

BUILDING RULES & REGULATIONS

****Rules & regulations may be updated or changed at any time at Building Management's discretion***

1. Sidewalks, doorways, vestibules, halls, stairways, elevator lobbies, and other similar areas shall not be obstructed by tenants or used by a tenant for any purpose other than ingress to and egress from the leased premises and for going from one part of the building to another part of the building.
2. Plumbing fixtures and appliances shall be used only for the purpose for which they are designated, and no sweepings, rubbish, rags, or other unsuitable materials shall be thrown or placed therein. Damage resulting to any such fixtures or appliances from misuse by a tenant shall be paid for by said tenant and Building Management shall not in any case be responsible, therefore.
3. No signs, advertisements, graphics, or notices shall be painted or affixed on or to any window or door or other part of the building except of such color, size, and style approved in writing by Building Management, and such places shall be first approved in writing by Building Management.
4. Building Management shall provide all locks for doors in each tenant's leased area at tenant's expense, and no tenant shall place any additional lock or locks on any door in its leased area without Building Management's written consent. All requests for duplicate keys shall be made to the Office of the Building.
5. Tenants shall refer all contractor's representatives and installation technicians to Building Management for Building Management's supervision, approval, and control before the performance of any contractual services. This provision shall apply to work performed in the building, including, but not limited to, installations of telephones, and telecom equipment, electrical devices and attachments, and any and all installations of every nature affecting floors, walls, woodwork, trim, windows, ceilings, equipment, or any other physical portion of the building.
6. Any movement of furniture or office equipment in or out of the building or the dispatch or receipt of any bulky material or merchandise which requires the use of the elevators or stairways or movement through the building's entrances or lobby shall be restricted to such hours as Building Management shall so designate. All such movement shall be under the supervision of Building Management and such manner as agreed upon and pre-arranged by the tenant and Building Management.
7. All movement of the above listed items which shall require the use of an elevator shall be restricted to the building's freight elevator. Such pre-arrangement, initiated by the tenant, shall include a determination as to the limitations for safety or other concerns which may prohibit any article, equipment, or any other item from being moved into the building. Tenants are to assume all risks concerning the damage of any articles which are moved and the injury to any persons engaged in such movement. This includes any equipment, property, or personnel of Building Management that is damaged or injured in connection with providing this service for a tenant. Building Management shall not be liable for the acts of any persons engaged in this work or for any damage or loss to any of said property or persons resulting from any act that is connected with such service performed for a tenant.
8. Prolonged use of freight elevators is restricted to weekends or weekdays after 6:00 p.m. and before 6:00 a.m. Such use must be coordinated with the Office of the Building prior to the date of use to provide authorization and prevent conflicts. All freight elevator scheduling requests can be made by filling out a Daily Work Activity Request form shown in the attached forms. All requests are required to be submitted to the Building Management Office for review and approval at least 24 hours prior to elevator use. Request forms can be email directly to the Building Management Office at carillon.access@cushwake.com.

9. Dock use is only allowed for loading and unloading of trucks, vans and automobiles and must be scheduled in advance. All deliveries or pickups will be limited to 30 minutes. Those staying longer than 30 minutes or not signing in with the dock officer are subject to tow at the vehicle owner's expense. No parking is allowed on the loading dock at any time. Any exception to dock rules or special parking privileges must be confirmed by the Building Management Office. Loading Dock hours are Monday through Friday 6:00 a.m. to 5:00 p.m. After hours loading dock scheduling requests can be made by filling out a Daily Information Request forms and can be emailed directly to the Building Management Office for review and approval at least 24 hours prior to dock use at carillon.access@cushwake.com.
10. All damage to the building by the movement of tenant's property or by a tenant's property while in the building shall be repaired at the expense of such tenant. Tenant shall notify the Office of the Building when heavy equipment (such as office safes) is to be moved in or out of the building, and such moving shall be done under the supervision of a member of the management staff after written permission is received from the Office of the Building. Persons employed to move such property must be acceptable to Building Management.
11. Each tenant shall cooperate with Building Management's employees in keeping its leased area neat and clean. Unless tenant is responsible for the cleaning of its own space pursuant to its own Lease Agreement, Tenant shall not utilize any person for the purpose of such cleaning other than the building's cleaning and maintenance personnel.
12. Nothing shall be swept or thrown into the corridors, elevator shafts, or stairways. Empty cartons, boxes, or other large items to be discarded are to be placed in the freight elevator lobby with an orange "Please Throw Out" sticker on them and not deposited in any public corridor. Please call the Office of the Building to request "Please Throw Out" stickers if needed.
13. No machinery of any kind shall be operated by any tenant within its leased area without the prior written consent of Building Management.
14. Tenant shall not tamper with or attempt to adjust the temperature control thermostats within the leased premises. Building engineers shall make all adjustments of thermostats.
15. No birds or animals shall be brought or kept within the tenant's leased area.
16. Building Management reserves the right to revise, amend, or rescind any of these rules and regulations without notice and to make such other rules and regulations as in its judgment shall, from time to time, be needful for the safety, protection, care, and cleanliness of the building, the operation thereof, the preservation of good order therein, and the protection and comfort of all tenants.
17. No article which is explosive or inherently dangerous is allowed in the building, including space heaters.
18. Tenants shall cooperate and participate in all recycling programs established for the Building by Landlord or any governmental agency.
19. Room-to-room canvasses to solicit business from other tenants of the building are not permitted; Tenant shall not advertise the business, profession or activities of Tenant conducted in the building in any matter which violates any code of ethics by any recognized association or organization pertaining to such business, profession or activities.
20. To the extent permitted by law, Tenant shall use reasonable efforts to prohibit picketing or other activity which would interfere with the business of Landlord or any other tenant or occupant of the building, or

distribution of written materials involving its employees in or about the building (other than within the premises), except in those locations and subject to time and other limitations as to which Landlord may give prior written consent.

21. Unless authorized, Tenants shall not cook, otherwise prepare or sell any food or beverages in or from the premises or use the premises for housing accommodations or lodging or sleeping purposes except that tenant may install and maintain vending machines, coffee/beverage stations and food warming equipment and eating facilities for the benefit of its employees or guest, provided the same are maintained in compliance with applicable laws and regulations and do not disturb other tenants in the Building with odor, refuse or pests.
22. Tenant shall not permit the use of any apparatus for sound production or transmission in such manner that the sound so transmitted or produced shall be audible or vibrations therefrom shall be detectable beyond the premises; nor permit objectionable odors or vapors to emanate from the premises.
23. No smoking, eating, drinking, loitering or laying is permitted in the common areas of the building except in designated areas.
24. Landlord may require that all persons who enter or leave the building identify themselves to security officers by registration or otherwise.
25. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by the Landlord or any governmental agency and shall cooperate and participate in all reasonable security and safety programs affecting the building.