, which may fall.
2. If there is no time to get to a suggested area, get under a desk, turn over a sofa and get under it, or get under any furniture which would help protect you from flying debris or glass.
3. Remain in place, if possible, until it has been determined that the tornado has completely passed and emergency officials arrive and advise you that there is no further danger.
4. As soon as possible, contact the Property Management Office, at **(813) 855-4486** regarding the extent of damage, if any, and to receive the recommended procedures to follow.

8. Injury/Accident

Should any injuries or accidents occur in or around our building, we recommend that the Police Department be advised (dial 911 for emergency) if applicable. If medical attention is required, the Emergency Medical Service should also be contacted (dial 911).

Part III – Emergency Situations

Property Management should also be advised of any accidents, which occur on the property. The incident accident report is included in the attached Appendix. Please call **(813) 855-4486**.

9. Active Shooter

Should you need additional information to supplement your internal company policies, please visit: [dhs.gov/hometownsecurity](https://www.dhs.gov/hometownsecurity). This is for general information only.

Appendix

Tenant Contact Information

Company: _____
Building: _____

Number of Employees: _____
Suite #: _____

All rental statements will be sent via email. Please provide a current billing email address below.

Billing Contact

Name: _____
Phone #: _____

Email: _____
Fax #: _____

Tenant Notice Address

Please check box for each that may apply

- Emergency Contact is an authorized contact for after hours emergencies
- Corrigo Users allows contact to access Ciminelli's online work order system and create new work orders for the suite
- Authorized Key Holder allows contact access to space by Ciminelli staff if locked out, also allows contact to request additional keys, security cards or codes where applicable

If additional contacts are needed, please add them on an additional sheet of paper

Primary Contact

Name: _____ Email: _____
Phone #: _____ Fax #: _____

Emergency Contact Corrigo User Authorized Key Holder

Additional Contacts

Name: _____ Email: _____
Phone #: _____ Fax #: _____

Emergency Contact Corrigo User Authorized Key Holder

Name: _____ Email: _____
Phone #: _____ Fax #: _____

Emergency Contact Corrigo User Authorized Key Holder

Name: _____ Email: _____
Phone #: _____ Fax #: _____

Emergency Contact Corrigo User Authorized Key Holder

Please complete form and return to: receivables.tampa@ciminelli.com

Maintenance Requests

Ciminelli utilizes a web based work order service management system. This system provides quicker response time for tenants, as requests are sent directly to building technicians. To be added to this system, complete the enclosed contact information form (be sure to check the work order system box). Users will be notified by email once added to the system.

To request maintenance via our tenant web portal go to the following:

<http://ciminelli.corrigo.com>

Sign In: **First initial of first name, followed by last name (ex. tsmith)**
Please note that the login is **not** case sensitive.

Password: **1234**

Home Screen:

- ❖ Preferences on left tab – where all personal information is entered and password can be changed.
- ❖ Your Requests – shows service requests put in by logged-in user, click small link on same line to view **all** requests for the office.
- ❖ Request Maintenance Service –
 - Exterior Common Areas – anything outside of the building.
 - Name of Building- Anything outside of your suite.
 - Your space – list of requests for maintenance that can be made in a particular space, when no choice fits request, select 'other'. 'Other' will open up a description field for you to enter your information.
- ❖ Check Status of Request –
 - New – has not been assigned to a maintenance technician yet
 - Open – has been assigned to a maintenance technician and will be completed as soon as possible
 - Open/In Progress – maintenance technician is currently working on request
 - On Hold – parts needed to be ordered or vendor needed to be called in, reason will be given
 - Completed – maintenance technician has completed request

In the case of an emergency, please dial (813) 855-4486.
In case of after-hours emergency, please dial (813) 908-1727.

Accident Report

Building: _____ Tenant: _____ Suite No.: _____

Date and Time of Accident: _____

Location of Accident: _____

Details of Accident: _____

If Bodily Injury:

Name of Injured Person: _____

Address: _____ Phone: _____

Type of Injury: _____

If Property Damage:

Tenant of Damaged Property: _____

Tenant: _____

Address: _____ Phone: _____

Description of Property Damage: _____

Witnesses, If Any:

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Date of Report: _____

Signature of Person Completing Report

Notes:

Insurance Company: _____

Policy No.: _____

Policy Dates: From: _____ To: _____

Coverage: _____

Holiday Schedule

Depending on the day each holiday falls, the office may be closed the adjoining day or ½-day. If you need to contact the staff during these times you may do so by using our main number.

New Year's Day	Office Closed
President's Day	Office Closed
Good Friday	Office Closed
Memorial Day	Office Closed
Independence Day	Office Closed
Labor Day	Office Closed
Thanksgiving Day & Friday	Office Closed
Christmas	Office Closed

Tenant Contact Information

Company: _____
Building: _____

Number of Employees: _____
Suite #: _____

All rental statements will be sent via email. Please provide a current billing email address below.

Billing Contact

Name: _____
Phone #: _____

Email: _____
Fax #: _____

Tenant Notice Address

Please check box for each that may apply

- Emergency Contact is an authorized contact for after hours emergencies
- Corrigo Users have access to Ciminelli's online work order system and create new work orders for the suite
- Authorized Key Holder allows contact access to space by Ciminelli staff if locked out, also allows contact to request additional keys, security cards or codes where applicable

If additional contacts are needed, please add them on an additional sheet of paper

Primary Contact

Name: _____
Phone #: _____

Email: _____
Fax # _____

Emergency Cell Number

Corrigo User

Authorized Key Holder

Additional Contacts

Name: _____
Phone #: _____

Email: _____
Fax # _____

Emergency Cell Number

Corrigo User

Authorized Key Holder

Name: _____
Phone #: _____

Email: _____
Fax # _____

Emergency Cell Number

Corrigo User

Authorized Key Holder

Name: _____
Phone #: _____

Email: _____
Fax # _____

Emergency Cell Number

Corrigo User

Authorized Key Holder

**Please complete form and return to:
receivables.tampa@ciminelli.com**

PARK RULES AND REGULATIONS

1. Sidewalks, doorways, vestibules and similar areas shall not be obstructed by tenants or used for any purpose other than access to and from the Premises and for going from one to another part of the building.
2. Plumbing fixtures and appliances shall be used only for purposes constructed, and no sweepings, rubbish, rags or other unsuitable material shall be thrown or placed within the plumbing fixtures or appliances. Any damage resulting from such misuse of the plumbing fixtures or appliances shall be paid by Tenant, and Landlord shall not in any case be responsible for such.
3. No signs, advertisements or notices shall be painted or affixed on or to any windows or doors or other part of the building, except of such color, size and style and in such places as shall be first approved in writing by Landlord. No nails, hooks or screws shall be driven or interested in any part of the building, after Tenant's improvements are completed, except by the building maintenance personnel; nor shall any part of the building be defaced by tenants.
4. Tenants shall not do, or permit anything to be done, in or about the building or bring or keep anything there, that will in any way increase the rate of fire or other insurance on the building, or on property kept there, which will prevent Landlord from procuring policies (including public liability) from companies and in a form satisfactory to Landlord, or obstruct or interfere with the rights of, or otherwise injure or annoy other tenants, or do anything in conflict with the Laws or the rules or regulations of Landlord or any governmental authority.
5. Tenants shall not make or permit any improper notices in the building, or otherwise interfere in any way with other tenants, or persons having business with them.
6. No birds, fish or other pets or animals shall be brought or kept in or about the Building or the Park, except service animals in the company of their handlers.
7. No draperies, shutters, or other window coverings shall be installed on exterior windows, walls or doors without Landlord's prior written approval. Landlord shall have the right to require installation and use of uniform window treatments.
8. No portion of Tenant's area or any other part of the building shall at any time be occupied as sleeping or lodging quarters.
9. Tenant shall not commit, perform or do any of the following in or outside of the Premises, parking areas or other common area: wash, wax or repair vehicles; store or keep any boats, recreational vehicle, inoperable or unregistered vehicles; leave vehicle(s) in any parking area of the property for over three consecutive days without Landlord's prior written approval. Tenant shall comply with all parking regulations promulgated by Landlord from time to time for the orderly use of the vehicle parking areas, including the following: Parking shall be limited to automobiles, passenger or equivalent vans, motorcycles, light four-wheel pickup trucks and (in designated areas) bicycles. No vehicles shall be left in the parking lot overnight without Landlord's prior written approval. Parked vehicles shall not be used for vending or any other business or other activity while parked in the parking areas. Vehicles shall be parked only in striped parking spaces, except for loading and unloading, which shall occur solely in zones marked for such purpose, and be so conducted as to not unreasonably interfere with traffic flow within the Park or with loading and unloading areas of other tenants. Employee and tenant vehicles shall not be parked in spaces marked for visitor parking or other specific use. All vehicles entering or parking in the parking areas shall do so at owner's sole risk and Landlord assumes no responsibility for any damage, destruction, vandalism or theft. Tenant shall cooperate with Landlord in any measures implemented by Landlord to control abuse of the parking areas, including access control programs, tenant and guest vehicle identification programs, and validated parking programs, provided that no such validated parking program shall result in Tenant being charged for spaces to which it has a right to free use under its Lease. Each vehicle owner shall promptly respond to any sounding vehicle alarm or horn, and failure to do so may result in temporary or permanent exclusion of such vehicle from the parking areas. Any vehicle which violates the parking

regulations may be cited, towed at the expense of the owner, temporarily or permanently excluded from the parking areas, or subject to other lawful consequence.

10. No materials or products shall be manufactured or stored that constitute a nuisance or cause the emission of noxious odors, gases or smoke. No burning of materials, outside or inside, will be permitted.
11. No fence, wall, loading facility, outside storage facility, or permanent improvements will be erected or constructed without the prior written approval of Landlord.
12. Tenants will keep their premises safe, clean, neat and provide for the removal of trash from their premises. No outside stacking or accumulation of any type is permitted other than in a disposal dumpster.
13. Occupants shall not cause or make any excessive noise, odor, harmful sewage or vibration that could be deemed objectionable to other occupants.
14. Tenant shall not do, or permit smoking at the front of the building. Smoking at the rear of the building shall be permitted; provided it does not constitute a nuisance though noxious odors, smoke or trash accumulation.
15. Tenant shall comply with all parking regulations promulgated by Landlord for the orderly use of the vehicle parking areas, including the following: Parking shall be limited to automobiles, passenger or equivalent vans, motorcycles, light four-wheel pickup trucks and (in designated areas) bicycles. No vehicles shall be left in the parking lot overnight without Landlord's prior written approval. Parked vehicles shall not be used for vending or any other business or other activity while parked in the parking areas. Vehicles shall be parked only in striped parking spaces, except for loading and unloading, which shall occur solely in zones marked for such purpose, and be so conducted as to not unreasonably interfere with traffic flow within the Park or with loading and unloading areas of other tenants. Employee and tenant vehicles shall not be parked in spaces marked for visitor parking or other specific use. All vehicles entering or parking in the parking areas shall do so at owner's sole risk and Landlord assumes no responsibility for any damage, destruction, vandalism or theft. Tenant shall cooperate with Landlord in any measures implemented by Landlord to control abuse of the parking areas, including access control programs, tenant and guest vehicle identification programs, and validated parking programs, provided that no such validated parking program shall result in Tenant being charged for spaces to which it has a right to free use under its Lease. Each vehicle owner shall promptly respond to any sounding vehicle alarm or horn, and failure to do so may result in temporary or permanent exclusion of such vehicle from the parking areas. Any vehicle which violates the parking regulations may be cited, towed or booted at the expense of the owner, temporarily or permanently excluded from the parking areas, or subject to other lawful consequence.
16. Nothing in these rules shall impose or impute any duty or obligation on Landlord not expressly set forth in the Lease.
17. Tenant shall cause all of Tenant's Agents to comply with these rules.
18. Landlord reserves the right to rescind, suspend or modify any rules or regulations, either on a temporary or permanent basis, and to make such other rules and regulations as, in Landlord's reasonable judgment, may from time to time be needed for the safety, care, maintenance, operation and cleanliness of the Park. Notice of any action by Landlord referred to in this section, given to Tenant, shall have the same force and effect as if originally made a part of the foregoing Lease. New rules or regulations will not, however, be unreasonably inconsistent with the proper and rightful enjoyment of the Premises by Tenant under the Lease.

These rules are not intended to give Tenant any rights or claims in the event that Landlord does not enforce any of them against any other tenants or if Landlord does not have the right to enforce them against any other tenants and such non-enforcement will not constitute a waiver as to Tenant.