



WESTEL CENTRE

177 Victoria Street
Prince George, B.C. V2L 5R8

TENANT AND GENERAL CONTRACTOR CONSTRUCTION MANUAL

FOR NEW AND RENOVATED OFFICE PROJECTS

DISCLAIMER

This information has been prepared to provide the Tenant and the Tenant's architect with a convenient source of design information relevant to the Westel Centre.

While every effort has been made to ensure the accuracy of the design information contained herein, Concert Realty Services Ltd. assumes no responsibility for any errors, omissions and/or revisions to this information.

This manual sets out the general procedures with respect to the operation of the Building. The terms, covenants and conditions contained in the Tenant's Lease with the Landlord supersede any of the procedures set out in this manual.

This manual is confidential and proprietary to Concert Realty Services Ltd. It is released solely for the purposes of communicating policies and procedures to the tenants, contractors and design teams residing in or performing work at the Westel Centre. Copying or use for any other purpose is strictly prohibited.

1. GENERAL

- 1.1 This Tenant Construction Manual is prepared to assist and introduce the Tenant and/or his architect, designer and contractor to the basic Westel Centre building design, systems and building regulations. The utilization of these guidelines will enable the Tenant and its agents to avoid unnecessary delays, alterations and expenses, thus resulting in earlier occupancy.

This Tenant Construction Manual is to be read in conjunction with and forms part of the Lease document. In the event of any conflict between the Tenant Construction Manual and the Lease, the provisions of the Lease shall prevail.

Questions concerning leases, building management and occupancy should be directed to Concert Realty Services Ltd. (herein referred to as the Landlord).

2. WESTEL CENTRE CONTACTS

Owner's Representative:

Concert Realty Services Ltd.
9th Floor, 1190 Hornby Street
Vancouver, BC V6Z 2K5

Office Telephone: 604-689-2711

Office Facsimile: 604-689-9611

After Hours Emergency Telephone 604-643-8305

Property Manager:

Grant Knowles
604-602-3701
gknowles@concertproperties.com

Senior Building Operator:

Keith Schulz
250-561-1767
177victoria@concertproperties.com

Property Management Assistant: Maria Punzalan
604-602-3790
mpunzalan@concertproperties.com

2. TENANT CO-ORDINATION

The Landlord will provide assistance to the Tenant, the Tenant's Designer and Contractor throughout the design and construction period, until move-in.

The Landlord and its consultants will review all Tenant drawing submissions, and specifications, and will provide comment and approval prior to commencement of any leasehold improvement work on site. The review by the Landlord's consultants is at the tenant's sole cost.

All inquiries relating to information contained in this guide, and all drawing submissions shall be addressed to:

Grant Knowles, Property Manager
Concert Realty Services Ltd.
9th Floor, 1190 Hornby Street
Vancouver, BC V6Z 2K5
Email: gknowles@concertproperties.com

Tel: (604) 602-3701 Fax: (604) 689-9611

2.1 Landlord's Base Building Consultants & Engineers

Structural Engineer	Read Jones Christoffersen Consulting Engineers 3rd Floor, 1285 West Broadway Vancouver, BC V6H 3X8 Tel: (604) 731-6584
Mechanical Engineer	Quadra Pacific #400 – 1550 Alberni Street Vancouver, BC V6G 1A5 Tel: (604) 688-8671
Electrical Engineer	Schenke Bawol Engineering Ltd. #200 – 1281 West Georgia Street Vancouver, BC V6E 3J5 Tel: (604) 688-8008

Building Engineers and Contractors

Architectural Engineering	Chernoff Thompson Architects North Suite 230 – 177 Victoria Street Prince George, BC V2L 5R8 Tel: 250-564-7285
Fire Life Safety Planning	Aztech Fire Safety Planning & Consulting 1515 8 th Avenue Prince George, BC V2L 3R3 Tel: 250-960-2226
Fire Life Safety Contractor	Allpoints Fire Protection Ltd. 2133 Ogilvie Street South Prince George, BC V2N 1X2 Tel: 250-562-7227
Air Balancing	Central Interior Air 40905 Chief Lake Road Prince George, BC V2K 5L5 Tel: 250-967-4269
Electrical Contractor	Houle Electric 3635 Opie Crescent Prince George, BC V2N 1B9 Tel: 250-562-2009
Mechanical Control Systems	Trane Canada #3 - 2260 Hunter Road Kelowna, BC V1X 7L4 Tel: 250-491-4600
Plumbing Contractor	RH Jones & Son Mechanical Ltd. 2082 Quinn Street South Prince George, BC V2N 1X5 Tel: 250-564-7272
Design/Build Contractors	Crossroads Construction Co Ltd. 3664 Opie Crescent Prince George, BC V2N 1C1 Tel: 250-562-2102 Kidd Contractors Ltd. 5410 Hartway Drive Prince George, BC V2K 5B6 Tel: 250-962-5919 RJ Cooper Construction Ltd. 1937 Ogilvie Street South Prince George, BC V2N 1X2 Tel: 250-563-4649

3. TENANT DESIGN AND WORKING DRAWINGS

3.1 Tenant Design

- 3.1.a The Tenant shall engage an architect and/or a certified designer to prepare all and any drawings which are necessary for the construction of the Tenant's leasehold improvements, including mechanical and electrical, and the approval of the Landlord and/or any other regulatory bodies having such jurisdiction. **All drawings are to be submitted as follows: two (2) hard copies are to be delivered to Concert's head office to the attention of the Property Manager and a soft copy in AutoCAD format 2004 and a soft copy in PDF format are to be emailed to the Property Manager.** The Landlord may request the Tenant and/or his agent to produce additional drawings and/or information, which in the Landlord's opinion may be necessary to identify and describe the nature of the intended improvements.
- 3.1.b If Tenants choose to retain other than the Base Building Consultants for the mechanical and electrical design work, the Landlord will have the tenants' drawings checked by the it's base building consultants to ensure compatibility with the buildings' systems and may have the completed space inspected for conformance with the design all at the Tenant's cost.
- 3.1.c By giving approval to such plans, the Landlord or his consultants do not waive the Tenant's responsibility to ensure that any and all Tenant improvements meet building standards with respect to design and/or construction.

3.2 Approval of Tenant Drawings

3.2.a Submission of Preliminary Drawings

The Tenant and/or his agent shall submit two (2) hard copy/print sets of all preliminary drawings and one set in CAD format and one set in PDF format showing proposed office layout for the preliminary approval of the Landlord. Tenant preliminary drawings will be checked from the standpoint of physical compatibility and any problems encountered shall be returned to the Tenant and/or his agent for solution. Preliminary approval shall be given by the Landlord upon receipt of advice of corrections to any problems.

3.2.b Submission of Final Plans and Specifications

The Tenant or his agent shall submit two (2) copies of complete working drawings and specifications for final approval by the Landlord at least thirty (30) days prior to the Tenant's occupancy date or 7 business days prior to commencing a renovation project and allow a minimum of 5 working days for review, comment and approval.

Tenant drawings consist of:

- 3.2.b.i **Floor Plan** at 1/8" = 1'0" scale, indicate the Tenant area in relationship to the corridors, stairs, fire extinguisher cabinets, partitions, doors, etc.
- 3.2.b.II **Telephone, Data and Power Outlet Plan** at 1/8" = 1'0" scale indicate with dimensions, location of all telephone, data and power outlets.
- 3.2.b.III **Reflected Ceiling Plan** at 1/8" = 1'0" scale, indicate partition layout, baffles, supply air diffusers, lights, sprinklers, etc.
- 3.2.b.iv **Sections** at 3" = 1'0" scale, indicate partition details, baffles, doors, etc.

3.2.b.v **Room Finish, Door & Hardware Schedule** - indicate all elements including keying which must be to building standard.

3.2.b.vi **Mechanical Plans and**

3.2.b.vii **Electrical Plans**

3.2.c The Tenant and/or his agent shall indicate the number of persons who shall occupy each office, equipment in the office and state the functions of each room to guide the Landlord's consultants, especially regarding mechanical modifications.

3.2.d The Tenant and/or his agent are responsible for obtaining all necessary permits and approvals; such as Building Department, Health Department, Fire Marshall and Ministry of Labour. The Tenant and/or his agent shall post evidence with the Landlord, proof of building permit and approvals as received from all regulatory bodies having jurisdiction prior to the commencement of Tenant's construction.

3.2.e The Tenant shall engage the base building mechanical and electrical consultants to design and supervise all mechanical and electrical modifications and/or additions to the base building systems to accommodate the Tenant office layout requirements.

We wish to stress the importance of an engineered design for modifications to the heating, ventilation and air-conditioning system to suit each tenant's specific layout and occupancy needs. This includes modifications and additions to the ductwork, controls, diffuser placement, VAV boxes, t-stat locations, supplemental air-conditioning for high occupancy areas and server rooms, and balancing the air flows.

Tenants will be required to install an electrical sub-panel within their premises to meet their electrical requirements.

3.2.f The Tenant shall engage contractors approved in writing by the Landlord for any mechanical and electrical modifications. This is to ensure physical compatibility and warranties to base building elements.

3.2.g Tie-ins to base building mechanical systems to be performed by and or supervised by the base building mechanical consultants at the Tenant's expense.

3.3 **Energy Conservation**

Every effort must be made by designers to reduce the energy consumption by using:

- LED pot lights instead of incandescent pot lights;
- No more than two watts or less per square foot;
- Local switches on workstation valance lighting;
- All areas must comply with the WCB regulations regarding lighting levels;
- No switching zone shall exceed 1,000 square feet.
- Any new base building fluorescent fixtures shall be T-8 or better.

3.4 **Material Selection**

- 3.4.a This organization is strongly committed to using low environmental impact materials. All contractors working within the Westel Centre are encouraged to use environmentally-friendly materials in construction, such as products with high recycled content, products which are produced with minimal impact on the environment, and low off gassing carpeting and furnishings.
- 3.4.b Information on selecting environmentally friendly construction materials can be obtained from:
- The Recycling Council of BC has a web site that includes the BC Materials Exchange (MEX) which provides a way of connecting recycling suppliers with consumers. Their website can be found at www.rcbc.bc.ca/
 - Information on environmentally friendly purchasing policies can be found on EnvironmentCanada's website: www.ns.ec.gc.ca/epb/pollprev/wm_factsheets/purchase.html
 - Iris Communications Inc operates the Oikos green building web site which includes extensive information on green building materials. <http://oikos.com/library/index.html#Downloads>
 - Books on green building construction materials can be obtained from the Association for Environmentally Conscious Building (AECB) in the United Kingdom. See their website at: www.aecb.net/books/materials
- 3.4.c All contractors working within Westel Centre are strongly encouraged to recycle construction materials. See Section 5.e of the Tenant Work Regulations (page 8).
- 3.4.d From time to time used products and materials from other construction jobs within the Westel Centre become available, i.e. doors, furniture etc. When possible, and if not used immediately, they are stored for future use. Contractors are encouraged to contact Concert to find out if there are any used materials available for use in their construction project.

4. **COMMENCEMENT OF TENANT'S WORK**

Tenant's work in the leased premises shall commence subject to the following conditions:

- 4.1 The Tenant's final working drawings shall have been approved by the Landlord.
- 4.2 The Tenant shall have obtained all necessary approvals and permits from all regulatory bodies having jurisdiction over Tenant's work and evidence of all such approvals and permits shall be provided to the Landlord.
- 4.3 The Tenant's contractor and sub-contractors shall have been approved by the Landlord prior to commencement of Tenant's work.
- 4.4 The Tenant and its Contractor are required to provide evidence of insurance coverage, before commencement of work, at least in amounts to those stipulated in the Lease, naming 177 Victoria Street Prince George Holdings Inc., Concert Realty Services Ltd., CREC Commercial Fund LP and CREC Commercial Fund GP Inc., and BNY Trust Company of Canada.

5. TENANT WORK REGULATIONS

The Tenant and all of its contractors, agents and employees are required to abide by the following regulations in carrying out the Tenant work in the Leased Premises.

5.1 Public Safety

It is the Tenant's responsibility to ensure that the Tenant contractor observes and complies with all applicable construction, and health and safety regulations. Any additional safety regulations, which may be imposed by an authorized representative of the Landlord, must also be complied with, immediately and fully. Should failure to comply result in any construction delay, the Tenant will be held responsible for all resulting costs.

5.2 Emergency Contact

The Tenant Contractor is required to post at the site at least two names and telephone numbers for emergency contact.

5.3 Temporary Services

The Tenant Contractor is responsible for the distribution of temporary power and telephone within the Leased Premises during the construction period. Exposed extension cords are not permitted outside of the Leased Premises.

5.4 Work Areas

All Tenant work must be restricted to the confines of the Leased Premises. Throughout the construction period, all construction materials, tools and equipment must be kept within the Leased premises. No materials are to be stored in public lobbies, corridors, washrooms, electrical/Telephone rooms or stairways at anytime.

The Landlord will not provide any off-site storage for the Tenant Contractor's use.

5.5 Waste Removal / Recycling

The Tenant is responsible for ensuring that the Tenant's Contractors, including telephone company, remove all garbage and debris from the Leased Premises on a daily basis at the Tenant's cost. Should it be necessary for the Landlord to remove a Tenant's garbage or debris due to inaction by the Tenant, the Tenant will be invoiced for the cost thereof. Temporary storage of garbage or debris outside the Leased Premises is not permitted.

Contractors working within the Westel Centre are strongly encouraged to recycle construction materials.

It is the contractor's responsibility to ensure that they act in accordance with local and provincial environmental guidelines.

5.6 **Working Hours**

Work may be carried out in the Leased Premises from 7:00 a.m. to 5:30 p.m., Monday to Friday however this work is restricted to only that work which does not cause disruption or inconvenience to other tenants. Any work which is required to be carried out at times other than those listed above, must be specifically arranged with the on-site Senior Building Operator or the Property Manager.

Any work creating excessive noise or odors, or which might be an inconvenience to other Tenants, will have to be discussed with the on-site Senior Building Operator or the Property Manager and shall be done outside normal office hours as determined by the Landlord.

5.7 **Fire Protection**

Operable fire extinguishers must be supplied by the Tenant's Contractor and be kept within the Leased Premises throughout the construction period.

5.8 **Security**

The Tenant is fully responsible for the physical security of the Leased Premises and the contents thereof throughout the Construction Period.

5.9 **Access and Deliveries**

Personnel access and material deliveries to the Leased Premises are to be only by routes and subject to the regulations established by the Landlord. Use of loading dock facilities and elevators is by reservation only, outside of regular working hours and at the Tenant's cost.

All deliveries and removal of materials **must** be carried out outside of regular building hours and booked a minimum of 48 hours in advance. Please note that Security Guard service is required at the sole expense of the Tenant. There will be no exceptions.

5.10 **Access Panels**

The Tenant must provide access panels in walls and/or ceilings, as required by codes and as directed by the Landlord's representative, to permit necessary access to equipment and/or services.

5.11 **Powder Actuated Devices**

Powder actuated fasteners may not be used in floors or to support ceiling suspension system or equipment suspended from the underside of slabs.

5.12 **Drilling, Cutting or Coring**

The Tenant's Contractor is not permitted to drill, cut or chase openings of any description in any part of the basic building structure or within the premises without the Landlord's prior written approval. Where such work is deemed necessary and acceptable by the Landlord, it will be carried out by the Tenant's Contractor **outside of normal business hours**, at the Tenant's Cost.

The building and parkade contain post tension cables within the concrete slabs and structure. The details all proposed openings, penetrations and inserts through the slabs, beams or walls must be submitted for review to the base building structural engineer and Landlord. The Landlord and base building structural engineer must be fully satisfied with all aspects of the work before the Tenant and its contractors can proceed with any drilling, cutting or chipping.

(See paragraph 10.1 for further details and additional requirements)

5.13 **Screw Fastening**

(Ceiling Grid, Heating Unit Covers and Curtain Wall Mullions)

The Tenant Contractors are not permitted to screw partition tracks into the face of the ceiling grid, into the face of the perimeter heating units' covers, or into the curtain wall mullions (Appendix A). T-bar clips and adhesive tape shall be used instead.

5.14 **Damage to Property**

The Tenant is responsible for all costs resulting from damage to any part or items of the Landlord's property caused by the Tenant's Contractors.

5.15 **Clean-Up**

Prior to moving, the Tenant is responsible to ensure that its Contractor cleans:

- 5.16.i Carpets and all other floor coverings.
- 5.16.ii Light fixtures and lenses.
- 5.16.iii Perimeter radiation units, inside and outside.
- 5.16.iv Inside face of windows and curtain wall mullions.
- 5.16.v Public corridors adjacent to Leased Premises, and service areas used during construction.

6. **COMPLETION OF TENANT CONSTRUCTION**

The Tenant is required to carry out its construction work in strict accordance with the Approved Drawings. Variations must be approved and recorded in "as-built" drawings, and provided to the Landlord at the conclusion of the construction in paper and CAD format.

The Tenant must correct immediately any work which does not meet with the approval of the Building Inspector, notwithstanding the fact that the Tenant's drawings may have been approved previously by the appropriate governmental authorities and the Landlord. Any revisions to the Approved Drawings requested by such authorities must be brought to the attention of the Landlord immediately. Should the Tenant unduly delay the required correction, the Landlord may make the correction at the Tenant's cost.

Any elements of the Base Building such as, but not limited to, base building standard light fixtures, ceiling tiles, doors, door frames, hardware, etc., which the Tenant removes with the approval of the Landlord, are the property of the Landlord and must be turned over, upon their removal, to the Building Superintendent.

Pre-occupancy cleaning will be done by the Landlord's cleaning contractor at the Tenant's cost and request.

7. LANDLORD'S CHARGES

Hoisting of material and equipment for work will generally be done outside of normal working hours with a minimum of 48 hours in advance. Any cost for hoisting is the tenant's responsibility.

The Tenant is required to pay to the Landlord a fee, as indicated in the Lease, towards the cost of the Landlord's inspections and supervision. For temporary services, such as maintenance of washrooms, water, hydro, additional project security during construction and hoisting, a fee of \$0.50 per square foot of actual area leased may be charged.

8. FINISHES

8.1 Ceilings

Ceilings are suspended T-bar ceilings with lay-in acoustic tile stored on the floor ready for tenant installation; grid size 24"x48" Armstrong pattern 755.

8.2 Floors

Finished concrete floor slabs, however, floor covering will be provided in multi-tenant floor corridors, and elevator lobbies.

The building and parkade contain post tension cables within the concrete slabs and structure. The details all proposed openings, penetrations and inserts through the slabs, beams or walls must be submitted for review to the base building structural engineer and Landlord. The Landlord and base building structural engineer must be fully satisfied with all aspects of the work before the Tenant and its contractors can proceed with any drilling, cutting or chipping. (See paragraph 10.1 for further details and additional requirements)

8.3 Core Walls

Core walls and tenant demising partitions are prime coated only. On multi-tenant floors the corridors and lobby are finished to building standard. Columns are concrete, unfinished.

8.4 Windows

The windows consist of aluminum mullions, insulation spandrel panels and double glazed, sealed vision paneled with blue reflective glass. Only base building window blinds may be installed on perimeter windows and interior atrium windows.

8.5 Doors and Frames

Entrances to electrical/telephone rooms, mechanical and service rooms, washrooms, stairwells, etc., are hollow metal doors within pressed steel frames painted to building standard.

8.6 **Elevator Lobbies**

Ceilings and elevator doors and frames are finished to paint to building standard. Walls have prime coat paint with the exception of a multi-tenant floor where same will be fully finished.

Floors are finished concrete slab, fully finished, on multi-tenant floors only.

9. **SYSTEMS**

9.1 **Passenger Elevators**

Two elevators cabs each serve the typical office floors.

9.2 **Mechanical Systems**

9.2.i **H.V.A.C.**

The mechanical system is a compartmentalized floor-by-floor variable volume, variable temperature system with each floor containing its own mechanical unit with ventilation air ducted to each floor from an air handling system on the roof. Conditioned air from each floor's compartmental unit is ducted to ceiling supply air slot. **Return air is taken through light fixtures into the ceiling space, which acts as a return air plenum.** Any Designer requiring a change in numbers or the deletion of Base Building light fixtures used for return air must provide adequate return air openings by other means.

9.2.ii **Plumbing and Drainage**

Capped connections for domestic cold water, 2 at 1 2/4"; vent, 2 at 2"; sanitary drains, 2 at 4"; and toilet exhaust 7" diameter are provided at the core of each floor.

Tenants requiring hot water must provide their own hot water heater.

9.3 **Fire Protection**

Each floor is provided with an automatic sprinkler system, fire pull stations, portable fire extinguishers and refuge areas. The Tenant's partition layout may affect the coverage, as required by Code, of any or all of these "life safety" provisions. The cost of modification shall be to the Tenant's account.

9.4 **Electrical**

The building has been designed utilizing the ceiling space as a return air plenum, thus all cable (power/communication) must be C.S.A. approved for plenum use. Alternatively, the tenant can install conduit and non-plenum cable.

Tenants are required to install an electrical sub-panel within their premises to meet their electrical needs.

9.5 **Office Floor Power**

120 Volt power for receptacles is available from one panel in each electrical room on each floor. These panels have 42-15 Amp, single pole circuit breaker spaces available for

tenant supplied breakers. Each panel is individually supplied by a 45 KVA transformer, giving a maximum capacity of 3.2 Watts per square foot. This power will be relatively clean as the transformers are sub fed from the 347 Volt lighting panel. The mechanical loads are all connected to a separate electrical riser system, minimizing the effects of spikes and voltage dips on the 120 Volt utilization circuits.

It is intended that tenant wiring be carried in the ceiling space and that any floor outlets be down fed from the ceiling via partition walls or chases. **Tenant designers should note that the space above the T-bar ceiling is a return air plenum.**

9.6 Lighting

The base luminaire has the following specifications:

- Recessed fluorescent T8 ballasts
- 20" x 60" for modular, inverted T-Bar ceiling
- One piece face plate, custom off-white, matte finish to match T-tracks
- Air slots along sides of face plate
- Lay-in K12 acrylic lens
- 3-F40 WW lamps and 2-HPF ballasts in each luminaire
- York JPA series
- Motion sensed

9.7 Lighting Control

One master low voltage switch is provided on each floor. It operates 6 low voltage relays which in turns control all the luminaries on the floor.

9.8 Telephones

9.9 Telephone - Office Floors

Telephone risers to each floor.

9.10 Cable Television

Cable television is available in the main telephone room on the ground floor in the north tower.

10 STRUCTURAL SYSTEMS

10.1 Concrete Opening and Penetrations

The building and parkade contain post tension cables within the concrete slabs and structure. The details all proposed openings, penetrations and inserts through the slabs, beams or walls must be submitted for review to the base building structural engineer and Landlord.

All conditions and pre-cautionary measures imposed by the structural engineer and the Landlord must be satisfied before any drilling, coring, cutting or chipping can proceed. The pre-cautionary measures will include x-raying of the concrete, or use of other approved detection equipment, to locate all post-tension strands, steel reinforcement and electrical and other conduit embedded in the structure. The results of such x-raying or other detection surveys are also subject to the review and prior approval of the base building

structural engineer. Firestopping and sealants for openings and penetrations will be required in accordance with current codes and at the direction of the base building structural engineer.

The cost of the structural review, x-raying and any other conditions is to the account of the tenant.

The ultimate responsibility to ensure that no damage is incurred is that of the tenant, regardless of any reviews or approvals provided by the base building structural engineer and the Landlord. The base building structural engineer and Landlord will determine the scope of the repair for any damage. The only acceptable solution to rectify damage to a post tension strand is replacement.

10.2 **Structural Loading**

A general definition of the structure is provided to the Tenants by means of copies of selected structural drawings. Additional drawings or information, which the Tenant may reasonably require, may be obtained from the Landlord. Office floors have been designed for a live load of 50 pounds per sq.ft. plus 21 pounds per sq.ft. for partitions and furnishings. Unusually heavy loading concentration, such as central filing areas, vaults, or safes, etc. must be specifically indicated on the Tenant's working drawings for approval by the Landlord.

The floors are a post-tensioned concrete system requiring x-rays before coring takes place. Any coring will be required to be co-ordinated through the Landlord.

11. **STANDARDS**

11.1 **Door Hardware**

All door hardware installed by the Tenant on both, entrance and interior doors, must be keyed to the building masterkey system. The system, while allowing great flexibility for the Tenants' individual locking requirements, permits access to all offices for cleaning services and in case of emergency. The Landlord's Building Management maintains the master keying system and records on key coding as well as distribution of keys. Outside locksmiths or lock manufacturers are not permitted to change the keying of any locks.

11.2 **Approved Hardware - Appendix C**

- Arrow RL-4000 series satin chromium plated finish (26D) Lever sets
- Arrow RK-4000 series satin stainless steel finish (32D) knob sets
- Entrance doors to be consistent with building standards

11.3 **Signage - Appendix D**

Details of building standard signage will be provided by the Landlord to the Tenant for directory board and entrance door identification.

Tenant shall formally advise Landlord of its requirements for identification and the Landlord will provide and install building standard signage at the Tenant's expense.

11.4 **General**

The Landlord reserves the right, from time to time, to add to, or to amend the foregoing
information, procedures and regulations.