

# Nutrien River Landing Guide

## October 30<sup>th</sup>, 2021



## Table of Contents

|  |    |
|--|----|
| General Building Information .....                                   | 3  |
| Recognition and Awards .....   | 3  |
| Security .....   | 3  |
| Hours.....   | 3  |
| Contact Information .....  | 4  |
| Parking .....  | 4  |
| Booking Common Spaces.....   | 4  |
| Fitness Center Waiver .....  | 4  |
| QR Codes.....  | 5  |
| Nutrien Information.....   | 5  |
| Emergency Evacuation and Safety .....                                | 5  |
| Emergency phone placement guidelines.....                            | 8  |
| Access Card Information .....  | 8  |
| Floor Plans .....  | 8  |
| Furniture Information .....  | 8  |
| Booking Desks for Visitors .....                                     | 9  |
| Workplace Etiquette .....  | 9  |
| Typical Desk Setup .....   | 9  |
| Office Setup .....   | 9  |
| Meeting Room Information .....                                       | 9  |
| Small (3-4 people), Medium (5-6 people) & Closed Collaboration ..... | 10 |
| Large (6-8 people) .....   | 10 |
| Open Collab & Interactive Collab.....                                | 10 |
| Other Room Types .....   | 11 |
| Executive Boardroom ( <i>Booking Authorization Required</i> ) .....  | 11 |
| Small Executive Conference Room .....                                | 12 |
| Multipurpose Room.....   | 12 |
| Large Training Room .....  | 13 |
| Small Training Room .....  | 13 |
| Meeting Room Technology Overview.....                                | 14 |
| Printing Services.....   | 15 |
| Print Release - Setup.....   | 15 |

|  |    |
|--|----|
| Print Release – Accessing your Print Job.....                        | 17 |
| Connectivity .....   | 19 |
| Important Links.....   | 19 |
| Community Information .....  | 19 |
| Local Attractions .....  | 19 |
| Appendix A – Ergonomics .....  | 20 |
| Appendix B – Saskatoon River Landing Emergency Phone Placement ..... | 20 |

## General Building Information

Nutrien’s River Landing building fulfills the organizations vision for the future of the workplace and will be a catalyst for growth and positive change going forward. This guide is intended to provide you with all the key details you need to maximize your day within the office, and for those of you that are new to the area, hopefully provide you with some guidance on the key sites and locations in and around Saskatoon that make it such a great city.

### Recognition and Awards

#### LEED Gold Certification

- ❖ River Landing Nutrien Tower is currently working on obtaining LEED Gold Certification.

#### Fitwell Certification

- ❖ Fitwell is the world’s leading certification system committed to building health for all.

#### Rick Hansen Foundation Accessibility Certification

- ❖ The Rick Hansen Foundation Accessibility Certification (RHFAC) program works to help improve the accessibility of the built environment in Canada.

### Security

There are security guards available twenty-four hours a day, seven days a week. The security desk can be reached at (306) 715-4313.

If you feel unsafe or require assistance to reach your vehicle, especially after hours, please do not hesitate to contact someone at the security desk.

### Hours

Nutrien River Landing has many important services and features. Property management information.

|   |  |
|---|--|
| <p><b>RECEPTION HOURS</b><br/>Monday to Friday<br/>8:00am – 5:00pm<br/>Closed on Major Holidays</p> <p><b>PARKING</b><br/>Parking is available to anyone who conducts business inside the River Landing area.</p> | <p><b>SECURITY</b><br/>Guests must sign in at reception and wear their guest badges and be escorted at all times.</p> <p><b>SMOKING</b><br/>The smoking area is located outside the southwest area of the building.</p> <p><b>AFTER-HOUR ENTRY</b><br/>If entry is required between 6 p.m. and 6 a.m., please contact Building Services at (403) 245-4447 to add after-hours permission to your access card.</p> |
|---|--|

### Contact Information

Facilities Main Contact Info: (306) 933-8500 or [SaskatoonFacilities@Nutrien.com](mailto:SaskatoonFacilities@Nutrien.com)

### Parking

The parking facility for Nutrien Tower is a multi-level parking facility located at 211 19<sup>th</sup> St. E. Access is available from 19<sup>th</sup> St. S and 3<sup>rd</sup> Ave S through the East Tower. The underground parking is connected to Nutrien Tower via elevators providing climate-controlled access from vehicle to office. For all vehicle and bicycle parking requirements contact Impark at (306) 653-1884, refer to lot #25.

#### Parkade Operating Hours

7 days a week from 7:00 a.m. to 10:00 p.m. (MT)

Contract parking maintains access via access card scanning 24 hrs a day. No long term parking or storage of vehicles is permitted. Monthly cardholders who would like to leave their vehicle in the garage overnight or for an out-of-town trip must fill out a request at the security desk located in the main lobby.

### Booking Common Spaces

More info to come.

### Fitness Center Waiver

The Nutrien Fitness Studio is open 24 hours, 7 days a week. The Fitness room provides a combination of weight machines and cardio equipment and male and female shower/change room. Access to the Fitness Studio is only by security card upon signing a waiver. To obtain a waiver, email the tenant services coordinator at [Mrivera@TrioVest.com](mailto:Mrivera@TrioVest.com) or [Sflury@TrioVest.com](mailto:Sflury@TrioVest.com).

## QR Codes

A new River Landing QR code website has been created to help you navigate your new space. To find the new site, scan the QR code which can be found in meeting rooms and on desk/office spaces.

## Nutrien Information

Report any safety concerns, injuries, illness, hazards or suspicious activity to Building Services at (306) 220-4625.

## Emergency Evacuation and Safety

First and foremost, when staff call 911 within the corporate offices, they can feel confident their call is getting through to emergency services quickly and with key location details that will ensure that first responders are arriving at the correct location. People should contact the following for non-emergency situations:

Facilities Main Contact Info: (306) 933-8500 or [SaskatoonFacilities@Nutrien.com](mailto:SaskatoonFacilities@Nutrien.com)

Triovest: (306) 242-8555

River Landing Security: (306) 715-4313

### Fire Safety

#### ❖ In case of Fire

- Remain calm.
- Leave the fire area immediately.
- Close all doors behind you.
- Sound the nearest Fire Alarm pull station.
- Call 911 – Give the building name and address.
- DO NOT USE ELEVATORS – Use stairwells and emergency exits only.
- If caught in heavy smoke, take short breaths, breathe through your nose and crawl to escape on your knees if necessary, as there is less smoke at the floor level.
- Go to your assigned marshalled area and report to your Fire Wardens.
- Do not congregate around the building; go to the MUSTER POINT outside across the street from the front entrance in the parking lot at the northwest corner of 19<sup>th</sup> Street East and 2<sup>nd</sup> Avenue South.
- Do not return to the building until it is declared safe to do so by the Fire Department.

### Mobility Impaired Evacuation Plan

#### ❖ Immediate Danger (Fire/Smoke)

- Immediately move the mobility impaired into the stairwells.
- Proceed to the nearest cross-over floor if possible, otherwise nearest safe floor.
- Cross-over floors should be clearly labeled in the building. The cross-over floors are 4<sup>th</sup>, 8<sup>th</sup>, 13<sup>th</sup>, and 18<sup>th</sup>.
- Ensure adequate assistance is assigned to the mobility impaired persons. Do not leave alone.

- Fire Warden then reports location of mobility impaired persons to Fire Department.
- As soon as possible, personnel will be deployed to assist the physically disabled in evacuating the building.

❖ **No Immediate Danger**

- Move mobility impaired persons to the elevator lobby.
- Ensure adequate assistance is assigned to the mobility impaired persons. Do not leave alone.
- Fire Warden then reports status of occupant evacuation on the main floor.

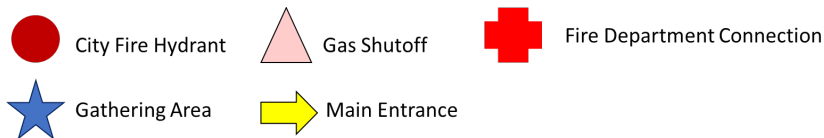
**Elevator Emergency Procedures**

If you are entrapped in an elevator:

- Do not panic, try to remain calm.
- Use the labelled telephone located within the small door panel which is connected to the elevator company.
- Follow the instructions on the inside panel.
- Advise them of the nature of the problem and elevator personnel will be called to assist you.
- The “Alarm” button may be pressed to make an audible noise and a security officer will immediately respond.
- Do not attempt to pry the doors open. Only a licensed elevator technician is qualified to free an entrapped individual.



**Symbol Legend**



### Saskatoon River Landing L9 Floor Plan

Nutrien  
October 2021



- STAIRWELL
- ♥ AED (Break Room Island)
- + FIRST AID KIT (Break Room Island)
- ☎ EMERGENCY PHONE (West Print Room)
- 🔥 FIRE EXTINGUISHER (4 per Floor)

Trivoest's Saskatoon office is located at:

Suite 303, 409 3<sup>rd</sup> Ave S  
Saskatoon, SK S7K 5R5  
Phone: (306) 242-8555


Garda Security:

Phone: (306) 715-4313

## Emergency phone placement guidelines

To mitigate situations where staff are not able to access their computer, or when visitors to the office may need to make an emergency call, emergency phones have been placed in several locations throughout the River Landing facility. In general, the phones are in common areas that are accessible to all staff. This includes copy rooms and break rooms. They can also be found in areas that will have large numbers of people congregating including lobby areas near meeting and training rooms.



Each location will be unique and therefore locations are identified by a  symbol in the [online tool](#) accessible to staff. Please consult with the local facility team for details on specific locations and questions about how to use the devices. [Appendix B](#) has an example of the placement at River Landing.

## Access Card Information

The building has a Card Access System which controls and monitors all doors in the common areas. Certain doors are time-locked to be in accordance with their hours of business. Cardholders have access to the buildings core and to the Nutrien floors. Elevator access is also controlled.

## Floor Plans

Link to [online tool](#) where they can find information on floors

# Stacking Plan

N / 17

17th Floor  
16th Floor  
15th Floor  
14th Floor  
13th Floor  
12th Floor  
11th Floor  
10th Floor  
9th Floor

|  |                 |       |                |  |  |
|--|-----------------|-------|----------------|--|--|
| Reception, Boardroom, Executive, Mailroom              | EDI             | S&SR  | GR&IR          |  |  |
| Training Rooms, Café, Wellness Rooms, Conference Rooms |                 |       |                |  |  |
| Potash - ETC   |                 |       |                |  |  |
| Potash - Commercial, Operations, Finance               | SHE             | Sales | T&D            |  |  |
| Potash - Next Generation                               | Human Resources |       |                |  |  |
| Procurement  | Finance         |       | Legal          |  |  |
| Finance  |                 |       | Internal Audit |  |  |
| Information Technology                                 |                 |       | Retail         |  |  |
| Information Technology                                 |                 | HRSSC |                |  |  |

## Furniture Information

For details on the furniture in your new space, scan the QR code and navigate to Space Information.

## Booking Desks for Visitors

Information coming soon.

## Workplace Etiquette

Key company policies addressing this include the Code of Ethics and Business Conduct, the Policy on Inside Information and Insider Trading, and the Information Security Policy.

Whether a workspace is open or not, respecting people's privacy is crucial. There are some dos and don'ts and don't even think about it that will help you navigate the open workspace world.

Sounds travel. Somehow, though, its effects seem more intense in an open plan workspace. It's a quirk of the universe. That said, there are a few ways to control noise and promote harmony.

Like sounds, smells can also impact productivity and lead to uncomfortable situations.

Be sure to also tame your technology to help make our work lives easier.

## Typical Desk Setup

For details on how to get the most out of your new space, scan the QR code and navigate to Space Information.

## Office Setup

For details on how to get the most out of your new space, scan the QR code and navigate to Space Information.

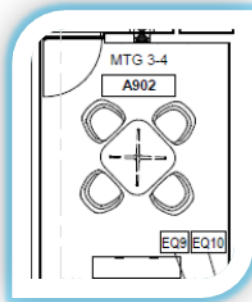
## Meeting Room Information

There are five types of meeting room spaces with a total of 89 spaces in all.

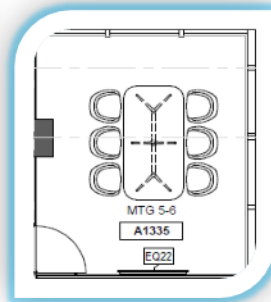
| Room Type  | Technology Considerations  | Number of Spaces |
|--|--|------------------|
| Small Meeting Room<br>Medium Meeting Room<br>Closed Collab | Single Display<br>Teams Room System<br>3rd Party Conference Platform Capable                         | 44               |
| Large Meeting Room   | Dual Display<br>Full-room Audio System<br>Teams Room System<br>3rd Party Conference Platform Capable | 7                |
| Open Collab<br>Interactive Collab                          | Single or Dual Display<br>Wireless Screensharing for Easy Collaboration                              | 20               |
| Breakrooms   | Cable TV<br>Digital Signage  | 9                |
| Specialty Spaces   | Dependent on Space   | 9                |
| <b>Total</b>   |  | <b>89</b>        |

Small (3-4 people), Medium (5-6 people) & Closed Collaboration

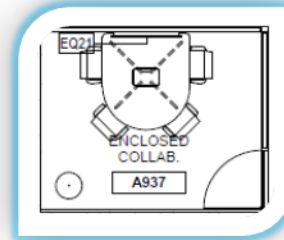
- Screensharing for local collaboration
- BYOD including ability to connect any laptop to the room technology
- Conference Tool Integration (i.e., Teams, Zoom, Etc.)
- Single display



**Small Mtg Rm**



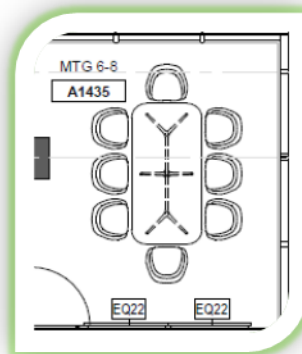
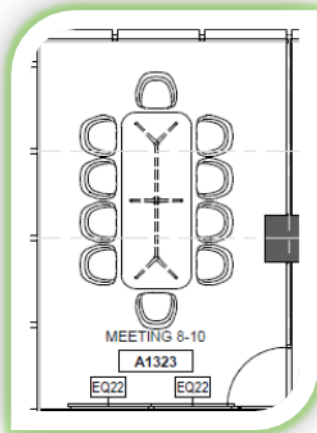
**Med Mtg Rm**



**Cldd Collab**

Large (6-8 people)

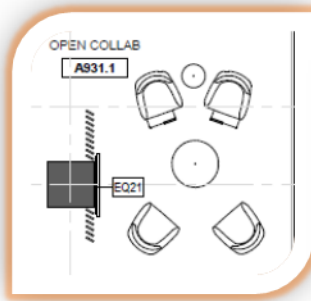
- Screensharing for local collaboration
- BYOD including ability to connect any laptop to the room technology
- Conference Tool Integration (i.e., Teams, Zoom, Etc.)
- Single display
- Enhanced Integrated Audio and Video



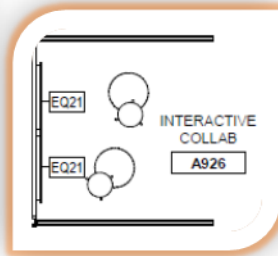
**Lrg Mtg Rms**

Open Collab & Interactive Collab

- Screensharing for local collaboration
- BYOD including ability to connect any laptop to the room technology
- Single display or dual display with ClickShare
- No conference call capabilities



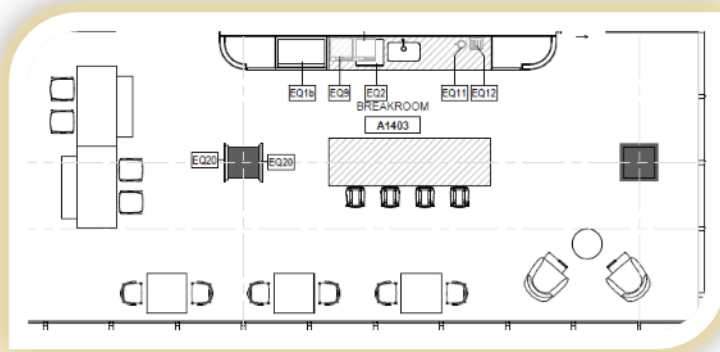
**Open Collab**



**Interactive Collab**

### Breakrooms

- Dual display
- Digital Signage displaying announcements & Nutrien Community Information
- Cable TV



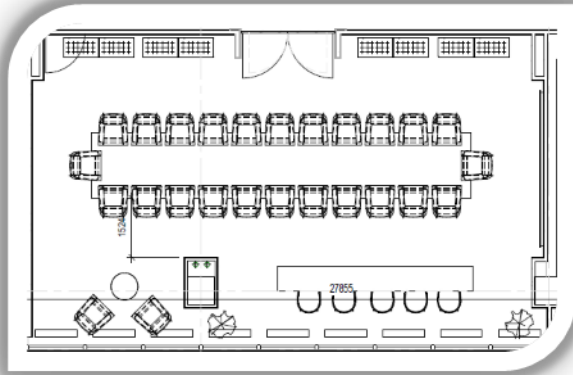
**Breakroom**

### Other Room Types

Listed below are some of the other room types you will find at River Landing:

#### Executive Boardroom (*Booking Authorization Required*)

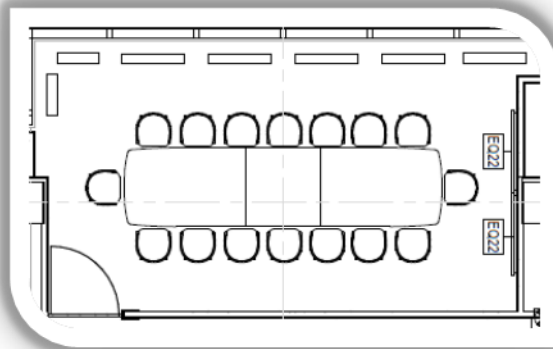
- Screensharing for local collaboration
- Ability to connect to Teams meetings with enhanced video and audio
- Large video-wall with ability configure as needed
- Ability to connect to other meeting platforms with video and audio, and make phone calls
- HDMI cables and power outlets at the table
- Room/environment controls (i.e., Lighting and blinds)



**Exec Brd Rm**

#### Small Executive Conference Room

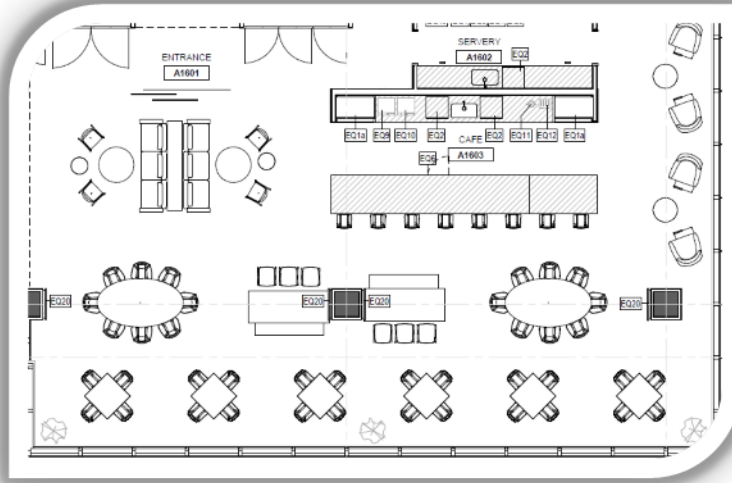
- Screensharing for local collaboration
- Ability to connect to Teams meetings with enhanced video and audio
- Large dual display
- Ability to connect to other meeting platforms with video and audio, and make phone calls
- HDMI cables and power outlets at the table
- Room/environment controls (i.e., Lighting and blinds)



**Sml Exec Cnfrnc Rm**

#### Multipurpose Room

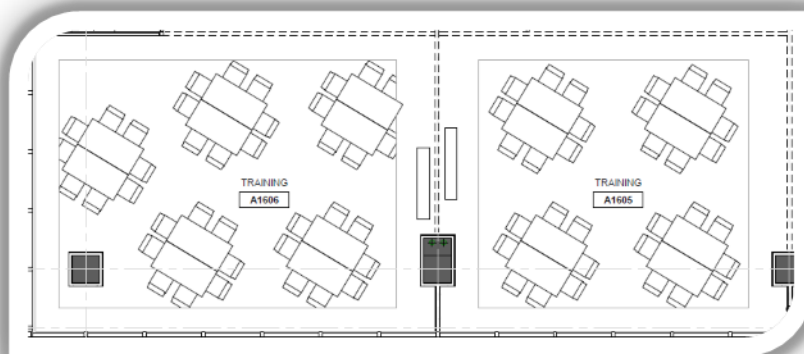
- Room can be divided into 2 spaces (if needed)
- East side of the room has a projector screen
- East side of the room mics and a camera allowing for Teams video/audio collab
- Lighting and blind controls
- West side of the room has a large TV
- Screensharing for local collaboration and training



**Multi-Purpose Rm**

#### Large Training Room

- Room can be configured multiple ways including extending to the cafe
- Large projector screens
- Screensharing for local collaboration and training
- Ability to connect to Teams meetings with video and audio
- Speaker tracking cameras
- Configurable room/environment controls (i.e., Lighting and blind controls)

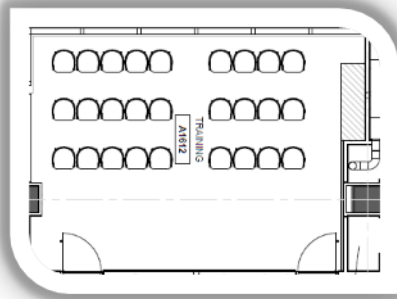


**Lrg Trng Rm**

#### Small Training Room



- Large dual screens
- Screensharing for local collaboration
- Ability to connect to Teams meetings with video and audio
- Ability to connect to other meeting platforms with video and audio
- Speaker tracking cameras

- Configurable room/environment controls (i.e., Lighting)



**Sml Trng Rm**

### Meeting Room Technology Overview

|   | <b>Logitech Tap (MTR)</b>  | <b>Logitech Swytch</b>  | <b>Logitech Click-Share</b>  |
|---|--|---|--|
|   |  |  |  |
| Join a Teams meeting                            | ✓  | ✓   | ✗  |
| Join a non-Teams meeting (WebEx, Zoom, etc.)    | ✗  | ✓   | ✗  |
| Requires a laptop connection                    | ✓  | ✓   | ✗  |
| Automatically connects to mtg rm mic & speakers | ✓  | ✓   | ✗  |
| Project your screen to the                      | ✓  | ✓   | ✓  |

|  |   |   |   |
|--|---|---|---|
| room display by connecting the HDMI cable into your laptop (Teams meeting) |   |   |   |
| Guests can also project their screens by using the HDMI cable              | ✓ | ✗ | ✗ |
| Open Collab Spaces   | ✗ | ✗ | ✓ |
| Closed Collab Spaces   | ✓ | ✓ |   |
| Interactive Collab Spaces  | ✗ | ✗ | ✓ |
| Small Meeting Rooms  | ✓ | ✓ | ✗ |
| Medium Meeting Rooms   | ✓ | ✓ | ✗ |
| Large Meeting Rooms  | ✓ | ✓ | ✗ |
| Executive Board Rooms  | ✓ | ✗ | ✓ |
| Training Rooms   | ✓ | ✗ | ✓ |

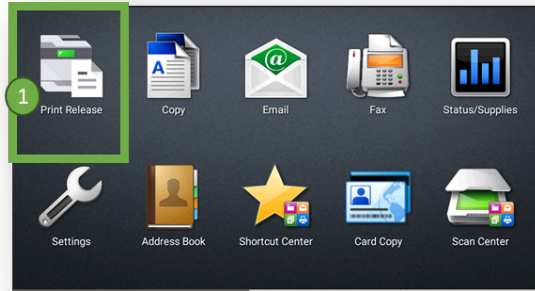
### Printing Services

#### Print Release - Setup

**If this is your first-time using Print Release you must register your building access card.**

**This is a one-time set up for each access card.**

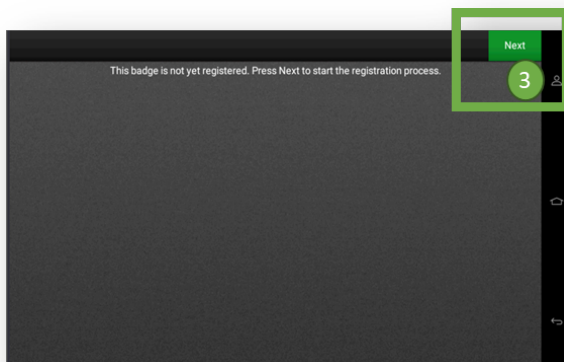
- 1) While standing in front of the printer device, select **Print Release**.



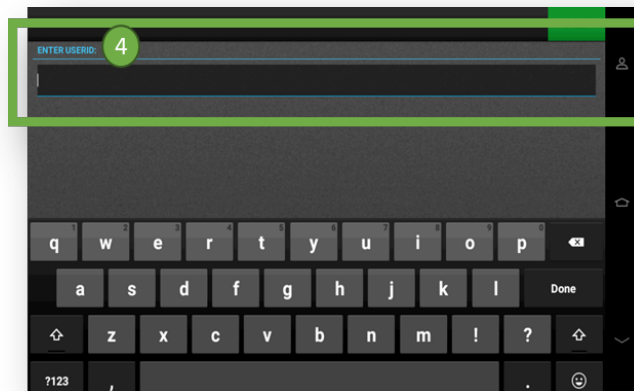
- 2) Scan your access card by placing it next to the card reader. The location of the card reader will vary somewhat from device to device but generally it can be found on the right-hand side of the printer device.



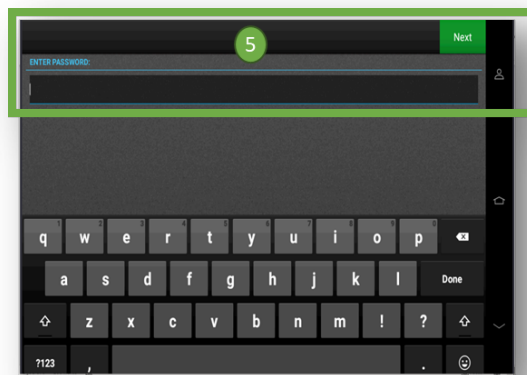
- 3) The following screen will be displayed. Press **Next**.



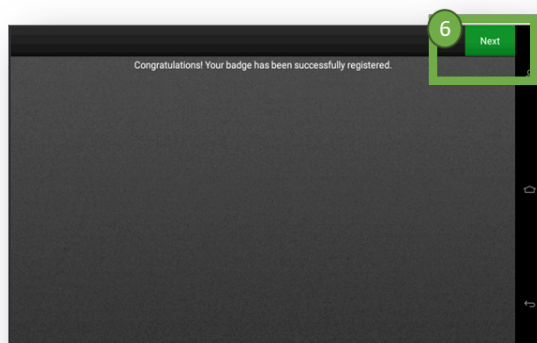
- 4) Enter your Windows User id and press **Next**.



5) Enter your Windows password and press **Next**.

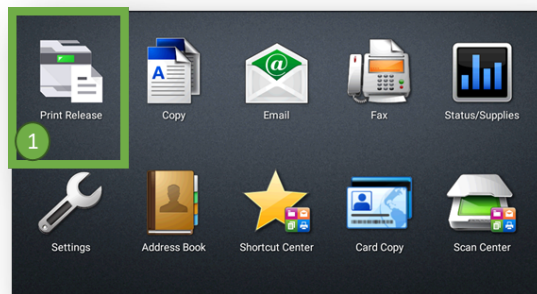


6) You will then see the following screen. Press **Next** twice so that you return to the main screen.

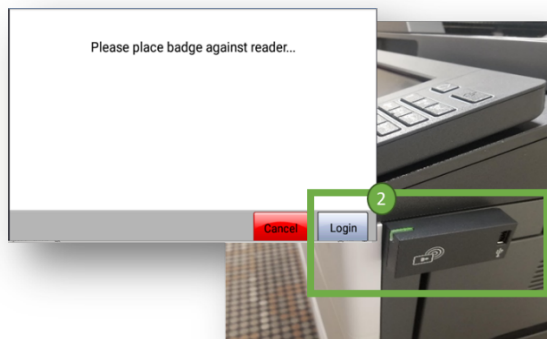


#### Print Release – Accessing your Print Job

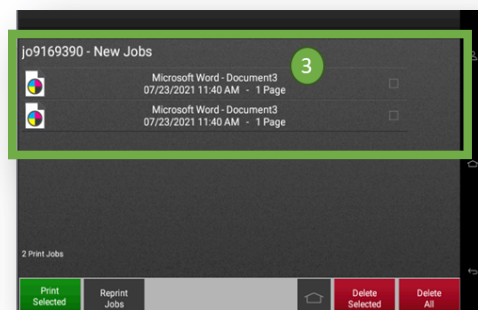
- 1) While standing in front of the print device you wish to release and print your jobs at, select **Print Release**.



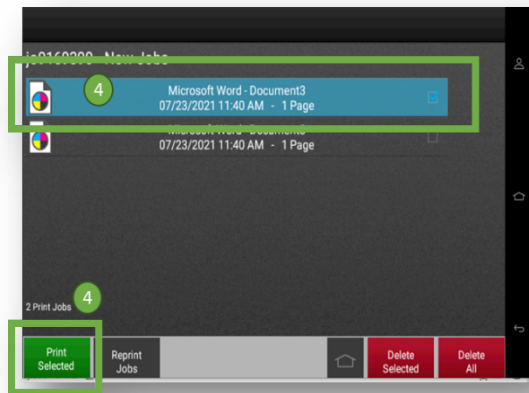
- 2) The device will prompt you to scan your access card by placing it against the card reader.



- 3) A list of the print job(s) you have sent to the Print Release printer will be listed.



- 4) Select the job, or jobs, you want to print and then select **Print Selected**. Your jobs will print at the device, and you will then be logged out.



## Connectivity

Where you can access Nutri-net as well as information on public Wi-Fi for guests.

## Important Links

River Landing has several digital displays in common areas that can provide key information in an emergency.

## Community Information

### Local Attractions

For details on what is nearby, scan the QR code and navigate to Explore the Area.

## Appendix A – Ergonomics

Office furniture is not one-size-fits-all. Take the time to adjust your furniture properly so it supports your work efforts.



- |   |   |
|---|---|
| 1 Neck is straight and head is evenly balanced  | 7 Top of monitor is at eye level or slightly lower and directly in front, so head is not turned |
| 2 Relax shoulders so arms hang naturally and close to body  | 8 Monitor should be 20" to 30" from the eyes or approximately an arm's length away              |
| 3 Back has full contact with the backrest (sit all the way back in your chair)  | 9 Forearms should be at a 90-110-degree angle to the floor                                      |
| 4 Rest elbows and forearms comfortably on the arms of the chair, without bearing weight                                       | 10 Wrists should be straight when typing, not bent up or down                                   |
| 5 Lower back fits into curved lumbar support  | 11 Thighs are parallel to the floor   |
| 6 Adjust tension on your chair so backrest reclines easily, yet provides smooth, even support, and encourages postural change | 12 Feet are flat on the floor or on a footrest  |

Remember, you still need to switch positions frequently—even if you're on your feet. Even just one hour each day spent standing can help maintain or renew energy levels and focus.

## Appendix B – Saskatoon River Landing Emergency Phone Placement

