

TENANT MANUAL

55 CAMBRIDGE PARKWAY



Prepared by:

LINCOLN
PROPERTY
COMPANY

TABLE OF CONTENTS

I.	Tenant Move-In Procedures	3
II.	Tenant Requests for Services	6
III.	Building Security and Emergencies	8
IV.	Miscellaneous	9
V.	Parking	13
VI.	Emergency Management Procedures	16
EXHIBIT A	Property Management Directory	27
EXHIBIT B	List of Legal Holidays	28
EXHIBIT C	Loading Dock Policies & Procedures	29
EXHIBIT D	Bike Cage Policies & Procedures	30
EXHIBIT E	Construction Rules and Regulations	31
EXHIBIT F	Recycling Services	36

I. TENANT MOVE-IN PROCEDURE

55 Cambridge Parkway wants your move-in and occupancy at 55 Cambridge Parkway to be as pleasant as possible. We have taken great care to create a functional work environment, which is compatible with the needs of your organization and is comfortable and convenient for your employees. One of the most important factors in achieving this objective is a timely and well-coordinated move into your premises. The purpose of this section is to establish guidelines for new tenants who occupy space at 55 Cambridge Parkway.

A. MOVE-IN AND GENERAL CONTACT PERSON

It has been our experience that effective communications between landlord and tenant will prevent the vast majority of problems during and after your move-in. Accordingly, we request that one person be appointed as your move-in/general coordinator with responsibility for transmitting all requests for services and inquiries and for receiving notices and replies from 55 Cambridge Parkway. We feel that this single contact person prevents duplication of effort and enables your organization to be sure your requests are being transmitted and acted upon. Ideally this would be someone who is readily accessible and who has an overall working knowledge of your organization.

We would appreciate notification in writing of the name of this person and the name of an alternate in case of illness, vacations, etc. 55 Cambridge Parkway requests that all communications from the tenant be transmitted through that person, except in the event of emergencies, in which case we will respond to any call.

The 55 Cambridge Parkways' contact will be the Property Manager (see Directory, Exhibit A). All requests should be directed to his/her attention.

B. SPECIAL INSTALLATIONS

Associated with the construction of every new tenant space are installations that exceed or vary from building standards. Based on our experience, we can anticipate the types of items that will require special attention, and by categorizing and discussing them here, we can help you avoid unnecessary delays and surprises. In general, the majority of the problems can be avoided if all the information on special installations or equipment has been obtained and included on the construction drawings. The following are some of the issues that may be associated with the construction of improvements in your offices:

1. Contact and coordinate with the telephone company representative early. Depending on the phone system selected, particularly if it is a private system, special conduit and/or electrical or location requirements, different from building standard, may exist. It is a good idea to review the telephone installation shown on the final working drawings with the telephone company representative as early as possible.
2. Copier machines usually have special electrical requirements. The size and type of electrical service must be placed on the electrical working drawings. In addition, these machines normally have special outlets, which are furnished by the copier company. They should be delivered to the landlord as applicable early enough to be installed prior to the move-in.

3. Attention should be given to special equipment such as computers, word processors or telecopiers, which may require special electrical or mechanical installations to function properly. If electrical consumption of special equipment is greater than normal office equipment, it may be necessary to calculate the excess cost of such energy.
4. In some cases special equipment or concentrated files or bookcases may exceed the load limits of the floors and attention must be given to distribute the weight over a greater area.
5. Tenant Card Access systems must be compatible with the building card access system. There is no obligation for a tenant to use the same vendor as the building for their card access system although vendors chosen must provide access cards that are compatible with the building system.

C. MOVE-IN AND DELIVERIES

It is imperative that a move-in schedule be developed to avoid conflicts and overloading of facilities. Accordingly, tenants are requested to plan for a specific move-in time and date as soon as possible after receiving notification of when the space will be ready for occupancy. At a minimum, a notice of 48 business hours is required prior to the arrival of the moving van. To avoid disrupting the construction schedule and the operations of tenants who have previously occupied their premises, move-ins will be permitted only after 6:00 p.m., Monday through Friday, and anytime on Saturday, Sunday and holidays. See Exhibit C for Loading Dock Policies and Procedures.

55 Cambridge Parkway will have a building engineer or security officer on duty to assist with any facility, elevator, and security concerns and to supervise the use of the loading dock, building entrances, lobbies, and elevators as appropriate for your building. His/her instructions on the use of these areas and facilities should be strictly followed. He/she is not authorized to assist your movers in carrying items, placing furniture, or trash removal.

Tenants should use the freight elevators to transport the furniture to their floor. Under no circumstances are tenants to use the freight elevator as if it were a regular elevator. The freight elevator is used for moving large items only. Tenants should confirm that their movers will provide protective coverings for common area and tenant space carpeting. Repairs of any damage to the loading dock, common area, or tenant spaces during the move shall be billed to the tenant. Tenants are encouraged to have their mover review the building with a building management representative prior to moving.

Large deliveries of furniture or materials after occupancy will be permitted only after 6:00 P.M. Monday through Friday, and anytime on Saturday, Sunday, and holidays. These must be scheduled in advance. Normal deliveries received during the course of business will be permitted during working hours.

Deliveries and Elevator Schedule

Dock-master Hours

Dock hours are Monday thru Friday 6:00 am to 6:00 pm for deliveries lasting up to ½ hour.

Deliveries that require a truck after the above hours and exceeding ½ hour will require that a dock-master be present at current prevailing billable rates. A four (4) hour minimum labor charge is required.

Normal Freight Elevator Hours of Operations

Monday thru Friday 8:00 am to 6:00 pm

Deliveries of sheet rock or like materials will not be allowed during normal freight elevator operations (You must make arrangements for exclusive use of an elevator for these purposes).

All incidental deliveries are allowed during the above hours of operation, on a first come first serve basis.

Trash Removal Operation

Monday thru Friday 5:30 pm to 10:00 pm

During these hours the use of the elevators is limited to removal of building trash and the movement of service workers and their tools and equipment.

Hours Available for Exclusive Use of Freight Elevator

Monday thru Friday 6:00 pm to 6:00 am
Saturday & Sunday 24 hours

During the above hours of operation the freight elevators may be reserved for the exclusive use of a tenant or contractor. Reservations must be made a minimum of twenty-four hours prior to, but no more than two weeks in advance of service request date. Reservations are not confirmed until a properly approved "Building Services Request Form" is returned to you and are subject to availability.

No construction debris or materials are to be deposited in building compactors or open dumpsters not belonging to contractor.

Major Furniture deliveries require an Elevator Operator to operate the service elevator. Cost for this person is a responsibility of the tenant at a 4 hour minimum charge.

There is a four hour minimum labor charge for the elevator operator when after hours exclusive use is requested. Contact Lincoln Property Company Management Office for current rate charges.

II. TENANT REQUESTS FOR SERVICES

Providing service to you is our primary business. Through frequent inspection of the building and efficient assignment and supervision of building personnel, we hope to promptly and courteously respond to your needs while operating and maintaining 55 Cambridge Parkway in accordance with the highest industry standards. However, from time to time events may occur or repairs may be needed of which we are not already aware. Therefore, we request your assistance in bringing to our attention any situation or condition, which exists that you think needs attention. To ensure a timely and thorough response to your inquiries, we request that you follow the procedures listed below:

A. MAINTENANCE, JANITORIAL AND GENERAL REQUESTS

In order to ensure that your request is promptly directed to the appropriate person for action, we ask that you put your request in using the building's work order system.

After hours you may also call security directly at (617) 494-0223. If necessary, the on call person will be contacted to respond to the situation.

After receiving a work order request from the tenant, appropriate actions will be made by the building engineers. After completion of the task, the individual performing the work will comment on the actions taken and return the form to the Property Management office to close out the work order.

Building or janitorial personnel have been specifically instructed not to respond to any request without authorization from the Property Management office. By transmitting all requests through the building's work order system we are able to record the nature of each request, the time it was made and the time the request was fulfilled. The Property Manager will also be able to follow up with your contact person to ensure proper action has been taken. With this procedure, we will be able to monitor the promptness of our personnel's response and the quality of our work

B. WORK ORDERS/ADDITIONAL SERVICES

We are also available to assist you with minor refurbishment and maintenance of your space. This is accomplished through the use of a Building Service Work Order.

In many cases minor work will be done by our Building Engineers/Superintendents, (installing light bulbs, changing a lock etc).

Once submitted by the tenant representative, the Building Service Work Order is used as our authorization to proceed with work.

To access the Building work order system, please log in to the tenant console in the link provided below.

<http://www.lpc.wkorder.net/>

For details on log in and password information, contact the Property Management office.

Please contact the Property Management office for hourly rates for in-house services.

C. BUILDING OPERATING HOURS

55 Cambridge Parkway is open twenty-four hours to tenants and authorized visitors. The heating and cooling systems normally operate during the following standard business hours: 8:00 a.m. to 6:00 p.m., Monday through Friday and 8:00 a.m. to 1:00 p.m. on Saturday. Notice is required for HVAC

operation after standard business hours and on holidays and tenants will be charged accordingly for any over time HVAC services.

We believe this procedure will give you the best coordination possible, while recognizing that your normal work activity must continue with the least amount of interruptions.

D. OFF-HOURS HEATING, VENTILATION AND AIR CONDITIONING

The heating, ventilating, and air-conditioning system in 55 Cambridge Parkway has been designed so that smaller zones may operate during non-business hours. Please contact the Property Manager's office 48 hours in advance to arrange for extra HVAC service. Appropriate charges will apply. Please contact the Property Management office for a schedule of rates. Cancellation of extra HVAC run time must have 48 hours in advance notice for the service as well. **Space heaters are strictly prohibited in tenant spaces and will be removed by building engineers.**

*Please note that these rates will also apply to holidays listed in Exhibit B unless otherwise specified in your lease.

E. MAJOR TENANT ALTERATIONS

We recognize that, from time to time, your space or service needs may change and require physical alterations to your premises. In order to ensure that your request for these tenant alterations is coordinated properly and promptly, 55 Cambridge Parkway can act as construction manager and represent the tenant in all alterations.

For all major tenant alterations, it shall be the tenant's responsibility to prepare and submit three (3) sets of Plans and Specifications and a list of proposed contractors for approval to the Property Manager for review and comments.

In any event, no alterations or improvements are permitted without the prior written consent of 55 Cambridge Parkway (Your lease may also include further details regarding renovations to your space). In all instances, the appropriate insurance certificates, permits and plans must be acquired by or issued to 55 Cambridge Parkway, LLC. For the protection of all tenants, 55 Cambridge Parkway will impose conditions for carrying out any alterations or improvements, which ensure that the building will not be damaged in any way and that the work is performed in a manner which will not inconvenience or endanger occupants or the visitors to 55 Cambridge Parkway. Tenants not adhering to the procedures outlined above will be totally responsible for any and all costs relating to improper installation or damages to the equipment, building or general property.

We believe this procedure will give you the best coordination possible, while recognizing that your normal work activity must continue with the least amount of interruptions.

F. LIGHT BULB REPLACEMENTS

A Building Service Work Order may also be used to request replacement of light bulbs in your space. 55 Cambridge Parkway reserves the right to charge for this service. Replacement of light bulbs will be for building standard fixtures only.

III. BUILDING SECURITY AND EMERGENCIES

A. GENERAL ENTRY CONTROL

55 Cambridge Parkway is equipped with a card access system and 24 hour security guard coverage.

For the purpose of building and tenant security we ask that all tenants provide and maintain an updated Card Access List at the property management office. This list should contain the name of all employees given an Access Card along with the respective access card number. Please be certain to promptly notify Lincoln Property Company with the card access form if a card is lost or an employee has left your company in order for the card to be deleted from the system. Listed below is the policy/procedure for granting access to the building if employee forgets/misplaces their access card.

During non business hours:

If an employee forgets/misplaces their access card they will not be granted access to the building.

All tenants are required to sign in at the lobby with security after hours during both week days and weekends. Guests at any time of the day or night are always required to sign in at the lobby with security. A list must be provided to security in order for visitors/guests to be granted access during non business hours. This is to help ensure the safety of all individuals in the building.

Should cards be lost or stolen, please alert the Property Manager's office of the missing card so they can change the system and delete that card(s).

B. SUITE ENTRY DOOR KEYS

Tenants will be provided a minimum of five suite entry door keys with the number of additional keys varying with the size of the tenant. If a tenant requires additional keys or replacement keys they are available through the Property Management office at the cost to the tenant.

All employees may receive a badge with building access at their hire date. Should an employee require a replacement badge, the cost is \$25.00 per access card.

All charges will be forwarded to the tenant, not the individual employee.

IV. MISCELLANEOUS

A. PROPERTY MANAGEMENT

The Property Management office for 55 Cambridge Parkway is located on the 1st floor at 55 Cambridge Parkway, Cambridge, MA 02142. The telephone number is 617-494-9197.

The facsimile number is 617-494-5459. Our office hours are Monday through Friday 8:00 a.m. - 6:00 p.m. Please feel free to stop in at anytime.

B. MAILROOM/EXPRESS MAIL SERVICES

The mail boxes are located on the first floor in the main lobby. Federal Express pickups are Monday – Friday at 7:45 and UPS Pickups are Monday - Friday at 7:30 p.m. Boxes are located at Level C of the garage. There are no pickups on the weekends.

C. MONTHLY RENT PAYMENT

Rental payments are due on the first day of each month and should be sent to: add make payable to 55 Cambridge Parkway, LLC.

55 Cambridge Parkway LLC LOCKBOX INFO

USPS Lockbox Address:

55 Cambridge Parkway LLC
P. O. Box 419283
Boston, MA 02241-9283

Overnight Lockbox Address:

Bank of America Lockbox Services
55 Cambridge Parkway LLC 419283
MA5-527-02-07
2 Morrissey Blvd.
Dorchester, MA 02125

Wiring and ACH Instructions

Name of Bank: Bank of America
Bank State/City: MA

Account Number: 464 6898 067

Name on Account:

LPC Commercial Services Inc AAF
INVESCO ICRE MASSACHUSETTS REIT HOLDINGS LLC
AS SOLE MEMBER OF 55 CAMBRIDGE PARKWAY LLC

ABA#: 026009593 for wires

ABA#: 011000138 for ACH

D. BUILDING, DIRECTORIES AND SUITE ENTRY SIGNAGE

The building directory is located in the main lobby. Each tenant and subtenant will be allocated one line on the directory for your company name.

Upon occupancy Property Management will provide a standard suite entry sign, which will be located adjacent to your main suite entry door. Any changes, which need to be made to the directories or tenant entrance signs shall be a tenant expense.

Subtenants shall be responsible for all expenses related to the suite entry.

E. BUILDING INSPECTIONS

In our effort to anticipate and prevent problems before they arise, 55 Cambridge Parkway personnel will perform frequent detailed inspections of the entire building, including tenant spaces. The purpose of these inspections will be to identify areas requiring maintenance and/or repair, to correct safety/fire hazards, which may have developed since the last inspection, and to receive input from you on problems you have encountered or ways you see to improve the operation. We shall give you reasonable notice of such inspections so you may plan accordingly to minimize the disruptions to your operation while we are in your premises.

While these inspections will help us identify problems before they arise, we strongly encourage you to also bring areas of concern to our attention immediately. With you working closely with us, we can both make your building a pleasant, professional, and most importantly, a safe place to work.

F. CLEANING AND TRASH REMOVAL

Included in most of the office leases is a provision for cleaning and trash removal by the landlord. We will make every effort to keep your office and the public areas of the complex in a clean and sanitary condition.

Normally, office cleaning and trash removal will begin around 5:30 p.m. every weekday with the exception of holidays.

If you have recently moved in, you can expect a representative of the janitorial contractor and/or our Property Manager to meet with you to determine your individual needs.

If you have any questions or comments, please contact the Property Management office. The phone number is 617-494-9197.

G. RECYCLING PROGRAM

55 Cambridge Parkway offers a recycling program called a "single source" program, which addresses a "typical" tenant's needs. We hope you will be an active participant in this program. This program recycles all materials utilizing blue desk-side recycling containers (i.e. wastebaskets for recyclable materials): See Exhibit F for Recycling services.

H. SMOKING POLICY/ORDINANCE

Smoking is prohibited within 50 feet of any entranceway to 55 Cambridge Parkway. The City of Cambridge ordinance states that smokers must stand 25 feet away from municipal buildings; that policy has been adopted here at 55 Cambridge Parkway.

The only area where smoking is permitted is on the back side of the building (facing the Charles River). There is to be **no** smoking in front of the building, or inside of the building, which includes the parking garage. Smoking is also **prohibited** on the third floor patio and the 8th & 9th floor balconies of the building. This is to ensure the health and safety of all tenants in the building.

Any person who violates the smoking policy at 55 Cambridge Parkway is subject to a fine.

I. Lobby Entrance

Entrance into the lobby with bicycles is not permitted. Bikes are to be put in the Bike cage located in level A of the garage (See Exhibit D for Bike Cage Policies & Procedures). If an employee does not have access to the bike cage and would like to, please have them contact the management office.

Furthermore, rollerblades are not to be used in the lobby as well. Tenants that rollerblade to and from the building must remove them while outside and use proper foot attire when entering and exiting the building. There are benches in the front and back of the building for those tenants that need to change into or out of their rollerblades/skates.

Lastly, pets are not allowed into the building. This is a health code violation. Only if an animal is used as a service dog and has proper documentation are they then allowed into the building. Any questions concerning this matter please contact the Management office.

J. Patio Usage

The Patio located on the 3rd floor of the building is for all occupants to use. There are tables and chairs placed for tenants to enjoy lunch in the warm weather. From time to time, functions/parties may be held on the patio. If a tenant wishes to hold a party/function on the patio, 2 weeks notice must be given to the property management office so that they may reserve the patio for that Date.

The following items are required by the property management before a tenant can host a party/function on the patio.

1. Date and Time party is to take place
2. Number of people in attendance
3. Caterer information and Certificate of Insurance from them
4. **Liquor can not be served on the premises unless the tenant or the caterer has a minimum of \$1,000,000.00 in Liquor liability coverage on their insurance certificate.**
5. Will there be Music?
6. Smoking is **NOT** allowed
7. Note that any function serving alcohol will be required to have a security guard present and will be an added cost at the tenants' expense.
8. Tenants are responsible for the clean up of the space and removal of all trash.

K. Liquor on the Premises

If a tenant wishes to serve alcohol within their space they must supply the property management a

Certificate of Insurance with coverage of a **minimum of \$1,000,000.00 in liquor liability** in addition to the General Liability Coverage. Please see Property Management for a Sample Copy of an Insurance Certificate.

On-Site Amenities

24 hour security

Parking garage

Covered Loading Area

On-Site Management Office

Citizens Bank ATM Machine

Royal Sonesta Hotel

- Health Club: Pool with retractable roof and work out room 617-806-4280
- Dante Restaurant Bar and Patio 617-806-4390
- Artbar and Patio 617-806-4211
- Full Service Catering 617-806-4104
- River view Function Space for meetings and events 617-806-4305
- Renovated Guest Rooms with complimentary high speed wireless Internet
- Concierge Services 617-806-4250
- 24 hour Business Center
- Taxi Stand
- ATM Machine
- Hotel Shuttle Service

Cambridge Side Galleria Mall

- Fully Operating Bank of America
- Variety of Stores
- Assortment of food options
- Shuttle service to and from Kendall Square

V. PARKING

The garage is operated for tenants with parking privileges and their guests only. Access and egress is monitored by the property's card access system, and there is no transient parking for the public. Public parking is accessible at the Cambridgeside Galleria. The garage door is open from 6am-7pm. A security officer is posted at the desk in lobby 24/7 and can be reached on the intercom on the parking machine for assistance.

Garage Parking Rates (subject to change)

Hourly Rates

0-2 Hours	\$10
2-4 Hours	\$15
4-6 Hours	\$20
6-8 Hours	\$25
8-24 Hours	\$30

Monthly Parking Rate

\$250/month

Garage Rules and Regulations

1. The parking areas shall be used solely for the parking of vehicles no larger than full-size passenger automobiles. The parking of trucks, trailer buses, recreational vehicles, campers and boats are specifically prohibited. Motorcycles are permitted in designated areas. Please contact the Property Management Office.
2. No vehicle of any type shall remain in the parking areas overnight without an extended parking pass. In the event a vehicle is disabled, Tenant shall notify the Property Management Office and shall remove the vehicle within 24 hours. Landlord reserves the right to remove any vehicle posing a potential risk to the building.
3. All vehicles shall be parked within the designated parking spaces in conformation with all signs and other markings. Any persons parking in two spaces will be ticketed and towed. Any persons parking in a reserved or handicap parking space will be ticketed and towed immediately. Please be aware of all parking signage.
4. The maintenance, repairing, washing, waxing or cleaning of vehicles in the parking areas is specifically prohibited.
5. The Landlord shall not be responsible for any damage to vehicles, injury to persons or loss of property. All risks are assumed by the party using the parking area.
6. Vehicles parked in violation of these parking area rules and regulations may be towed at the vehicle owner's sole risk and expense. Tenant shall be responsible for ensuring that all of its employees, agents and invitees comply with these parking area rules and regulations.
7. The Property Management reserves the right to modify these parking area rules and regulations and/or adopt such other responsible rules and regulations as may deem necessary for the proper operation of the parking areas.

8. Speed limit is 5 miles per hour.
9. All directional arrows and signs must be observed.
10. Any persons parking in the garage overnight must have a garage access card. An [Overnight/Extended Parking Request](#) should be forwarded to the Property Management Office by 12:00 noon on the day that the vehicle will be left overnight.
11. Extended parking passes are not to exceed three (3) business days.
12. All requests for extended parking passes should contain the following information:
 1. Employee's name, company, and contact number
 2. Color, make, model and year of the vehicle
 3. State and license plate number
 4. Parking location in the H level of the garage **ONLY**
 5. Parking Access Card Number. **Please do not telephone with this information.** Parking request forms can be picked up in the Management office or may be downloaded on the building website at: www.55cambridgeparkway.com under building forms.
13. The 55 Cambridge Parkway, LLC, Parking garage is not a storage facility. Any vehicles parked for more than three (3) business days, or without an [Overnight/Extended Parking Request](#) are subject to being towed without notice. Any and all costs incurred with the towing or storage of these vehicles will be the sole responsibility of the vehicle's owner.
14. Storage of vehicles is not permitted at 55 Cambridge Parkway. Parking is provided to tenants and their guests while they are actually on the premises either working or visiting. This is an office building, not a residential building. This a standard industry practice for comparable Class A office buildings such as One Memorial Drive, 1/101 Main Street, Cambridge Center and One Rogers Street. The reason for the policy is due to public safety. Vehicles that are stored can be used to conceal criminals, potential homeless and can be potentially be used as explosive devices. Stored vehicles also may interfere off-hours fire/life safety issues such emergency sprinkler work, electrical repairs, water penetration repairs and actual fire suppression.

Parking Card Access

- Each Tenant shall be allocated a number of parking garage privileges to be assigned to Building issued access cards, as determined per their specific lease agreement.
- Each Tenant must submit to the Property Management office, parking access forms for each of their employees with parking privileges. The Lease-holding Tenant must communicate any change requests, i.e. access privileges, deactivation, reissue/replace a card, directly to the Property Management Office.
- Cards must be used when entering and exiting the garage. A card cannot be passed to someone else to allow for an additional car to park in the garage. Any person without an access card will be denied entrance to the garage, unless they pull a ticket and plan on paying with a credit card for the time a visitor has parked in the building. Tenants may choose to validate their visitor

parking at a cost using a chaser ticket. For Chaser tickets please go to the Property Management Office.

- Tenants are asked to notify the Property Management Office immediately of all changes in employment status affecting parking privileges of their employees. Former employees' parking access cards should be de-activated, and may be re-activated at no charge upon their return to the Tenant. We ask that all tenants prepare and maintain a current list, which includes each vehicle owner, make of car and license plate number and submit this to the Property Management office. Spaces will be billed directly to the tenant not each individual parker.

Visitor Parking

- Visitors are defined as anyone entering the garage without an assigned access card that is visiting your company. This includes all vendors, training candidates, interviewees, meeting members, clients, customers, and employees without a parking card.
- There is no public parking at 55 Cambridge Parkway, LLC. Public parking can be found at the Cambridgeside Galleria.

This policy applies to all Tenants.

VI. EMERGENCY MANAGEMENT PROCEDURES

Tenants may contact Lincoln Property at any time to arrange for seminars or meetings to discuss emergency-related procedures.

Arrangements can be made for tenant education programs to discuss such topics as fire safety, bomb threats and power losses on either an individual meeting basis or larger scale meeting to allow for attendance of several employees.

A. SAFE ENVIRONMENT

The 55 Cambridge Parkway Building was designed to minimize the chance of a life-threatening emergency and to reduce damage in the event one does occur. It is inspected periodically and monitored 24 hours a day, seven days a week. Safety systems meet or exceed all relevant fire and building codes.

Safety systems include automatic overhead sprinklers and heat/smoke detectors throughout the building, and manual pull stations located in each hallway near the stairs. When any of these systems are activated, an alarm will ring on the floor with the alert and the floor immediately above and below. Alarm signals are also sent to the Fire Command Center located adjacent to the lobby guard station. This location has an enunciator panel, which pinpoints the source of the alert. Passive fire restraints include solid core doors to prevent the spread of fire, and floors with a two-hour safety rating.

Upon activation of any initiating device, the stairwells and elevator shafts are pressurized to keep smoke from entering. Upon activation of any automatic initiating device the vestibule ventilation system shall be activated. Elevators are returned to the lobby only upon activation of any elevator lobby or elevator machine room smoke detector. **In any emergency, always use the stairs.**

The Fire Command Center has direct communications with the lobby, stairwells (at each floor), and elevator. This network of speakers can be used to give verbal instructions should the need arise. Building engineers and guards carry cell phones when away from their posts and will usually be the first to arrive on the scene. An intercom system for occupants is installed in each stairwell which communicates with the Fire Panel.

Due to the fire resistant qualities of modern office high rises, total evacuation of the building is very rare. **Relocation is usually necessary only from the floor with the fire and the floors directly above and below.** Alarms will usually sound only on these floors. Additional floors may be evacuated when ordered by the Fire Safety Director, fire department, or police.

B. MEDICAL EMERGENCY

1. **Call Paramedics. Dial 911.** Tell them your floor and suite number and direct the medical team to the front entrance (55 Cambridge Parkway)
2. **Call building management. Dial 617-494-9197.** Outside normal business hours, your call will be rerouted to the lobby desk, which is staffed 24 hours a day. We will hold an elevator ready for the paramedic team.

If a private physician has been called, let us know and we will escort the doctor to your office.

3. **Post one person at the elevator** to lead the medical team to the person in distress.

C. FIRE EMERGENCY

1. **Rescue anyone in danger.**
2. **Confine the fire** by closing the door.
3. **Alert your Floor Warden.** Tenant Floor Wardens have been trained in emergency response. Follow his or her instructions.
4. **Activate the Manual Pull Station** located next to each stairwell.
5. Call the Fire Department. Dial 911. Tell the address (55 Cambridge Parkway) and floor location of the fire, its severity and type.
6. **Call the building office (617-494-9197)** and repeat the above information. Outside regular business hours, please call the lobby guard station at **(617) 494-0223**. Building staff will take initial action and help firefighters when they arrive.

D. IN CASE OF FIRE ALARM

1. **Remain calm.**
2. **Close doors but do not lock them.** Take only essential items with you and do not return for additional papers or belongings.
3. **Follow instructions of your Floor Warden.** You may be asked to inspect the area or help others.
4. **Proceed down the stairs** three floors below your original position and re-enter the building. Stairwell doors will be unlocked to provide an open relocation route. Women should remove high heel shoes. Use the handrail and keep to the right on the stairs to avoid firefighters who may be coming up the stairs on their right.
5. **Do not use the elevators.** Elevators will automatically return to the lobby to await firefighters.
6. **Feel doors before opening them.** Do not open any that are hot.
7. If you are handicapped, await help from your assigned Aid or wait near the stairwell doors.
8. If you are trapped, keep doors shut and seal the crack under them with cloth. Call the fire department (911) and report your exact location. If phones are inoperative, call attention to your location by flashing light colored cloth inside your window. Break the glass only if air in the room becomes un-breathable. Doing so may attract smoke into the room.

If you must cross an area filled with smoke, stay low. The best air is 12-24" above the floor.

E. BOMB THREAT

If you receive a bomb threat by telephone:

1. **Attract the attention of a co-worker** discreetly and have them listen in. Advise the caller, if you can, that the bomb may kill or injure innocent people.
2. **Get as much information as possible** from the caller about the location and type of bomb, its detonation time, method of detonation, and the reason for its placement. Ask about the bomb's appearance and who is placing it.

Ask the caller to repeat parts of the message and make notes of any clues that might help police: Is the caller male or female? Adult? Juvenile? Is the voice educated or course? Accented or otherwise distinguishable? Does the person seem angry, rational, deliberate? Make note of background noises.

3. **Call the Building Manager.** He or she will notify other tenants, building staff, and police.
4. **Inform your Floor Warden.** Begin a visual inspection of your area, but **DO NOT TOUCH OR DISTURB ANY SUSPICIOUS OBJECTS.**

F. LETTER BOMBS

Some signs to look for:

1. **Size:** Is the letter unusually thick?
2. **Weight:** An effective letter bomb will weigh over two ounces. Few first class letters weigh as much.
3. **Balance:** Is the heavier on one end?
4. **Feel:** Is there any springiness in the sides of the letters? Does it flex like normal folded paper, or is it stiff?
5. **Appearance:** Are there grease marks on the envelope caused by sweating of an explosive? Is the envelope sealed more tightly than usual?
6. **Odor:** Is there a smell of almonds or marzipan?

If you consider a parcel or letter suspect, **DO NOT OPEN IT.** Immediately inform the police bomb squad and notify building management.

The decision whether to inform other building occupants of a bomb threat or to order an evacuation will be based on recommendations of local authorities and the judgment of senior company officials and the Building Manager.

G. CIVIL DISTURBANCE

Civil Disturbance is rare and can usually be minimized by staying calm and defusing the situation. If you have reason to believe that a civil disturbance may disturb the building or your office:

1. **Contact the Building Manager.** Tell the current location of the Demonstration, the number of people involved and their current activity.
2. **Notify the people in your office** of the threat and warn them to avoid personal contact and especially not to make any statement that may aggravate the demonstrators.
3. **Lock all doors** except your main entrance. Lock sensitive areas such as file Cabinets and vaults to protect company records.
4. **Stay in the building.** Elevator service will be reduced or suspended during the emergency to prevent entry into the upper floors of the building.

If demonstrators have entered your office, make note of all rooms or areas disturbed. After the demonstrators have left, search the area for objects that may have been left behind. Notify your supervisor if you find any such objects.

H. POWER FAILURE

If normal power fails, an emergency generator will automatically provide electricity to stairwells, exits elevators, and life safety systems. Elevators will stop temporarily and return to the lobby in a preprogrammed sequence. Thereafter one elevator in each bank will remain in operation.

Private systems, especially telephones and computers, may be inoperative if electricity is lost. Check with your vendor concerning emergency back up power.

During a power failure, all building occupants are encouraged to vacate the premises.

I. HURRICANES

It is possible for the Cambridge area to be hit by a hurricane. However, unlike other emergencies covered in this manual, hurricanes are not likely to strike suddenly or without a warning.

Hurricane: Tropical Storm with winds of 75 mph or greater accompanied by rain, thunder, lightning, and tornadoes.

2. **Hurricane Watch:** Issued by Weather Service when a coastal region and specific areas mentioned in Watch have a real possibility of being hit. It does not mean danger is imminent for area mentioned.
3. **Hurricane Warning:** Issued by Weather Service for a specific area that the storm is expected to hit within the next 24 hours. The storm's path can change rapidly and advisories must be monitored closely for changes in direction or intensity.
4. **Severe Rain / Wind Conditions** under hurricane level / tropical Storm wind speeds under 75 mph generally classified as gale force winds accompanied by rain, thunder Lightning.

5. Generally these types of storms are accompanied by warnings from the National Weather Service. These storm warnings are usually local as isolated cells move over a particular area causing concentrated damage.
6. Concentrated rains and wind driven rain will usually cause local flooding of roadways and parking lots.
7. Tenant Preparations
 - A. If a severe storm is imminent tenants should initiate the following basic procedures.
 1. Remove any patio furniture from private balconies.
 2. Close all doors to all exterior offices.
 3. Turn off all small computers and disconnect power source. If possible move them away from windows. Waterproof tarpaulins can be useful in covering computers and other items in case of window breakage and roof leakage to prevent water damage.
 4. No parking will be allowed on the lower levels of the garage. If you must be at the building, park on the second level and above, as lower levels may become flooded.

As with other emergencies, it is our intention that personnel take all necessary precautions to avoid being injured by a hurricane. Since we will have advanced notice if a hurricane is approaching, we will follow the advice given by local authorities. If an evacuation of the immediate area is ordered by local authorities, we will comply with those orders.

J. EMERGENCY RESPONSE PLANNING

The largest variable, and danger, in any emergency, is human response. Preparation and training on your part are an integral part of the building's emergency response plan.

Material in this section is designed to help you understand the actions that will be taken by building staff and to provide a basis for your own emergency plan. Please review it carefully. With your assistance, 55 Cambridge Parkway Building will continue to provide an exceptional and safe working environment.

Should evacuation become necessary, the authority and responsibility rests with the local officials of government. Neither management nor ownership can assume responsibility for any consequences resulting from the decision to evacuate or not to evacuate.

K. FIRE DRILLS

Fire drills are held periodically at 55 Cambridge Parkway to test systems and practice emergency response on the part of occupants and staff of the building. Everyone is required to participate.

Tenants will be notified in advance of a fire drill. When the drill is completed, each tenant and members of the Fire Brigade will submit reports on the effectiveness of the emergency plan and problem areas noted. A record of each fire drill will be kept by the Fire Safety Director as documentation of the building's emergency preparedness program.

L. FIRE SAFETY DIRECTOR – BUILDING MANAGER

The building Manager, acting as Fire Safety Director, is the primary tenant contact in emergency situations. If conditions warrant, he or she will order relocation and coordinate the movement of tenants to a safe level.

M. FIRE BRIGADE

A Fire Brigade, consisting of building personnel, will usually be the first to arrive at the scene. If the fire is small, they will confine or extinguish it using equipment carried with them. Upon locating the fire, one member of the Fire Brigade will move to the floor below and communicate conditions to firefighters as they arrive. **Under no circumstances should the elevators be used for the initial investigation of an alarm.**

N. FLOOR WARDENS

Floor Wardens receive special training and are responsible for knowing the building relocation and/or evacuation plan, floor layouts, and the location and use of fire equipment. During an emergency, they are responsible for implementing an orderly evacuation, following instructions of the Fire Safety Director of the fire department.

Prior to an emergency, Floor Wardens are also responsible for educating their fellow workers about emergency procedures, through training or bulletin board postings as necessary. They maintain lists of handicapped people in their offices and assure that each is assigned one or more Aids. Finally, Floor Wardens are responsible for identifying and training Deputy Floor Wardens capable of performing their duties in their absence and assisting them during a drill or emergency.

Floor Wardens are assigned one per tenant or one per floor for multi-floor companies. They are chosen by their employees and must be capable of assuming a leadership role and commanding obedience during an alert. They must be at their desks within the immediate work area each day on a consistent basis. An individual whose job requires frequent absences from the office is not a good choice.

O. FLOOR WARDEN - SAFETY PLANNING RESPONSIBILITIES

1. **Have an evacuation route clearly planned.** Assist Deputy Floor Wardens in preparing evacuation plans for their individual areas.
2. **Identify weak points during fire drills.** Discuss these with the Fire Safety Director and work with Deputy Floor Wardens to correct deficiencies.
3. **Maintain up to date organization charts** of Deputy Floor Wardens and Aids to the Handicapped. Report changes to the Fire Safety Director.
4. **Instruct new Deputies and Aids** in their responsibilities during drills or actual evacuations.

5. **Inspect your area** periodically for safety. Make sure stairwells are kept free of obstructions and all flammable substances are stored in approved containers.
6. **Know the location of fire extinguishers** and how to use them, but do not endanger yourself or others. If the fire is large or spreading rapidly, close the door and leave the area. Do not attempt to use fire hoses. **Only personnel trained in the proper use of fire extinguishers should attempt to use them.**

P. FLOOR WARDEN RESPONSIBILITIES – IF A FIRE IS DISCOVERED

1. **Confine the fire** by closing doors and windows. Take steps to control the fire if appropriate but in all cases, removing anyone in danger, confirming the fire and giving notification take precedence over fighting the fire.
2. Call the Fire Department. Dial 911. Tell them:
 - The exact location of the fire, including the building address, the floor number, and location (e.g. northeast corner).
 - The material that is burning: e.g. wiring, paper, liquids, furniture.
 - The severity of the fire.
 - Your name, location, and phone number.
3. Contact the Fire Safety Director and provide the same information. Thereafter, keep building management informed of the status of the fire, smoke conditions, and progress of evacuation, if called for.

Q. FLOOR WARDEN RESPONSIBILITIES – DURING AN ALERT

If a decision to evacuate your floor is announced, Floor Warden should:

1. **Report to your designated telephone** so that building management can reach you at the expected number. You may delegate this task but do not leave your phone unattended until the floor has been evacuated
2. **Initiate evacuation**, calling upon Deputies and Aids to the Handicapped as preplanned. Assign others as needed to:
 - Handle flashlights or other emergency lighting in the case of a power failure.
 - Take a first aid kit.
 - Secure special company records.
 - Unplug electrical equipment such as copiers, hot plates and coffee makers.
 - Check the area for remaining visitors or employees. Instruct floor searchers to turn off lights and to close but not lock doors.
3. If your floor is not involved, ask your Deputy Floor Wardens to inform people in their areas that they are not in danger. **DO NOT EVACUATE** unless directed to do so.
4. If your floor encounters smoke, do not wait for an evacuation order. Contact the Fire Safety Director and tell him or her of your intent to evacuate, and the route you will take.
5. **Reassemble and account** for all people in your work area on the prearranged re-entry floor. If there is a full building evacuation, meet at your firm's prearranged area. Stay away from the building to avoid falling glass.

R. DEPUTY FLOOR WARDENS

Two Deputy Floor Wardens are typically chosen per floor. Businesses occupying less than a full floor may chose one or two depending on their office configuration. Deputy Floor Wardens receive training adequate to assume Floor Warden responsibilities if necessary. When the regular Floor Warden is present, Deputies will direct traffic away from the elevators unless otherwise instructed by the Fire Safety Director or the fire department. Prior to entering a stairwell, Deputies should feel the door for heat that would indicate a fire, and check for smoke. If the stairwell is unsafe, they will direct traffic to an alternate stairwell.

During an alert, Deputies inspect their areas to verify that all personnel have relocated and report to the Floor Warden when the area is clear. Once relocated, the Deputy will assemble and account for all people in his or her assigned area.

S. AIDS TO THE HANDICAPPED

Two fellow employees are assigned as Aids to assist any person who has a handicap, which causes difficulty in relocating. Handicapped people with hearing or visual impairments are assigned one Aid. Aids to the handicapped are designated in advance and their names reported to the Fire Safety Director. Upon reaching their destination, they will request that their Floor Warden notify the Fire Safety Director of the handicapped person’s relocation. A list of handicapped persons will be kept on file in the property management office.

Make Sure:

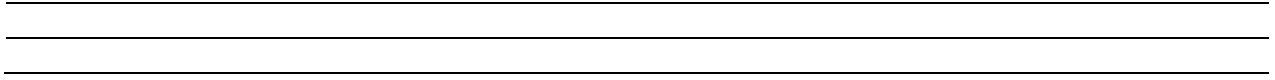
- The Floor Warden and Deputy Floor Warden list is current.
- The Building Management has an up to date list.
- All Floor Wardens have received training.

FLOOR WARDENS

NAME	LOCATION	PHONE EXT.

DEPUTY FLOOR WARDENS

NAME	LOCATION	PHONE EXT.



BOMB THREAT REPORT FORM

Person Receiving Call: _____ Phone Number: _____
Time and Date Reported: _____ Time Call Ended: _____
Exact Words of Caller: _____

QUESTIONS TO ASK:

When is the bomb going to explode? _____
Where is the bomb right now? _____
What kind of bomb is it? _____
What does it look like? _____
Why did you place the bomb? _____
Where are you calling from? _____
What is your name? _____

DESCRIPTION OF CALLER'S VOICE:

Male _____ Female _____ Young _____ Middle Age _____ Old _____
Accent (what type) _____ Tone of Voice _____
Is the Voice Familiar? _____ If yes, Who Did it Sound Like? _____

Background Noises? _____

OTHER VOICE CHARACTERISTICS:

Calm _____ Angry _____ Nervous _____ Serious _____ Well Spoken _____
Foul _____ Irrational _____ Drunk _____ Sober _____ Taped _____

Remarks: _____

EXHIBIT A

PROPERTY MANAGEMENT DIRECTORY

Baron Hartley, General Manager (617) 494-9197
Lawanda M. Myrick, Tenant Coordinator (617) 494-9197

Mike Bruce, Engineering (617) 494-9197
Chuck Harrigan, Engineering (617) 494-9197

EXHIBIT B

LIST OF LEGAL HOLIDAYS

New Year's Day
Martin Luther King's Birthday
Presidents Day
Patriot's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

Notice is required for HVAC operation after standard business hours and on holidays. Notice is also required for cleaning if it is requested on a holiday. For detailed information on access to the building and space during nonstandard business hours, please refer to Section II Tenant Requests for Services, items B & C respectively.

EXHIBIT C
LOADING DOCK
POLICIES & PROCEDURES

The following addresses rules & regulations for access to the loading dock during peak & non-peak hours:

NORMAL LOADING DOCK HOURS OF OPERATION

- Monday thru Friday/ 6:00 a.m. to 6:00 p.m.
- Absolutely no deliveries will be allowed through the main lobby.
- Loading dock is available on a first come, first served basis.
- Access to the loading dock will be limited to 30 minutes during normal hours of operation.
- Loading dock to be used for unloading equipment & supplies only.
- There is no vendor or contractor parking available at the loading dock. All vehicles used in providing services to the building and its tenants are required to use the parking garage.

HOURS AVAILABLE FOR EXCLUSIVE USE OF A LOADING BAY

- Monday thru Friday/ 6:00 p.m. to 6:00 a.m.
- Saturday & Sunday/ 24 hours.
- During the above hours of operation a loading bay may be reserved for the exclusive use of a tenant, vendor or contractor. Reservations must be made a minimum of twenty four hours prior to, but not more than two weeks in advance of a reservation request date.

Non-compliance with loading dock policies and procedures will result in non-peak access only.

*******Please note that the loading dock is not to be used for tenants' to be picked up from nor dropped off during both peak and not peak hours. The loading dock is for deliveries only*******

EXHIBIT D
BIKE CAGE
POLICIES & PROCEDURES

The following addresses rules & regulations for access to the Bike Cage:

NORMAL OPERATION OF THE BIKE CAGE

- One must have an access card to enter the bike cage. If you would like to use the bike cage please contact the Property Management office to obtain access.
- Absolutely no bikes are to be brought inside the building.
- The bike cage has racks where a bike can be locked.
- Bikes are not to be left or locked to the interior or exterior of the cage.
- Bikes are to be cleared from the water drain residing in the cage.
- All bikes are to be locked in the bike cage only: Any bikes found outside of the cage, in various spaces of the parking garage or around the building premises are subject to removal.

SPRING CLEANING OF THE BIKE CAGE

- Cleaning will take place on the last Friday in March each year.
- Tenants will be notified 4 weeks prior to the bike cage cleaning.
- Tenants should inform employees to claim bikes left in the cage over the winter.
- Any bikes not claimed before the last Friday in March, will be donated.
- This is to ensure that there will be plenty of room for those tenants who ride their bikes to work.

Non-compliance with Bike Cage policies and procedures will result in restricted access to the Bike Cage.

EXHIBIT E

TENANT CONSTRUCTION RULES AND REGULATIONS

A. General Requirements

1. Tenant must submit Construction Documents (plans and specifications) to the Lincoln Property Company Management Office for approval a minimum of two (2) weeks or the time period required under the lease document, whichever is longer, prior to commencement of the project.
2. Subject to the provisions of the Lease, Lincoln Property Company reserves the right to approve and restrict an sub-contractor, contractor or employee for any trade performing work in the building. Subject to the provisions of the Lease, a pre-qualification statement must be submitted to Lincoln Property Company for sub-contractors who have not performed work with Lincoln Property Company within the last two (2) years or on jobs of comparable size and dollar value.
3. The contractor shall complete work without disruption from labor disputes and in harmony with other trades and union affiliations. All work to be performed shall be by union trades in accordance with local union rules and regulations.
4. Record of As-built drawings must be submitted within 30 days of the completion of the project.
5. Tenant must submit to Lincoln Property Company the following items, two (2) weeks prior to the commencement of the project(provided that items D and E shall be submitted one business day prior to commencement of Work authorized thereby):
 - a. Name of General Contractor/Construction Management Firm
 - b. Subcontractor List for approval
 - c. Certificates of Insurance from general contractor and subcontractor in compliance with insurance guidelines. Tenant must be named additionally insured.
 - d. Copy of Demolition Permit (if Applicable)
 - e. Copy of Building Permit.
 - f. Copy of Long-Form or Fast-Tract Application to Building Department.
 - g. Construction Schedule.
 - h. Project directory to include: name of Firm, address, contact and telephone number.
6. Tenant must submit Certificate of Occupancy at completion of project prior to occupancy.
7. Tenant must schedule a project meeting with the Lincoln Property Company construction coordinator two (2) weeks prior to commencement of project. Weekly or bi-weekly project meetings are required for major construction projects. The Lincoln Property Company construction coordinator may attend meetings as deemed necessary. The construction coordinator must receive a copy of the minutes on a weekly basis.
8. Air balancing by contractor is required two (2) weeks before project is completed.
9. Testing of sprinkler system and fire protection devices is required two (2) weeks prior to completion of major system upgrades and to obtain Certificate of Occupancy. For minor work,

Tenant shall obtain approval for Building Inspector and deliver hydraulic calculations to Lincoln Property Company prior to occupancy.

10. The Lincoln Property Company design/engineering review team may inspect contractor work in progress for compliance with applicable code and building standards.
11. Lincoln Property Company reserves the right to restrict life safety design (sprinkler and fire protection) to its approved design engineers.
12. All contractor work shall be performed in accordance with all applicable laws and codes, Cambridge Fire Department and Lincoln Property Company Construction Guidelines.
13. Two hundred pound (200 lb) pressure test of sprinkler system is required two (2) weeks prior to completion of project. Sprinkler contractor test certificates are due to Lincoln Property Company at that time.
14. Sprinkler contractor must provide five (5) sets of sprinkler drawings for major system upgrades for approval by the insurance company.
15. All questions should be referred to Lincoln Property Company at 55 Cambridge Parkway, Cambridge, MA 02142.

B. Specific Requirements

Normal business hours are 8:00 am to 6:00 pm Monday-Friday; 8:00 am to 1:00 pm on Saturdays.

1. The following work must be done on overtime, not during normal business hours.
 - a. Demolition above and below occupied space or which may cause disruption to other tenants in the building on other floors.
 - b. Coring for electrical/telephone floor outlets above occupied space.
 - c. Oil based or "Polymyx" painting on occupied multi-tenant floors (0 voc/odorless paint work allowed).
 - d. Any Work performed outside of project site.
 - e. Gluing of carpet on occupied multi-tenant floors
 - f. Shooting of studs into deck for mechanical fastening devices (Allowed until 8:00 am.)
 - g. Testing of life safety system and sprinkler tie-ins.
 - h. Coordination of deliveries requiring use of loading dock and freight elevator exceeding ½ hour.
 - i. Deliveries via tractor/trailer trucks.
 - j. Sprinkler drain downs performed after hours.
2. Dollies and carts should be fitted with rubber wheels.
3. Dragging of ladders, dropping of material is to be avoided over occupied floors.
4. All work performed outside of project site must be coordinated with the property manager from the Lincoln Property Company Management Office.
5. The contractor must submit a "Building Service Request Form" to Lincoln Property Company to schedule the services listed below. Three days advance notice is required for approval. Emergency service may be provided with 24 hours notice.

- a. Freight elevator usage after hours.
 - b. Sprinkler/life safety shutdown.
 - c. HVAC shutdown.
 - d. Access to site after normal business hours.
 - e. Major deliveries and tenant relocations.
 - f. Coordination with Engineers or other building staff.
 - g. Trash removal operation.
 - h. Security Detail.
 - i. Any work/activity not noted above or performed during non-business hours.
 - j. All after hours work/activity will be escorted by building personnel at the cost to the tenant.
6. There is no contractor parking available at the loading dock. The loading dock is to be used for unloading equipment and materials only. Tenant shall have the use of one (1) unreserved parking space for a construction worker of the management or supervisory level to use during construction of Tenant's Initial Improvements prior to Term Commencement Date.
 7. Tradespersons are not allowed on passenger elevators. The freight elevator must be used at all times to access or egress the work area. Construction workers should not use the emergency stairwells to access other floors unless an emergency situation arises or as approved by property management.
 8. Demolition: Contractor must use hard plastic hampers to transport demolition debris from work floor to loading dock. Hampers cannot be left on the loading dock. Queue on the work floor while transforming debris.
 9. Cleaning and Rubbish Removal: The contractor is responsible for leaving freight elevators and related work areas "broom clean". The contractor will incur costs for clean-up if areas are left dirty, including serving of freight elevator for demolition debris not transported properly. Rubbish cannot be stored in the work area and must be disposed of on a regular basis.
Absolutely no construction debris is to be left in the work premises at the end of each shift.
 10. Badges: Tradespersons must enter the building through the loading dock and obtain a contractor badge. The badge is to be worn daily, be visible at all times, and presented to security for access to project site.
 11. Deliveries: Absolutely no deliveries will be allowed through the main lobby. Deliveries must be scheduled in advance with the Lincoln Property Company Dock master to coordinate the use of the loading dock and the freight elevators. The delivery of sheet rock, light fixtures and other like material must be scheduled during non-business hours.
 12. Waiver of Mechanics Lien will be required prior to all payments.
 13. Contractor will post the building permit on a wall of the construction site while work is being performed.
 14. Prior to demolition, if carpet is to remain in the suite, it is to be protected by heavy plastic cover or removed, stored, and reinstalled upon completion of work.

15. Contractor shall provide heavy plastic screening for dust protection and/or temporary walls of suitable appearances as required by Property management to screen the construction site.
16. Walk-off mats are to be provided at entrance doors.
17. No utilities (electricity, water, gas, and plumbing) or services to the tenants are to be cut off or interrupted without first having requested, in writing, and secured, in writing, the permission of the Property Management.
18. No electrical services are to be put on the emergency circuit, without specific written approval from the Property Manager.
19. Any utility meters that are installed must meet the building standards.
20. **The property manager will be notified of all work schedules of all workmen on the job and will be notified, in writing, of names of those who may be working in the building.**
21. Contractors will be responsible for daily removal of waste foods, milk and soft drink containers, ect. to loading dock construction dumpster and will not use any building trash receptacles, but trash receptacles supplied to them.
22. Construction personnel are not to eat in the lobby or in front of Building nor are they to congregate in the lobby or in the front of the building.
23. There will be no radios on the job site.
24. All workers are required to wear a shirt, shoes and full length trousers.
25. Protection of hallway carpets, wall coverings, granite and marble, and elevators from damage with masonite board, carpet, cardboard, or pads is required.
26. Public spaces, corridors, elevators, bathrooms, lobby, ect. Must be cleaned immediately after use. Construction debris or materials found in public areas will be removed at the offender's cost.
27. There will be no smoking, eating, or open food containers in the elevators, carpeted areas, or public lobbies.
28. There will be no yelling or boisterous activities.
29. All construction materials or debris must be stored within the project confines or in an approved lock-up.
30. There will be no alcohol or controlled substances allowed or tolerated. Individuals under their influence or in possession of such will be prosecuted.
31. Contractor shall post no signs without Property Manager's express approval which may be withheld for any reason.
32. Any work performed on base building systems (i.e., roofing, HVAC, glass curtain wall, ect.) that could impact existing warranties shall be coordinated with Property Manager prior to performing

said work. Property Manager stipulates that a certain company/subcontractor/vendor must be used in order to preserve a warranty, the Contractor shall comply. Property Manager is to attend final walk thru for certificate of occupancy and fire protection sign offs.

33. Contractor shall supply Property Manager with a copy of all permits prior to the start of any work.
34. Contractors shall be permitted to use the janitor's sink for water supply on the floor(s) on which the construction occurs, however, contractors shall ensure that no drywall, mud, flammables or any other substance that could stop up the sanitary sewer system or be potentially hazardous, are put therein.
35. Contractor shall ensure that all elevators, machine rooms, hoist ways, rails, car tops, sills and beams remain free of construction dust and debris. Elevator contractor shall perform pre-construction and post construction inspection at the expense of the project.

EXHIBIT F

RECYCLING SERVICES

1. Mixed Office Paper Program

RECYCLABLE

White Paper
Colored Paper
Laser Print Paper
Letterhead
Fax Paper
Memos
Junk Mail
Envelopes
White Envelopes
Post it Notes
Newspapers
Magazines
Cardboard
Files and Folders
Any Sized Paper
Paper Clips
Staples

NON-RECYCLABLE

Food stained Items
Phone books
Styrofoam
3-ring Binders
Micro Film

Tenant employees deposit all of the recyclable materials in the blue desk-side containers (provided by 55 Cambridge Parkway). Recycling blue bins are emptied nightly by the cleaning personnel.

Non-recyclable materials are to be discarded in tenant's wastebaskets. Wastebaskets are emptied nightly by cleaning personnel.

2. 55 Cambridge Parkway Closed Loop Recycling Program

Each tenant, by participating in 55 Cambridge Parkways' mixed office paper recycling program, automatically participates in its Closed Loop Recycling Program. All mixed office paper recycled from 55 Cambridge Parkway is used to manufacture the rest room paper products. Therefore, your participation not only reduces waste, but supports the use of recycled materials.

3. Additional Recycling Services

Dispensable electronic equipment which you have may be recyclable as part of our recycling program. The following list of equipment represents some of the items which may be recyclable:

Computers Hardware Equipment
Copiers (Floor Standing)
Bench Testing Machinery
Main Frame Equipment
Circuit Boards

Disk Drives
Power Packs
Personal Computers
Laptops
PDA (handheld)
Monitors
Printers and Fax machines
Scanners (Hand or Desk)

Such equipment is dismantled with any recyclable scrap metal reclaimed. If you are interested in recycling electronic equipment, please contact the Property Management office to make arrangements.

4. 55 Cambridge Parkway Recycled Products

All paper forms and envelopes used by Lincoln Property Company in its Property Management operations are produced with recycled products. (Examples are work order forms, information pamphlets, manila envelopes and all white paper used for memoranda, tenant manuals, copying, etc.)