



SIMCOE PLACE

TENANT MANUAL

2006

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1. Introduction

This manual outlines the facilities and services provided for the occupants of Simcoe Place and describes the operating procedures related to tenants' use of these facilities and services.

Questions about the procedures outlined in the manual or about special situations not covered here should be directed to the Simcoe Place Management Office.

2. General Information

2.1 *Simcoe Place Management Office*

The Simcoe Place Management office is located on the 24th floor of Simcoe Place, Suite 2403. Office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday.

Postal address: The Cadillac Fairview Corporation Limited
200 Front Street West,
P.O. Box 26, Suite 2403,
Toronto, Ontario
M5V 3K2

Telephone: (416) 340-6615
Fax: (416) 340-7282

2.2 *Description of Complex*

The 30 storey Simcoe Place Tower, with its adjoining shopping concourse, opened in July 1995. The Simcoe Place Complex includes 30 floors of office space, two levels of retail space and three levels of parking as follows:

- 760,000 square feet of Rentable Office Space.
- 50,000 square feet of Rentable Retail Space.
- Three levels of parking (below grade) for 768 vehicles.

2.21 *Elevators:*

- 17 High-speed passenger elevators in three banks:
 - Lowrise - 3 cabs
 - Midrise - 6 cabs
 - High-rise - 8 cabs

- One service elevator accessing all levels.
- One service shuttle accessing concourse to ground floor (loading dock).
- Two shuttle elevators serving parking levels from shopping concourse.
- One handicap Lift from the CBC building to Simcoe Place food court.

2.22 *Heating, Ventilation and Air Conditioning:*

- Compartmentalized, on-floor variable air volume air-conditioning system with perimeter hot- water radiation units.
- Thirty six thermostats on a typical high-rise floor.
- Air supply and return through ceiling slots at perimeter and at fluorescent light fixtures.
- Insulating thermally broken, sealed, low E window units with rolling shades.
- Fresh air content of 0.275 cubic feet per minute per square foot.
- System capacity of 4.0 watts per square foot and flexibility to handle additional loads.
- System monitored and controlled from central computerized facility.
- Tenant condenser water system for additional cooling capacity (3 watts per square foot).

2.23 *Lighting*

- The general lighting system is provided by 60" x 20" recessed fluorescent luminaires throughout, with a lighting capacity of 1.24 watts per square foot.
- 60" x 20" planning grid and modular wiring of lighting fixtures allowing for flexibility in designing office layouts.
- Computer-controlled light switching which is energy efficient.

2.24 *Power, Telephone and Communication*

- The power distribution is via 36 stations located within the 6" raised access floor space, and provides 2.0 watts per square foot with an additional 2.0 watts per square foot capacity at the main riser.
- There are two telephone and two electrical riser rooms per typical floor.

2.25 *Security*

- A base building computerized, card-access system provides restricted floor access with the ability to tie in individual tenant devices.
- Alarm monitoring of critical entry/exit points and closed-circuit television surveillance is all part of a 24 hour, 7 day/week security program.

2.26 *Life Safety*

- The complex has sprinkler coverage throughout with stair pressurization and automatic smoke evacuation systems.
- Complete fire alarm and smoke detector system.
- The complex has an emergency power supply to support fire and life safety systems in the event of a power failure.
- All systems are monitored from the central control facility 24 hours a day, 7 days a week.

2.27 Shopping Concourse

- Two escalators serve the below-street level to the Grand Hall on ground level.
- There is access to adjoining buildings, subway and GO Train systems, and to Wellington, Front and Simcoe Streets and the underground “PATH” system.
- There are over 40 outlets, including a large Food Court, numerous restaurants, banking, dry cleaning, shoe repair, hair salon, Jewellery store, plus a gift shop, women’s clothing store, and daycare centre.
- There is access from concourse to underground parking via shuttle elevators and stairs.

2.3 Facilities for the physically challenged

- Barrier free access to and from the building, parking and subway.
- Access to washrooms and drinking fountains on each floor.
- Elevator floor call buttons have been modified to assist the physically challenged.

2.4 *Lobby Security*

Simcoe Place has Security in the Lobby 24/7. Responsibilities include; greeting tenants and their guests in the lobbies; helping visitors locate tenants, facilities for the physically challenged, or major landmarks in the downtown core and addressing all concerns regarding building operations.

Tenants with questions about the building may ask Lobby Security or contact the Simcoe Place Management Office.

2.5 *Public access for Simcoe Place:*

Office tower 6:00 a.m. to 6:00 p.m.

Concourse 5:30 a.m. to 1:30 a.m., Monday through Saturday
 8:30 a.m. to 1:00 a.m., Sunday

Further information on building operating hours and security procedures may be obtained from the security and life-safety sections of this manual or from the Security and Life Safety Supervisor.

2.6 *Parking*

Simcoe Place has three underground parking levels.

The facility provides both reserved and non-reserved monthly parking for a limited number of cars, and hourly parking with a daily maximum for all other parkers. Information about monthly parking and/or rates may be obtained from the Parking Garage Administrator at (416) 977-3757.

Difficulties concerning parking that cannot be resolved by the Parking Garage Administrator should be referred to the Simcoe Place Management Office.

- We have indoor access to parking from the lobby and concourse via two shuttle elevators and stairs.
- 768 parking stalls are available.

2.7 *Mailing Addresses*

On moving into the building, each tenant is allocated a post-office box number and the key to the post-office box directly from the Simcoe Place Management Office. This number should be used on all mail being directed to a tenant's office. The box is located on Ground floor next to the beauty salon (Trade Secrets). Walk up the little flight of stairs and turn right to the Post Office Box vestibule.

The following format is recommended for tenants' addresses:

The Cadillac Fairview Corporation Limited
PO Box 26,
200 Front Street West, Suite 2403
Simcoe Place
Toronto, Ontario
M5V 3K2

Tenants are responsible for picking up their mail from the post office box, as there is no mail delivery in the building (unless you have contacted Canada Post yourselves to discuss). A mail box is also located in this area for outgoing mail.

The street address should be used for courier deliveries and for directing people to the building:

Simcoe Place
200 Front Street West

2.8 Rental Payments

All rental payments are due on or before the first day of each month and should be made payable as follows:

Simcoe Place Leaseholds Ltd.
c/o The Cadillac Fairview Corporation Limited
Attention: General Manager
200 Front Street West
P.O. Box 26
Suite 2403
Toronto, Ontario
M5V 3K2

All questions regarding rental payments and their amounts should be directed to the Simcoe Place Management Office.

2.9 Tenant Contacts

Simcoe Place Property Management
200 Front Street West, Suite 2403
Phone: (416) 340-6615 Fax: (416) 340-7282

Tenants are requested to designate employees to act as contacts to liaise with the Simcoe Place Management Office on specific areas of building operations. The following tenant contacts are requested:

1. Administration
2. Security
3. Life Safety
4. Leasing

*2.91 The **Administrative** contacts will be responsible for:*

- Co-ordinating tenant maintenance and cleaning requests.
- Co-ordinating special requests for services and procedures.
- Co-ordinating tenant moves, office construction and renovation.
- Other general administrative items related to occupancy in Simcoe Place.

*2.92 The **Security** contacts will be responsible for:*

- Providing specimen signatures for signing of clearance forms.
- Providing a list of home phone numbers (of about six people) in order of priority for after hours emergencies.
- Co-ordinating all security operations related to occupancy in Simcoe Place.

*2.93 The **Life Safety** contacts will be responsible for:*

- The Fire Warden program.
- Co-ordinating life-safety operations, including fire drills and emergency procedures.

2.94 The Leasing contacts will be responsible for:

- Lease renewals.
- Other legal matters regarding the leasing of the premises.

3. Services

3.1 Cleaning

The building provides standard office janitorial service to all tenants' premises on a nightly basis.

Through the Simcoe Place Management Office, tenants may arrange for additional cleaning services, including carpet cleaning, the washing of interior glass partitions, and the special oiling of furniture. Alternatively, tenants may hire their own contractors to carry out projects not included in the standard building-maintenance package.

Tenants hiring their own contractors should ensure that such contractors observe all building regulations about bringing equipment into the building and security access after normal business hours.

To ensure that projects proceed smoothly, we recommend that tenants contact the Simcoe Place Management Office for help in co-ordinating their contract

work.

All complaints/concerns regarding the cleaning services should be directed to the Simcoe Place Management Office. This feedback will help us keep problems to a minimum.

3.2 Cleaning of Windows

The cleaning of the outside and inside of windows is part of Simcoe Place's normal operating procedures. The exterior glass above the ground level is currently being cleaned four times per year. The cleaning occurs in the spring, summer and fall. The interior windows are cleaned once a year, usually in the spring. The interior window cleaning includes only the window-glass surface, not any interior partitions or doors. Tenants who require additional window cleaning after renovations or as a result of unusual dirt conditions, or who wish to have interior partitions cleaned, should contact the Simcoe Place Management Office.

In order to carry out interior window cleaning our staff must have free access to the windows in each tenant's space. Where heavy furniture or delicate office equipment is located directly in front of the windows, tenants should arrange to have these items moved before interior window cleaning takes place. Simcoe Place staff will notify tenants of the dates when this work will be done.

3.3 Directory Signage

Tenants who wish to request new directory signs or changes to existing signs should forward their requirements **in writing** to the Simcoe Place Management Office:

Tenants should provide exact details of how they wish the new sign to appear, including correct spelling and capitalization.

3.4 Elevators

3.41 Service Elevators

Simcoe Place is equipped with a designated service elevator, to be used for moving freight and other large parcels. (Parcels too large to be carried by one person are not allowed on the regular passenger elevators.) This service elevator is specially designed and is accessible only through the service lobbies located on each floor.

Tenants wishing to use the service elevator after normal office hours should contact the Simcoe Place Management Office to arrange a booking.

3.42 Passenger Elevators

Simcoe Place has a total of 22 elevators and 2 escalators providing services to various levels of buildings. Selected elevators are controlled by security-card access after normal business hours.

Tenants should report any difficulty with or malfunction in the elevators either to the Simcoe Place Management Office or to the security desk located in the main lobby. Pushing the “Emergency Call” button on the elevator control panel will connect passengers to our security office at any time of the night or day.

3.5 Garbage and Recyclable Materials Removal

Garbage Materials

All garbage materials are to be disposed of in the appropriate receptacles. Please contact the Property Management Office if you require garbage receptacles for your office area. Contract cleaners remove garbage materials each night, Monday through Friday, provided that proper receptacles have been used or the material has been clearly labeled as garbage. The cleaners will not remove large accumulations of garbage. For removal of such large accumulations, please contact the Simcoe Place Management Office.

Recyclable Materials

Simcoe Place uses a Single Stream Recycling source separation program. Single Stream Recycling is a simplified recycling collection process. With the introduction of Single Stream Recycling, the need for multiple receptacles in which to sort and divide recyclable materials is eliminated. Instead, acceptable recyclable materials can be co-mingled into a single recycling bin. The benefits of single stream recycling include simplicity and improved efficiency for waste generators, handlers and haulers. These materials are taken to a waste recovery facility for processing.

Acceptable Recyclable Materials:

- Computer and fax paper
- Coloured paper
- Newsprint and magazines
- Supply boxes and other boxboard
- Cardboard boxes (unwaxed)
- Metal cans
- Glass bottles and jars
- Plastic screw-top bottles

All acceptable recyclable materials are to be disposed of in the appropriate blue bins. Please contact the Property Management Office if you require recycling receptacles for your office area.

Contract cleaners remove blue bin materials each night, Monday through Friday, provided that proper receptacles have been used or the material has been clearly labeled for recycling. The cleaners will not remove large boxes or packing crates. For removal of such large items, please contact the Simcoe Place Management Office. Any cardboard should be broken down (flattened) and placed in one designated area.

Construction Materials

Contractors doing work on the premises must remove all construction material. The building does not maintain disposal facilities for this kind of refuse, and individual tenants' contractors must make arrangements with the Simcoe Place Management Office for delivery of a disposal bin from one of the authorized waste disposal contractors. These bins are dropped off after

5:30 p.m. and picked up before 8:00 a.m. from the shipping and receiving area. All construction materials and debris must be transported in the building after normal office hours and under the arrangements set out in the Tenant Leasehold Improvement Manual.

Special Recoverable Items

A wide variety of waste materials not already mentioned herein are recoverable for either reuse or recycling. These may include electronic wastes (computers, printers, fax machines, cellular phones, etc.) toner cartridges, and office furniture. Simcoe Place does not provide for the recovery of these items. Tenants are encouraged to independently investigate recovery opportunities for special recoverable items.

3.6 Grease-Trap Maintenance

Simcoe Place has an ongoing grease-trap and exhaust hood maintenance program to ensure trouble-free operation of the grease-traps installed in the building.

If your occupancy has necessitated the installation of a grease trap, participation in this program is mandatory and subject to a small service charge.

For further information on this procedure, please call the Simcoe Place Management Office.

3.7 Heating, Ventilation and Air Conditioning

The heating, ventilating and air-conditioning system is operated at comfort levels during normal office hours, Monday through Friday, and on Saturday from 8:00 a.m. to 1:00 p.m. The system is shutdown on Sunday and statutory holidays.

Tenants may extend the hours of operation of this system for their office

areas by contacting the Simcoe Place Management Office. Please note that this is a chargeable service request.

Non-adjustable, temperature electronic sensors are located throughout the tenant space and are subject to failure if tampered with. They serve only as a signal device for the central computer.

Heating is provided by the perimeter radiation units. To facilitate their proper operation, furniture should be located at least ten inches from the front of the perimeter radiation unit, and nothing should be placed on top of the unit or between the window and the unit. Blocking any space on top of, in front of or behind these units will impede the air flow necessary to their proper functioning.

The ceiling grills should never be blocked or tampered. The grills provide cooling for the interior and act as return air vents.

The window coverings (rollingshades) also a key feature of the air-conditioning system, remain entirely in the tenant's control. This is especially true on southern and western exposures. The rolling shades have been provided to help tenants deal with direct sun heating loads and **should be kept fully lowered**. This will effectively reflect the sunlight allowing the office environment to remain at a comfortable temperature.

As with all mechanical equipment, the heating, ventilating and air-conditioning facilities of Simcoe Place require periodic adjustment. Tenants who have difficulty maintaining comfortable temperatures in their offices should call the Simcoe Place Management Office.

3.8 Lighting

Each building is equipped with 347 high-voltage fluorescent lighting, using T-8 electronic four-foot fluorescent tubes. This lighting is maintained by the building staff and should be accessed only by operations staff.

3.81 Burned-Out Lamps and Tubes

Burned-out lamps and tubes should be reported to the Simcoe Place Management Office. There is a charge for replacement of non-standard lamps and tubes. The management employs a 36 month relamping program as well as spot replacement on an as needed basis.

3.82 Turning the Lights On and Off

A lighting-control system is automatically scheduled to turn off all lights in the building, starting at 12:00 midnight and on at 06:00 am.

3.82 Conservation

Simcoe Place is proud to participate in the “Fatal Light Awareness Program” (FLAP) Bird Friendly Program. The goal of the program is to reduce migratory bird collisions with buildings brightly lit at night.

We invite tenants to participate in our “FLAP” and energy-conservation programs by turning on only those lights necessary for after-hours work rather than the lights for the entire floor. To assist Cadillac Fairview in this program, we ask the staff working after business hours to lower the rolling shades.

3.83 Eliminating Lights

Tenants wishing to have lights removed to accommodate special requirements should call the Simcoe Place Management Office to arrange

for authorized personnel to disconnect the fixture and properly tag it. Tenants are asked not to try to do this themselves.

3.9 Locksmith Service

Any door locks installed by a tenant, whether on exterior or interior doors, must be keyed to the building master system to permit emergency access and normal cleaning activities.

The Simcoe Place Management Office maintains the mastering system and all records relative to key coding and distribution. No outside locksmiths or manufacturers may alter the keying of any lock. All keying and keys must be requested through the Simcoe Place Management Office.

There are also service charges for supplying and cutting additional keys, re-keying cylinders and repairing lock hardware.

Schlage locks are used throughout Simcoe Place. These are high-security locks featuring restricted keyways. Tenants needing special security measures or a card-access or “combination”-type door security system must first obtain authorization from the Simcoe Place Management Office.

3.10 Maintenance of Mechanical Equipment

Simcoe Place offers full-service maintenance contracts to tenants who have installed their own mechanical equipment in their offices.

Tenants should contact the Operations Manager at Simcoe Place Property Management for information about charges and other details.

3.11 Painting Service

Qualified painters are on contract to perform maintenance in the building. Tenants noticing any damage in the common areas should report it to the

Simcoe Place Management Office.

Tenants needing further information about the extent of this service or current charges should contact the Simcoe Place Management Office.

3.12 Pest-Control Service

As part of normal building maintenance, Simcoe Place provides pest-control service in the mechanical areas and on tenants' floors where there are kitchenettes.

There is an additional charge for the service in cafeterias and retail areas.

Participation in the pest-control program is mandatory in order to ensure that proper maintenance procedures are in place.

Tenants experiencing pest-control problems should call the Simcoe Place Management Office.

3.13 Plumbing Service

Qualified plumbers are on contract to carry out repairs and maintenance in the buildings.

Tenants experiencing plumbing problems or requiring further information about the extent of this service or about current charges should contact the Simcoe Place Management Office.

3.14 Shipping and Receiving

All freight and all furniture and packages too large to be carried by one person must be brought in through the shipping and receiving facilities. The shipping and receiving dock is located on the west side of Simcoe, north of

Front Street. Tenants should contact the Simcoe Place Management Office for full details on shipping or receiving facilities.

Shipments of furniture and construction materials must be received after normal office hours, as these items cannot be moved through the freight elevators during the day. For all shipments being delivered after normal office hours, tenants will need to make arrangements (through the Simcoe Place Management Office) for an elevator operator to control the freight elevator.

Security personnel should also be notified of all after-hours shipping and receiving, as it may be necessary to make special arrangements for access to the building. Contact the Chief of Security and Life Safety.

(Additional information about shipping and receiving is provided in section 4.4 of this manual, “Deliveries”.)

3.15 Tenant Co-Ordination

The Property Management Office supervises all tenant construction and renovation work being done in Simcoe Place. It is the key contact with the tenant during the preparation of tenant’s premises and the move into the building. As well, the Property Management Office provides the tenant with directory signs.

All renovations and work in the building, no matter how minor, must be cleared with this office before the work begins.

For full details of renovation specifications, tenants should consult the Leasehold Improvement Manual, available from the Property Management Office.

3.16 Window Coverings

All windows in Simcoe Place are equipped with rolling shades. These are an integral part of the building's heating, ventilating and air-conditioning system. The shades should be kept fully lowered. In summer months, failure to close the shades during daylight hours, especially on the southern or western faces of the building, will interfere with the ability of the system to regulate temperature levels. Tenants are asked to co-operate in adjusting the shades to provide maximum temperature control in their premises.

During the migratory seasons, staff also keep the shades lowered to decrease the risk of birds' colliding with the building during night flights. If you are working after dark please lower the shades to reduce the risk to migrating birds.

The shades are maintained by the building staff and are washed on an annual basis. Any damage to the shades should be reported to the Simcoe Place Management Office.

4. Operating Procedures

4.1 Activities Affecting the Common Areas

All tenant activities affecting common areas of the buildings must be approved by Building Management.

Any construction work must be enclosed by eight-foot-high hoarding and must not obstruct tenant access. Tenants should consult the Leasehold Improvement Manual for full details. Any renovations should be cleared with the Simcoe Place Management Office prior to the commencement of the work.

Non-construction activities that will affect common areas should be cleared in advance with the Simcoe Place Management Office.

4.2 Modification to Offices

All changes to offices must be approved by the Simcoe Place Management Office.

For full details tenants should consult the Leasehold improvement Manual, or call the Simcoe Place Management Office.

The Simcoe Place Management Office issues work permits for each job. Without this permit number, neither contractors nor construction materials will be allowed into the building.

4.3 Contractor Storage

Contractors may not store tools, equipment or building materials in any of the common areas, mechanical rooms or riser rooms. Any unauthorized material found in these areas will be removed at the owner's expense.

Contractors should arrange through the Simcoe Place Management Office the storage of materials for which there is no room in the tenant's space.

4.4 Deliveries

4.41 Small parcels and Letters (Courier)

Parcels small enough to be carried by one person and **not on a dolly or cart** may be delivered through the main lobbies and transported in passenger elevators.

4.42 Large Parcels and Packages on Carts

These may be delivered through the main lobby doors, but must be transported in the service elevator.

4.43 Furniture and Construction Materials

Deliveries must be made through our loading docks. The Simcoe Place dock is located on the Northwest side of Simcoe Street, and is accessible from Wellington Street between John & Simcoe and exit on to Simcoe Street South to Front.

4.44 Large Deliveries

All deliveries of office supplies and other bulky materials should be made through the loading dock and transported in the service elevators.

For further information on shipping, receiving and freight elevators, tenants should contact the Simcoe Place Management Office. (See also section 3.14 of this manual, “Shipping and Receiving”.)

4.5 Moving In and Out

Moving must be done outside normal office hours. An elevator and elevator operator should be booked in advance through the Simcoe Place Management Office.

Tenants must also contact the Security and Life Safety Coordinator (340-6615) to arrange the necessary security clearances for the movement of furniture and freight through the building after hours.

There are charges for the provision of an elevator operator outside normal office hours and for any special security coverage that may be required.

5. Security and Life Safety

5.1 *After-Hours Access*

The hours of operation of Simcoe Place are revised from time to time, as required, to accommodate tenants' needs.

In general, the tower goes under security at 6:00 p.m. and is taken out of security at 6:00 a.m., Monday through Friday. The tower is under security all day on weekends and holidays.

During the security periods, employees may gain access to their offices in the following ways:

5.11 *Security Card Access*

Security access cards are issued at the tenant's request to employees who are allowed after-hours access to the tenant's offices. The cards, when placed in front of the card reader at the various access points in the building, will unlock doors and enable the elevators to access selected floors. A permanent record is created each time this card is used, should a tenant wish to know which employees gained access at any particular time.

The procedure for gaining access using a security-access card is as follows. There is one exterior door equipped with an intercom and a card-reader access lock on the lobby level of the tower. The card may be used to unlock this door, or assistance can be obtained via the intercom. The card holder may then proceed to a designated elevator cab equipped with a card reader. The card should be placed in front of the reader and removed, lighting the green indicator light. If the red indicator light comes on after the card is used, the card holder should contact security at the main lobby desk. The elevator button for the designated floor may then be pressed. The elevator will stop only at floors programmed for that individual card.

5.12 *Electronic Sign-In*

The employee should present his/her pass card to the desk officer, who will validate it. The employee may then proceed to the designated elevators and use the card to reach the appropriate floor.

See section 5.8 for further information on security-access cards.

5.13 Sign-In by Security-Access-Card Holder

A card holder may sign people into the areas to which he or she has authorized access. The card holder should ensure that these persons are signed in at the main security desk located in the lobby on ground level.

5.14 Access by Authorization Letter

Tenants wishing to give non-card-holding employees access to their premises on a specific occasion should have their designated security contact complete an “Access To Tenant Premises After Business Hours” form (available from the Cadillac Fairview Management Office) authorizing access by the individual(s). This form should be delivered to the Chief of Security and Life Safety no later than 2:00 p.m. of the business day when access is required. When the employee arrives, he/she must check in at the main lobby security desk, if the desk is manned, or contact Security via the intercom on the exterior pedestal at the card-reader access door or via the courtesy phone located on the lobby desk. When the employee provides the necessary identification, this information will be cross-referenced with the completed access form previously provided by the tenant. Upon verification that the employee is allowed access to the building, one of the designated elevators will then be released to access the floor specified on the “Access To Tenant Premises” form.

The employee may leave without further security involvement via the card-reader door in the main lobby.

Further information on the security-access system may be obtained from the

Chief of Security and Life Safety.

5.2 Contractor Access

All contractors working in Simcoe Place must register with the Simcoe Place Management Office. Contractors with the proper approvals will then be issued coded building access cards that permit their worker to be in designated parts of the building.

Any contractor's staff found in the building without the proper access card or found in an area not approved for the access card will be removed from the property.

Further information may be obtained from the Tenant Leasehold Improvement Manual and from the Simcoe Place Management Office.

5.3 Contractor Key Control

Keys not available to tenants are required for access to various mechanical and electrical areas of the building.

When a Work Permit is issued, the keys necessary to carry out the work are identified. These keys are requisitioned from our locksmith, placed on a coded ring and stored in the security-key-control area at the main lobby security desk.

Upon entering the building, the contractor should go to the security desk to pick up the appropriate coded building badge and designated key ring. The contractor will be asked to leave a valid photo ID in exchange for the badge and key ring. The contractor upon signing the contractor sign in/out form will assume total responsibility for the rekeying of the areas the key ring allows access to if the key ring is lost while in possession of the contractor. The contractor is responsible for returning both items prior to leaving the property at which time the valid photo ID will be returned.

Further information may be obtained from the Tenant Leasehold

Improvement Manual and from the Simcoe Place Management Office.

5.4 Emergency Procedures

Simcoe Place has a Tenant Emergency Procedures Manual covering the various emergencies that could occur. Tenants should ensure that their employees review the manual and familiarize themselves with emergency procedures. The manuals should be readily accessible. Tenants who require additional manuals (available at a nominal cost) or who have questions about matters not covered to their satisfaction should contact the Simcoe Place Management Office (340-6615). (Note: after hours this phone number is automatically forwarded to the 24 hour security desk).

5.5 Emergency Power

Simcoe Place is equipped with an emergency-power system designed to operate the elevators, emergency lighting and key equipment in case of an interruption to the municipal power service.

5.6 Fire and Life Safety Functions

Simcoe Place has a program for fire prevention and life safety in which all tenants are required to participate.

Each tenant is provided with copies of Simcoe Place Warden Fire Safety Plan and is requested to appoint fire wardens and other key representatives who will deal with the Simcoe Place Management Office.

For full information contact the Simcoe Place Management Office.

5.7 Security

Security is provided in Simcoe Place by a combination of security officers, closed-circuit television, intercoms and security-access cards.

During normal office hours, officers are in the security office on the concourse level, or on patrol through the complex, or in the Front Lobby Desk of the complex.

At all times, the lobby desk in the tower lobby is serviced by a security officer. In addition, closed-circuit television monitors the movement of people at key points throughout the complex, and security officers patrol on a random basis.

In emergencies, the security office can be reached at all times by telephoning 340-8786. The procedures outlined in the Tenant Emergency Procedures Manual should be followed.

All other security matters and enquiries should be directed to the Security and Life Safety Coordinator (340-6615).

5.8 Security-Access Cards

Tenants may issue security-access cards to employees whom they wish to have access to the building and their premises after normal office hours.

These cards are computer-coded so that each use of the card is recorded. Cards can be programmed to provide different levels of access to a tenant's premises. The card contains the picture of the carrier and other specific information relevant to its user. Full information on the uses and capabilities of the security-access system may be obtained from the Simcoe Place Management Office.

5.81 Procedure for Obtaining a Security-Access Card

1. The Tenant is required to fax the “Access Request/Change” memo to the Simcoe Place Property Management Office. The memo should be completed and signed by the tenant’s authorized security contact. Photo sessions are available upon request once the Access Card has been programmed in the Access Control System.
3. The tenant’s employee should contact the security office to make arrangements for the security-access-card photograph to be taken. (Every Wednesday 10:00 - 11:00 am).
4. The processed photo will be returned to the tenant’s authorized security contact with a copy of the original application form.

5.82 Cost of Cards

For each card issued there will be a nominal charge. Tenants should contact the Simcoe Place Management Office for information about current costs.

Amendments to Existing Security-Access Cards

To change the level of access of an employee’s existing card, the tenant’s authorized security contact is required to fax to the Property Management Office a memo with the “Access Request/Change” .

Security-access cards will be amended accordingly.

5.83 Lost, Stolen or Terminated Cards

When an employee leaves or a card is lost or stolen, the tenant should notify the Simcoe Place Management Office giving the employee’s name and card number, so that the card can be programmed out of the system.

An “Access Request/Change” memo should then be completed and returned by the next business day to the Simcoe Place Management Office.

Recovered cards should be returned to the Cadillac Fairview Corporation Limited office, marked for the attention of the Chief of Security and Life Safety. Replacement card may be obtained by faxing the “Access Request/Change” memo to the Simcoe Place Property Management Office.

6. Lease Information (Building Rules and Regulations from Standard Lease)

6.01 *Life Safety*

- (a) The Tenant shall not do or permit anything to be done in the Premises, or bring or keep anything therein which will in any way increase the risk of fire or the rate of fire insurance on the Building or on property kept therein, or obstruct or interfere with the rights of other tenants or in any way injure or annoy them or the Landlord, or violate or act at variance with the laws relating to fires or with regulations of the Fire Department, or with any insurance upon the Lands or Building or in any part thereof, or violate or act in conflict with any statutes, rules and ordinance governing health standard or with any other statute or municipal by-law.
- (b) No inflammable oils or other inflammable, dangerous or explosive materials save those approved in writing by the Landlord’s insurers shall be kept or permitted to be kept in the Premises.

6.02 *Security*

- (a) The Landlord shall permit the Tenant and the Tenant’s employees and all Persons lawfully requiring communication with them to have the use, during Normal Business Hours in common with others entitled thereto, of the main entrance and the stairways, corridors, elevators,

escalators, or other mechanical means of access leading to the Building and the Premises. At times other than during Normal Business Hours the Tenant and the employees of the Tenant shall have access to the Building and to the Premises only in accordance with the Rules and Regulations and shall be required to satisfactorily identify themselves and to register in any book which may at the Landlord's option be kept by the Landlord for such purpose. If identification is not satisfactory, the Landlord is entitled to prevent the Tenant or the Tenant's employees or other Persons lawfully requiring communication with the Tenant from having access to the Building and to the Premises. In addition, the Landlord is not required to open the door to the Premises for the purpose of permitting entry therein to any Person not having a key to the Premises.

- (b) The Tenant shall not place or cause to be placed any additional locks upon any doors of the Premises without the approval of the Landlord. The Tenant will be charged the cost of placing any locks back to the base building system. Two keys shall be supplied to the Tenant for each entrance door to the Premises and all locks shall be Building standard to permit access by the Landlord's master key. If additional keys are required, they must be obtained from the Landlord at the cost of the Tenant. Keys or other means of access for entrance doors to the Building will not be issued without the written authority of the Landlord.

6.03 *Housekeeping*

- (a) The Tenant shall permit window cleaners to clean the windows of the Premises during Normal Business Hours.
- (b) The Tenant shall not place any debris, garbage, trash or refuse or permit same to be placed or left in or upon any part of the Lands or Building outside of the Premises, other than in a location provided by the Landlord specifically for such purposes, and the Tenant shall not allow any undue accumulation of any debris, garbage, trash or refuse in or outside of the Premises. If the Tenant uses perishable articles or generates wet garbage, the

Tenant shall provide refrigerated storage facilities suitable to the Landlord.

- (c) The Tenant shall not place or maintain any supplies, or other articles in any vestibule or entry of the Premises, on the adjacent foot walks or elsewhere on the exterior of the Premises or elsewhere on the Lands or Building.
- (d) The sidewalks, entrances, passages, escalators, elevators and staircases shall not be obstructed or used by the Tenant, its agents, servants, contractors, invitees or employees for any purpose other than ingress to and egress from the Premises and the Building. The Landlord reserves entire control of all parts of the Lands and Building employed for the common benefit of the tenants and without restricting the generality of the foregoing, the sidewalks, entrances, corridors and passages not within the Premises, washrooms, lavatories, air conditioning closets, fan rooms, janitor's closets, electrical closets and other closets, stairs, escalators, elevator shafts, flues, stacks, pipe shafts and ducts and shall have the right to place such signs and appliances therein, as it deems advisable, provided that ingress to and egress from the premises is not unduly impaired thereby.
- (e) The Tenant shall not cause or permit: any waste or damage to the Premises; any overloading of the floors or the utility, electrical or mechanical facilities of the Premises; any nuisance in the Premises; or any use or manner of use causing a hazard or annoyance to other occupants of the Building or to the Landlord.

6.04 Receiving, Shipping, Movement of Articles

- (a) The Tenant shall not receive or ship articles of any kind except through facilities and designated doors and at hours designated by the Landlord and under the supervision of the Landlord.
- (b) Hand trucks, carryalls or similar appliances shall only be used in

the Building with the consent of the Landlord and shall be equipped with rubber tires, slide guards and such other safeguards as the Landlord requires.

- (c) The Tenant, its agents, servants, contractors, invitees or employees, shall not bring in or take out, position, construct, install or move any safe, business machinery or other heavy machinery or equipment or anything liable to injure or destroy any part of the Building, including the Premises, without first obtaining the consent in writing of the Landlord. In giving such consent, the Landlord shall have the right in its sole discretion, to prescribe the weight permitted and the position thereof, the use and design of planks, skids or platforms, and to distribute the weight thereof. All damage done to the Building, including the Premises, by moving or using any such heavy equipment or other office equipment or furniture shall be repaired at the expense of the Tenant. The moving of all heavy equipment or other office furniture shall occur only by prior arrangement with the Landlord. The cost of such moving shall be paid by the Tenant. Safes and other heavy office equipment and machinery shall be moved through the halls and corridors only in a manner expressly approved by the Landlord. No freight or bulky matter of any description will be received into any part of the Building, including the Premises, or carried in the elevators except during hours approved by the Landlord.

6.05 Prevention of Injury to Premises

- (a) It shall be the duty of the Tenant to assist and co-operate with the Landlord in preventing injury to the Premises.
- (b) The Tenant shall not deface or mark any part of the Building, including the Premises, and shall not drive nails, spikes, hooks or screws into the walls, floors, ceilings or woodwork of any part of the Building, including the Premises, or bore, drill or cut into the

walls, floors, ceilings or woodwork of any part of the Building, including the Premises, in any manner or for any reason.

- (c) If Tenant desires telegraphic or telephonic connections, the Landlord, in its sole discretion, may direct the electricians as to where and how the wires are to be introduced. No gas pipe or electric wire will be permitted which has not been ordered or authorized by the Landlord. No outside radio or television antenna shall be allowed on any part of the Premises without authorization in writing by the Landlord.

6.06 Windows

Except for the proper use of approved rolling shades, the Tenant shall not cover, obstruct or affix any object or material to any of the skylights and windows that reflect or admit light into any part of the Building, including, without limiting the generality of the foregoing, the application of solar films.

6.07 Washrooms

- (a) The Landlord shall permit the Tenant and the employees of the Tenant in common with others entitled thereto, to use the washrooms on the floor of the Building on which the Premises are situated or, in lieu thereof, those washrooms designated by the Landlord, save and except when the general water supply may be turned off from the public main or at such other times when repair and maintenance undertaken by the Landlord shall necessitate the non-use of the facilities.
- (b) The water closets and other apparatus shall not be used for any purposes other than those for which they were intended, and no sweepings, rubbish, rags, ashes or other substances shall be thrown into them. Any damage resulting from use shall be borne by the Tenant by whom or by whose agents, servants,

invitees, or employees such damage is caused.

6.08 Use of Premises

- (a) No one shall use the Premises for sleeping apartments or residential purposes, or for the storage of personal effects or articles other than those required for business purposes.
- (b) No cooking or heating of any foods or liquids (other than the heating of water or coffee in coffee makers or kettles) shall be permitted in the Premises without the written consent of the Landlord.
- (c) The Tenant shall not install or permit the installation or use of any machine dispensing goods for sale in the Premises or the Building or permit the delivery of any food or beverage to the Premises without the written approval of the Landlord or in contravention of the Rules and Regulations.
- (d) The Tenant shall not permit or allow any odours, vapours, steam, water, vibrations, noises or other undesirable effects to emanate from the Premises or any equipment or installation therein which, in the Landlord's opinion, are objectionable or cause any interference with the safety, comfort or convenience of the Building to the Landlord or the occupants and tenants thereof or their agents, servants, invitees or employees.

6.09 Canvassing, Soliciting, Peddling

Canvassing, soliciting and peddling in or about the Lands and Building are prohibited.

6.10 Bicycles/RollerBlades/Skateboards

No Bicycles/RollerBlades/Skateboards or other vehicles shall be brought within any part of the Lands or Building without the consent of the Landlord. (Excluding underground parking facilities).

6.11 Animals and Birds

No animals or birds shall be brought into any part of the Lands or Building without the consent of the Landlord.

6.12 Signs and Advertising

The Tenant shall not paint, affix, display or cause to be painted, affixed or displayed, any sign, picture, advertisement, notice, lettering or decoration on any part of the outside of the Building or in the interior of the Premises which is visible from the outside of the Building. The Landlord will prescribe a uniform pattern and location of identification signs for tenants, to be placed on the outside of the Premises, and the Tenant shall not print, affix, display or cause to be painted, affixed or displayed any sign, picture, advertisement, notice, lettering or decoration on the outside of the Premises for exterior view without the written consent of the Landlord. Any such signs shall remain the property of the Tenant and shall be maintained at the Tenant's sole cost and expense. At the expiration of the Term or earlier termination of this Lease, the Tenant shall remove any such sign, picture, advertisement, notice, lettering or decoration from the Premises at the Tenant's expense and shall promptly repair all damage caused by any such removal. The Tenant's obligation to observe and perform this covenant shall survive the expiration of the Term or earlier termination of the Lease.

6.13 Directory Board

The Tenant shall be entitled at its expense to have its name shown upon the directory board of the Building and the Landlord shall design the style of such identification and shall determine the number of spaces

available on the directory board for each tenant. The Directory board shall be located in an area designated by the Landlord in the main lobby of the Building.