

River Landing Nutrien Tower Tenant Manual

211 19th St E Saskatoon, SK



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APPENDIX A - FORMS

TRIOVEST REALTY ADVISORS INC.

Corporate Profile

Triovest Realty Advisors Inc. has provided commercial real estate advisory and management services to major institutional and private investors for over twenty years. Our expertise and fully integrated services encompass acquisitions, development, leasing, asset and property management of office, industrial, and retail properties in key Western Canadian growth markets.

Vision

Triovest will be recognized as the entrepreneurial leader in institutional real estate, driving superior returns by combining local intelligence with deep expertise.

Mission Statement

We create sustainable places that enhance communities and enrich relationships.

Core Values

Our core values are expressed as a set of 4 key building blocks to guide our behaviours each day:

1.TEAMWORK

We communicate and work together to offer excellent service to our investors, clients, tenants, colleagues and shareholders in order to achieve our goals. We don't let individual roles and responsibilities get in the way of team spirit and collaboration.

2.RESULTS

We get the job done efficiently and take pride in the quality of the work we produce. We embrace service excellence, agility and innovation in order to deliver results and create value for our investors, clients, tenants, colleagues and shareholders. We respond to change in a positive way.

3.INTEGRITY

We will always do the right thing. We are impeccable with our word and communicate with honesty, respect and courtesy. We operate in an environment of transparency and professionalism.

4.OWN IT

We take responsibility for our actions and are willing to be held accountable. We will apply discipline and reason to every decision. We provide those around us with clear and constructive feedback. We learn from our experiences and search for continuous improvement.

For Our Investors:

We are dedicated to providing comprehensive market knowledge, entrepreneurial expertise, financial integrity, and the application of innovative investment strategies to enhance profitability.

For Our Tenants:

We are dedicated to providing clean, comfortable and safe work environments to promote business success.

For Our Employees:

We are dedicated to providing the opportunities and tools for success, establishing positive communication strategies and forging best practices.

Property Management:

Property management is an integral component of Triovest's real estate services package. Our property management team is dedicated to superior performance in providing courteous, respectful service to each of our tenants. Triovest embraces a management philosophy based on effectively balancing the needs of tenant and landlord, resulting in a mutually successful "partnership".

DISCLAIMER

This Manual has been prepared by Triovest to set out general information on procedures, administration and the operation of the building. This Manual is intended to be used as a guide only and not as an authoritative statement of the law or your lease. While all efforts have been taken to ensure the currency and reliability of the information contained herein, this is not a legal document nor does it constitute legal advice.

Triovest, the Owner and their respective directors, officers, employees or agents shall not be held responsible for errors, omissions, or changes to the law and shall not be liable to users of this Manual nor to any other person or company relying on or acting upon or purporting to rely or act upon any matter contained in this Manual. It is your responsibility to comply with any building codes, by-laws, your lease or other laws that may apply.

If there is a conflict between the information presented herein and the information contained in your lease or any rules and regulations then in effect for the building, your lease and the rules and regulations shall in all instances govern and be paramount.

Contact Information

Triovest's Saskatoon office is located at:

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

Your management team for River Landing North Tower consists of:

Tenant Services Coordinator:

Maria Rivera

Phone: (306) 242-8555

E-mail: mrivera@triovest.com

General Manager:

Krista Martin

Phone: (306) 242-8555

E-mail: kmartin@triovest.com

Assistant Property Manager:

Gaelan McGregor

Phone: (306) 242-8555

E-mail: gmcgregor@triovest.com

Property Administrator:

Sarah Flury

Phone: (306) 242-8555

E-mail: sflury@triovest.com

Building Operators/Security:

Regan Ronellenfitsch

All building operators may be reached through the Tenant Services Coordinator/Property Administrator

Garda Security

Phone: (306) 715-4313

This team and all Triovest employees are committed to exceeding our tenants' expectations in providing professional, timely, and courteous service.

Business Hours

Triovest's normal office hours are Monday – Friday from 8:00 a.m. to 4:30 p.m. Triovest's office is closed on weekends, civic and statutory holidays.

Service Requests

When you have any general maintenance concerns, we invite you to enter an Online Service Request at: service connect portal through www.triovest.com

To make an Online Tenant Service Request, please go to the above noted website and click on the Tenant Services link (along the top right hand side). From there you will be asked for your user ID and password. Once logged in, you will be able to create new requests, as well as follow-up on the status of previous requests.

To be set up with a user ID, or if you forgot your log-in and/or password, please phone the Tenant Services Coordinator or email your property administrator.

We endeavour to provide *same day service* however please note that requests are dealt with in order of priority.

General maintenance concerns include hot/cold (HVAC) complaints, burnt out lights, tripped breakers, janitorial concerns and maintenance required to the common areas of the building. Concerns regarding your furniture and/or tenant improvements should be directed to your office manager. If required, we would be pleased to troubleshoot your problems and recommend you to a qualified contractor.

We ask that those tenants requiring access to utility and/or telephone rooms provide our office with a minimum of 24 hours advanced notice.

If you require assistance while the Triovest office is closed, please call the Tenant Services Hotline at (403)245-4447.

Emergency Calls

In the event of an emergency (i.e. fire, flood) please contact our office immediately and provide all pertinent information that will assist us in dealing effectively with any problems.

During Office Hours: Contact our office at 306-242-8555. Our Property Administrator will contact the appropriate operations personnel or service company to deal with the problem.

After Office Hours: Dial our Tenant Services Hotline at 403-245-4447. This will connect you to our after hours answering service. Our answering service has been provided with the necessary information pertaining to emergency contact personnel to ensure that our on call operator is dispatched quickly to rectify after hour problems.

**ALL EMERGENCY CALLS ARE RESPONDED TO
IMMEDIATELY**

ADMINISTRATION

Accounting

Rental payments are due on the first day of each month and cheques should be made payable to:

Triovest Realty Advisors Inc. in trust for River landing GP Inc. and be sent to the following address:

Triovest Realty Advisors Inc.
Suite 303, 409 3rd Ave S
Saskatoon, SK S7K 5R5

For inquiries about rent, operating costs, an invoice for a special service or any other accounting concern please contact:

Triovest Realty Advisors Inc. (306)242-8555

Signage

Building standard suite signs and directory strips must be ordered through the Property Management Office. Additional signage may be requested if necessary. Management will provide you with a quote on the cost, with custom graphics at an additional expense. Please reference your lease for the physical address and suite number or contact the Property Manager directly. Lead - time for building standard suite signs or directory strips is 3 - 4 weeks. Management asks that you refrain from posting paper signs within your suite if the signs are visible from a common area. It is our intent to maintain a class "A" facility for you and your patrons with only standard building signs.

All other custom-made signage must be pre-arranged and **approved by Triovest** and will be at the tenant's sole expense.

Insurance

Your lease outlines the requirement for your organization to obtain insurance coverage, including but not limited to, personal property, comprehensive general liability, and tenant's legal liability. We request that you have your insurance agent review the insurance requirements in your lease in order that your premises are properly insured. Once completed and prior to possession of the premises, a certificate of insurance must be forwarded to our office.

Please note that **Triovest Realty Advisors Inc, and River Landing GP Inc.** are to be included as **Certificate Holders** as well as **an Additional Insured** under your policy. Please include your **site address** and ensure your liability amount is at least **\$5,000,000**. Lastly, your policy must state you will provide **30 day's notice of cancellation** in the event you cancel your policy.

Tenant Space Improvements

Leasehold Improvements/Changes and Construction

Any Leasehold Improvements/Changes and Construction in the Tenant's premises should be requested in writing for the LANDLORD's approval, drawings submission to be made at the Property Management Office. **Please refer to the Tenant Design and Construction Guidelines Manual or you may request a copy of this manual from the Property Management Office.**

The following list outlines the requirements and steps to be followed and below is a comment on each item:

- A. Floor/Suite affected - Identify the suite number where construction is planned.
 - B. Description of Proposed Change - Write a brief description of the project.
 - C. Target Completion Date - Note the planned date for completing construction.
1. **Written request for approval from Landlord submitted by Tenant:** Send a written request to the Property Manager for approval. If additional drawings of the proposal are already available include them with the request.
 2. **Architectural Floor Plan showing existing plan and proposed change:** Done by a qualified designer/architect, submit a floor plan showing current floor plans and proposed changes.
 3. **Engineered drawing - Electrical:** Done by a qualified engineer, submit a drawing showing existing and proposed electrical changes including reflective ceiling plan.
 4. **Engineered drawing - Mechanical (including HVAC and Fire & Life Safety):** Done by a qualified engineer submit, a drawing showing current and proposed mechanical changes.
 5. **Engineered drawing - Structural (if required due to scope of work):** This would be required if any modifications or proposed changes have any impact on the structure, concrete floors, concrete ceilings, perimeter walls or a change in the floor load is contemplated.
 6. **Response from Landlord to Tenant regarding approval (date):** Property Manager on behalf of the Landlord will issue a written response to the Tenant's request. If all information submitted is acceptable, allow two (2) weeks for the Landlord's response. The Landlord may require more time should the scope of project warrant a review by the Landlord's engineer. The cost of the engineers review will be charged back to the tenant.
 7. **Submit list of contractors and construction schedule for each contractor:** Submit a list to the Property Manager with confirmation that they meet all insurance requirements as set out in the Tenant Design and Construction Guidelines Manual.
 8. **Building Permits applied for:** Submit copies of all applications and all permits applied for along with a copy of the City approved drawings, any inspection reports and orders that the City may have issued.
 9. **Final Inspection by Landlord:** Advise the Landlord when substantial completion of work is near and ready for inspection.
 10. **Final Inspection reports from City:** Submit copies of any reports issued on final inspection to the Landlord.

11. ***“As built” drawings to be submitted to Landlord:*** Submit “As Builds” to Landlord in duplicate. In many construction projects the final product may differ from what was actually planned, and “As builds” are drawings that reflect the actual finished project that are approved by the qualified designers/engineers. Where no variance exists, there would be no drawing revision.

This process will help ensure that occupant safety and building integrity are maintained and that any building code issues are addressed.

Security

The building has a 24-hour security program that includes 24-hour front desk security personnel. Below are some recommendations and measures to safeguard tenants and employee property:

- Keep your suite doors leading into the common areas closed always. The doors provide a fire/smoke separation (Fire Department requirement) and keep unauthorized people from gaining easy access to your premises.
- Report thefts, threats and suspicious or criminal activity to Security immediately. Do the same for undesirable and suspicious persons.
- Check to see ID or the request order form from service personnel on your floor.
- Report any lost or stolen access cards to the Property Management Office immediately so they can be voided.
- Ensure that your suite is always locked when no one is present. Assign individuals to lock your doors at the end of the day.
- Instruct receptionist to discourage persons from soliciting for funds or canvassing for business. We encourage tenants to contact Security if any canvassers are seen in the building. If spotted on your floor, call Security immediately at **(306)715-4313**. Many times, these persons are scouring the premises for later theft.
- Encourage a clean desk policy in your office. Leaving laptops and other articles of value on your desk is not good practice. Lock up all valuables before you leave.

No additional locks or bolts of any kind are to be placed upon any of the doors or windows by any tenant, nor shall any changes be made in existing locks or mechanisms without prior written authorization from Property Management. Lock cylinders and keys are to be changed by the Landlord at the Tenants' expense upon receipt of written request from the Tenant.

Keys & Access Cards

Upon initial occupancy of your premises, two (2) sets of keys and all employee access cards are issued free of charge. Any additional sets of keys will be at the tenant's sole expense and should be requested in writing. Tenants must, upon termination of their tenancy/Lease, return to Property Management all keys and/or access cards. Please collect keys and access cards from terminated employees. Please submit a request via Service Connect (Angus Anywhere system) to deactivate card numbers of any cards you collect from terminated employees or any lost or stolen cards. If you reassign the card to a new employee, please provide us with the new employee's name and card number by placing a service request. There is a charge of \$25.00 for the replacement of each lost key or access card. Authorized contract cleaners are provided with a pass key to all offices in the building unless specific instructions are arranged with Property Management.

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 floor of their tenancy only. Elevator access is also controlled.

Building Access

On weekends, holidays and outside regular business hours, access to the premises without a properly programmed access card or key is denied. There are currently no public access hours for the building, but is due to change in the future. The Tenant shall provide the Security Desk with a current Security Access List for all persons authorized to access the Premises after regular business hours. All changes, deletions and additions to the Security Access List is the sole responsibility of the Tenant and should be communicated to the Security Desk in writing.

In the event your office requires after-hours access for special contract services such as construction or carpet cleaners, an After-Hours Work Request will be required in order for security to allow entry into the building or your specific suite. Please complete a service request through our 24 hours Triovest Tenant Services hotline **(403) 245-4447** so proper arrangements can be made. The Property Management Office must be notified of any special event or services to be performed.

Accidental Lock Out

Should you or one of your employees find yourself accidentally locked out of your premises, we ask that you contact a colleague to help obtain entry. Triovest or a representative of Triovest will not provide access to individuals that are locked out of the Building or their individual suites.

Criminal Activity

Every effort is made by building staff to deter and detect any activity that may impact the building's day to day operation. Some of these activities include vandalism, assault, break and enter, fights, riots, drug activity, theft, gunfire, etc.

Proper preventative measures can reduce or even eliminate the chances of a crime occurring. All tenants can assist in the prevention of these activities. Suggestions are to:

- Report any dimly lit corridors, stairwells, washrooms and other areas.
- Report doors that do not lock properly.
- Report any flickering or burnt out lights.
- Report broken windows.
- Confront unknown individuals in your premises or contact security for assistance

In the event that there is an occurrence in spite of all precautions taken:

- **Call 911**
- Report the crime to Security at **(306) 715-4313**
- **Remain calm**
- Stay away from the potentially dangerous situation and do not attempt to block the escape of an assailant or thief

Please take note of the individual, give a full description of the individual such as height, weight, age, sex, hair colour, distinguishing features, type of clothing, type of vehicle used, vehicle colour, and license plate number.

LEED Gold & BOMA Gold Certification

Water Conservation

River Landing Nutrien Tower is committed to reducing the demand for water in its facilities to help conserve natural resources. To that end, River Landing Nutrien Tower shall establish goals to help reduce water consumption. Nutrien Tower has established a water efficiency program which includes the following strategies designed to help both the owner and tenants use water more efficiently:

- Recommend use of energy efficient dishwashers in office kitchenettes.
- Use of high efficiency faucets in all building washrooms.
- Use of sensor low flow toilets.

Energy Conservation

- Turn off lights when leaving your office for an extended period.
- Recommended installation of light sensors.
- Program your computers to hibernate when not in use.
- Change incandescent lights to compact fluorescent lights.
- Recommended purchase of energy efficient equipment such as photocopiers, fridges, computers, microwaves, etc.

Environmental Conservation

- When possible, walk, utilize city transit, car pool or bicycle to work.
- Check to make sure you are following the building recycling guidelines.
- A separate Cans and Bottles Recycling container should be provided by your office.
- Tenants must report the use of any hazardous products used within their premises to Property Management
- Training on the proper use, handling and disposal of these products must be provided to your employees.

Garbage & Recycling Awareness

River Landing Nutrien Tower is committed to implementing recycling awareness and practices in the building which include the following:

- River Landing Nutrien Tower encourages tenants to use Electronic Fund Transfer (EFT) to pay their monthly rental charges to avoid writing a cheque. A form can be obtained by contacting Triovest Realty Advisors Inc. at **(306) 242-8555**.
- Tenants must separate bottles and plastic containers from paper recycling. (Please refer to page 11 for recyclable and non-recyclable items and post them in your office kitchenettes).
- Tenants should review the building's recycling procedures with new employees
- All recycling bins should be properly labelled
- Informative Recycling Tips should be posted throughout the office
- Incorporate re-use of original products or materials, e.g. recycled toner cartridges
- Utilize renewable energy sources, e.g. solar-powered items

Recycling

The building has single-stream recycling program in accordance with local by-laws. We encourage all tenants to participate in these programs. Only 100% participation by all will help maximize the benefit of the recycling programs. Please break down all cardboard boxes and store flat by the service elevator for daily pick-up by cleaning personnel. Contact Building Operations prior to disposing large amounts of recyclable materials.

Please contact the Tenant Services Line for your recycling requirements and you will be supplied with a large single-stream recycling bin as well as a green organics bin free of charge. Any additional recycling bins can be purchased through our waste and recycling contractors and a 15% administration cost will apply for us to arrange that for you. No large amounts of recyclable materials are to be placed in the loading dock area without prior approval by Property Management.

Single-stream recycling items:

Plastics	Paper cups & containers	Tin & Aluminum
Coffee cups	Yogurt containers	Glass
Paper	Flattened Cardboard	Soft Plastics
Metal food cans	Beverage Containers	

Items that are not recyclable are:

Hazardous materials	Scrap metal	Foam cups, food containers
Construction materials	Electronics	Miscellaneous plastics

Electronics Recycling:

The building supports electronic recycling. Please bring your electronics to the loading dock and place them in the electronics recycling bin. Printer cartridges are not recyclable.

Electronics recycling items:

Televisions	Printers, scanners	Speakers
Laptops, computers	Computer accessories	Cables
Printer Cartridges		

Battery Recycling:

The building has a battery recycling program available. Please bring your batteries to the security desk for disposal.

Battery recycling items:

Alkaline batteries	Lithium primary batteries
Household batteries	

If you require additional recycling bins, please contact the our office during the business hours. 24 Hour Triovest Service Line at **(403) 245-4447**.

Garbage Disposal

Each tenant shall store all garbage within their premises, unless a designated location has been specifically provided by the Landlord. If waste is of a material that should not be disposed of in the customary manner, or if it is in violation of any law or ordinance governing its disposal, it should not be placed in the waste bins.

Removal of garbage from the tenant premises will be carried out nightly Monday to Friday by our contract cleaning staff. All waste receptacles from desks, lunchrooms, coffee stations, etc. will be emptied nightly and brought down to the loading dock.

All construction debris relating to alterations shall be removed from the premises and the building by the Tenant or its contractors. All garbage, construction debris and refuse are to be removed in suitable containers through designated entry/exit ways and elevators at times approved by the Landlord. The Tenant is not allowed any undue accumulation of debris, garbage, trash or refuse in or outside the premises.

No trash or garbage is to be placed in the loading dock area without prior approval by Property Management during the day.

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 19th Street East and 2nd Avenue South.**
- Do not return to the building until it is declared safe to do so by the Fire Department.

Fire & Life Safety

Triovest is committed to the safety of the buildings occupants. In accordance with the Saskatchewan Fire Code, Nutrien Tower office tower is required to hold fire drills and fire warden training for the safety education of all tenants and building staff. A full evacuation fire drill is held each year and the Emergency Procedure Manual distributed. Written notification will be sent to all tenants, along with a form requesting;

- 1) Updated Fire Warden Information.
- 2) Names of non-ambulatory staff requiring assistance.

Once your firm occupies your premises, you will be provided with a copy of the "Emergency Procedures Manual". Each tenant is required by law to take responsibility for their employee's safety and to designate Fire Wardens and Deputy Wardens to coordinate safety planning.

Fire Wardens

River Landing Nutrien Tower has an approved Fire Wardens System for evacuations and emergencies. All Tenants should know these procedures and follow the Direction of their Floor Fire Warden. The Fire Warden is the individual(s) in your office who facilitates the evacuation of their suite during a fire emergency, in an orderly and safe manner. The Fire Warden should communicate with all staff members the basics of the emergency manual.

Fire Wardens are selected on a voluntary basis by either their employers or at the request of the building management. Wardens should be people who are in the building most of the day. Wardens have no legal responsibility in any way.

Responsibilities of Floor Warden

- To be familiar with the floor arrangement and exits.
- To examine daily and determine that all exit doors are maintained in a closed position and that no doors are obstructed or inoperable.
- To maintain an up-to-date list of all personnel with mobility impairments and who require assistance in an emergency.
- To keep occupants advised of the name of the Floor Warden on their floor.
- To participate in fire drills as outlined in this Fire Safety Plan.
- To assist the Fire Safety Director or designate in selecting Assistant Floor Wardens.
- To ensure the Assistant Floor Wardens are trained for any emergency conditions and maintain an up-to-date list of Assistant Floor Wardens on their floor.
- To appoint a designate to assume responsibilities during Floor Warden's absence. The designated alternate should be included in all fire drills when possible.

We ask that once a Warden has been selected for your premises, they contact the Property Management Office for further information.

In a medical emergency situation you should direct the ambulance or paramedics to the front entrance of River Landing Nutrien Tower. Alert Security regarding the nature and location of the emergency and have someone wait in the elevator lobby on the floor of the emergency so that Security will be able to quickly escort the emergency services to the emergency site.

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 4th, 8th, 13th and 18th.
- 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.

Fire Drills

In accordance with the Saskatchewan Fire Code, the building is required to hold Fire Warden Meetings for the Fire and Life Safety education of tenants and staff. Fire drills for participation by Fire Wardens and tenants are held once a year prior to the annual evacuation. Notifications will be sent to Fire Wardens outlining the times and dates of these drills.

SAFETY EMERGENCY PROCEDURES

Safety

The safety of building occupants is of primary importance, therefore any dangerous, explosive, corrosive materials, fluids, batteries or other goods containing dangerous, explosive materials or fluids are not permitted. Flammable, combustible fluids or other materials of that nature are to be limited to quantities necessary for the operation or maintenance of office equipment. Any hazardous situation should be brought to the attention of building operations staff or management immediately.

The Tenant shall not, without the Landlord's prior written approval, use any method of heating or air-conditioning other than that supplied or approved by the Landlord. WHMIS legislation requires the Tenant to keep MSDS sheets on all hazardous goods, and that MSDS sheets are provided to Property Management.

Power Failure Procedure

The building is equipped with an emergency backup diesel generator that supplies the building with emergency power in the event of a power failure. Emergency power feeds critical equipment and systems such as emergency lighting, fire protection and life safety systems. Elevators will be operated by direction of the fire department.

Once a power failure occurs, there will be an approximate 5 second delay until the generator starts. Building evacuation is not mandatory unless directed by the Property Management Office. Please listen carefully to announcements for further instructions.

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.

Natural Gas Leak

Licensed natural gas service personnel perform all repairs to natural gas supply equipment. If there is the slightest suspicion of a gas odour similar to rotten eggs or a hissing sound of escaping gas, the following procedures should be taken:

- Contact the 24 Hour Triovest Service Line at **(403) 245-4447** immediately and Building personnel will be dispatched to investigate the situation.
- Open all doors.
- Do not operate electrical switches or equipment.
- Keep the area clear and barricade where necessary.

The Fire Department, Direct Energy and the Police will be called by Security depending on the findings of the investigation. An evacuation may be necessary if there is a possibility of fire, explosion or other safety hazards.

HVAC Boiler and Chiller Failure

HVAC Failure

In case of a failure in the central Heating Ventilation and Air Condition system of the building, there are local units that serve each individual floor. These units will continue to re-circulate air through the building, and under normal circumstances an evacuation will not be necessary. If there is an extended period of time where the central HVAC system is not operational, an evacuation may be put in place for precautionary measures. Please listen carefully to announcements for instruction.

Boiler Failure

Most cases of boiler failure will be handled accordingly by the building operator and will not require an evacuation of the building as it presents no immediate danger to occupants of the building. If boiler operation is inhibited for an extended period of time, occupants will be notified and an evacuation set in place. In the case of catastrophic boiler failure, occupants will be immediately notified for emergency evacuation.

Chiller Failure

The chillers in Nutrien Tower operate using R-134a refrigerant. Rooms where chillers are located have been equipped with R-134a detectors, and in the case of a leak these detectors will signal an alarm and will be contained within the room. Other failures of the chiller system that do not provide immediate danger will be resolved by the Building Operations staff, any evacuation measures needed will be announced accordingly.

Bomb Threat Procedures

There is an emergency evacuation plan (Morrison Hershfield) in place for the building that should be followed in the event of a bomb threat. These are coordinated plans involving the building management, tenants, police and fire department.

In the event of a bomb threat, all personnel should adhere to the following:

- Although most bomb threats are hoaxes, please remember that the threat could be real.
- **DO NOT HANG UP** your telephone even after the caller hangs up.
- Most threats will be received at the main reception areas; however, should you receive the call, try to alert the Fire Warden through a co-worker.
- Listen carefully. Keep the caller talking and write down as much as possible including:
 - Time call was received
 - Time call was terminated
 - Exact words of caller
 - Location of device (if provided)
 - Description of device (if provided)
 - Why it was placed

- Description of voice, (i.e. male, female, calm, frightened, young, old, stutter, accent, slang, background noise, etc.)
- Do not sound the fire alarm.
- Evacuation will be coordinated through wardens, police and building staff. Prior to evacuation, stairwells, lobbies and areas adjacent to exit routes will be searched by building staff to ensure no bombs or strange packages are present.
- Occupants of each floor will have to assist in the search of their areas. Police and building staff cannot identify packages or items that might be out of place, or uncommon for a given area. Please search your work location and report to the Fire Warden.
- If any strange items are found, do not touch or move them. Vacate the area and report to the Fire Warden.
- After the search has been completed and you are ordered to evacuate, take purses, lunches and brief cases with you. Turn off electrical machines and leave doors, drawers and cupboards unlocked in the event a further search is required.
- Leave the building and move to the prearranged **Designated Muster Point – outside across the street from the front entrance in the parking lot at the northwest corner of 19th Street East and 2nd Avenue South. Refer to site plan on page 18 for details.**

SITE PLAN



Nutrien Tower, 211 19th Street East



Symbol Legend



City Fire Hydrant



Gas Shutoff



Fire Department Connection



Gathering Area



Main Entrance

RULES & REGULATIONS

Use

For the safety of occupants and according to the Fire Code Regulations, the sidewalks, entrances, lobbies, corridors, elevators, vestibules and stairways in and about the Building shall not be obstructed or encumbered by any tenant or used for any purpose other than ingress to or egress from the Premises.

Access to the roof is restricted to building staff only, unless specified in a lease or authorized by Building Management.

Cooking is not permitted in the Building except for the use of CSA-approved equipment for brewing coffee, tea, hot chocolate and similar beverages. CSA-approved microwave ovens are allowed for heating (but not for cooking foods), provided that such use is in accordance with all applicable federal, provincial and city laws, codes, ordinances, rules and regulations and provided that such use shall not result in any odours emanating from the Tenant's premises or be used for commercial purposes.

The Tenant(s) premises shall be used to conduct business as outlined in the Lease. Lodging, sleeping, manufacturing, storage of merchandise, sale of merchandise, and consumption of alcohol without a permit are not permitted.

Business machines and other equipment shall be placed and maintained by the Tenant at the Tenant's expense in settings sufficient, in the Landlord's reasonable judgment, to absorb and prevent unreasonable vibration, in complying with maximum load limits prescribed and to prevent noise and annoyance.

Windows and doors that reflect or emit light and air into the halls, passageways or other public places in the Building shall not be covered by any tenant. Parcels or other articles are not to be placed on interior or exterior window sills. Fire exit doors shall not be obstructed.

Cleaning and Janitorial Services

Cleaning services are arranged and provided by the Landlord. Only cleaners authorized by the Landlord are permitted to perform cleaning and janitorial services in the building. Frequent inspections of tenant areas are made by TrioVest to monitor the quality of the janitorial service. Management meets with the contract cleaning supervisors to assess performance and ensure our quality standards are maintained.

A cleaning contractor services all tenant offices and common areas. The nightly cleaning starts at 5:00 p.m. Monday through Friday, excluding holidays. Tenant office premises include all areas unless specifically secured and requested to be omitted. Common areas include washrooms, elevator lobbies and corridors, stairwells and all public areas.

Daytime cleaning staff are on site attending to common areas from 8:00 a.m. to 4:00 p.m. Monday through Friday excluding holidays.

Cleaning staff are instructed to lock all entrance doors and not to open these doors for any person. They have also been advised to leave internal doors as they find them.

Some of the basic services provided are as follows:

Tenant Office Area - *Nightly Services*

- Vacuum all high traffic areas and spot clean carpets.
- Sweep and damp mop tiled floor surfaces.
- Remove garbage from receptacles and replace liners and spot wash as required.
- If tenant wishes refuse to be removed that is too bulky to be deposited in waste receptacles (i.e. a large cardboard box), such refuse should be clearly identified and cleaners should be advised of these special requirements.
- Chairs, tables, counters, filing cabinets and other furnishings including meeting rooms and boardrooms to be dusted
- Window ledges, mouldings and other horizontal surfaces within reach to be dusted
- Finger marks and smudges to be removed from glass partitions, walls, building hardware, light switches, desks and woodwork.
- Walls, partitions, doors and baseboards to be spot cleaned to remove any marks.

Semi Weekly

- High Dust all areas including door frames and high shelving.
- Low Dust all areas including chair legs and desk wells.

Weekly

- High Dust objects of art and other areas with an extension duster.

Monthly

- Machine wash hard floors and topcoat with an approved finish.

Periodic Services

- Semi-annually strip and refinish all hard floors.
- Hot water extract walk off mats.

The Tenant shall permit window cleaners to clean the exterior windows **both** during regular business hours and at other pre-scheduled times. Every attempt will be made to clean the exterior windows with minimal disruption to Tenants; a notice will be given 5 days prior to the commencement of this work.

In order to keep costs down, the washrooms, toilets, urinals, washbowls and other apparatus should not be used for any other purpose than what they were intended for. No foreign substance of any kind whatsoever including paper towels should be thrown into the toilet bowl.

Building Name

The Tenant shall not refer to the building by any name other than that designated by the Landlord nor use the name for any other purpose than to provide the business address of the Tenant, provided that the Tenant uses the civic address of the Building **211 19th St E, Saskatoon SK, S7K 5R6**.

Elevator Use

River Landing Nutrien Tower Office Tower is equipped with eight (8) high-speed computerized passenger elevators. The system is designed for maximum efficiency, and operates from 4 separate elevator banks.

Floors	Car #
Floors 1-18	A,B,C,D, E, F
Service Elevator Floors 1-18	A
Parkade	7,8

There are two garage elevators for climate controlled access into the building, one lobby service elevator which connects our loading dock directly to the building and one elevator that will access the north lobby to the main parkade level.

The dimensions of the Service Elevator are **SE1 – 91” x 69 ½ “ x 117 “**

All elevator doors are equipped with electronic safety edges which will cause the doors to automatically reopen if the plane of the devices is broken. All elevators are linked directly to the Security Console by intercom which may be activated by pushing the ALARM button inside the elevator car.

Each passenger elevator bank servicing the tower are equipped with card readers for after hour's access. Elevator access to the tower is card restricted, aside from floors 1, 3 and 9. unsecured floors are open 6:00am-6:00pm Monday through Friday.. After hours, unrestricted elevator access to a floor, may be arranged by calling the 24 Hour Triovest Service Line at **(403) 245-4447**.

To avoid disruption to your clients and visitors, the delivery or movement of any freight, furniture, or heavy and large items of any description (collectively herein called "freight") must take place during predetermined times and routes. Use of the freight elevator is controlled by the building operator. Tenants should pre-schedule the access requirements with the building operators through the 24 Hour Triovest Service Line at **(403) 245-4447**. Contact with Triovest is available 24 hrs, 7 days a week through this hotline. All freight entering or leaving the Building must be shipped through the loading area and the designated freight elevator. In **no event** should freight be moved through the ground floor entrance or lobbies of the building.

Triovest reserves the right to inspect all freight to be brought into the building and exclude from the building all freight which violates any term of the Lease.

Prior notice must be given to move all unusually heavy or bulky freight and with the approval from the Property Management Office is to be moved during regular business hours only. As per the rated capacity of the elevators, no elevator is to be loaded to exceed **4,500 lbs. Any damage costs incurred due to overloading the elevator shall be at the Tenant's expense.**

Any damage to the building caused by the Tenant or its contractors, couriers, delivery, or moving services, will be repaired at the Tenant's expense.

Deliveries

Inquiries concerning loading dock or service elevator logistics should be referred to the 24 hour Triovest Service Line at **(403) 245-4447**.

Loading dock hours are from 7:00 a.m. to 5:00 p.m. Monday through Friday. The loading dock is tended by the building operator and security personnel during this time. After hours and weekend deliveries must be scheduled by placing a service request through our 24 hour service center. The Loading Dock for River Landing Nutrien Tower Office Tower is located at the east side of the building on the street level and can be accessed through the separate entrance off of the main lobby.

The clearance height of the dock entrance **fourteen (14) feet**. The loading dock is equipped with two bay areas that can facilitate vehicles of any standard length. Please notify your delivery companies of these specifications. Delivery vehicles are limited to **30 minutes** at the Loading Dock. Large deliveries taking longer than 30 minutes must be made after hours or on weekends, and require prior approval from the Property Management Office. No courier parking spaces are provided for small, hand carried deliveries (envelopes). All large deliveries made by couriers must be brought into the building via the loading area.

Security and Operation Staff are not permitted to accept or sign for packages or other deliveries.

Canvassing

Canvassing, soliciting, distribution of handbills and peddling in the Building is strictly prohibited and we encourage tenants to contact the Security Desk at **(306) 715-4313** if any canvassers are seen in the building.

Animals

Pets or animals are not permitted in the Building or premises except for seeing-eye dogs and hearing-ear dogs.

Bicycles

For the convenience of cyclists, locking facilities are available around in P1 level of the parkade. No bicycles, roller blades or skate boards are to be brought inside the building.

No Smoking Policy

Tenants are reminded that this is a non-smoking building, and there is no smoking permitted within **15 feet** of the building.

Alterations and Repairs

Any alterations or repairs including, but not limited to, painting, drilling, floors, walls, ceiling work, electrical, plumbing, etc., must be approved **IN WRITING IN ADVANCE** by the LANDLORD. Drawing submissions to be made at the Property Management Office.

For the benefit of all tenants, and to maintain a professional image, the Property Management Office desires to retain uniformity of appearance from the exterior of the Building. Therefore, only building standard blinds are permitted as window coverings.

File cabinets, boxes, containers or similar items should be kept clear of any windows in the Building so that they will not be visible from the outside of the building. This will also maximize HVAC efficiency and allow the cleaners and building staff to have access to them.

Tenants are not to alter the buildings HVAC system or lighting, by installing any additional lighting or power- consuming equipment, without the Landlords written approval.

Parking

The parking facility for Nutrien Tower is a multi-level facility located at 211 19th St E. Access is available from 19th St Ave South and 3rd Ave S through 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, 7:00 am-10:00pm

Contract parking maintains access via card scanning 24 hours 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 designating the license plate number, model, and location of such vehicle.

Storage Facilities

There are storage facilities for rent in the building, subject to availability.

Moving Rules & Regulations

For the benefit of all Tenants, major moves/deliveries can only be accommodated on **evenings and weekends**. Please provide Property Management with the necessary information that is requested as soon as moving plans are finalized to avoid any conflicts in scheduling. It is recommended that the moving company supervisor visit the complex prior to the move to become familiar with the elevator locations, clearances and moving requirements.

Two weeks prior to a Tenant's scheduled move-in/out date, the Landlord, the Tenant's move coordinator and the moving company will need to meet with the Building Operator in order to coordinate times, establish methods of delivery and reserve use of the loading docks, service corridors, and freight elevators for the move. The building operator will provide, if required, site plans identifying building entrances and parking and loading dock facilities to the Tenant prior to a move-in.

A pre-move walk-through, including the Building Operator, the Tenant Move Coordinator and the moving company, will need to be conducted prior to the commencement of the move. The walk-through will serve to identify existing damage in common areas and corridors as well as identify areas to be protected and padded according to building regulations.

All moving companies must carry insurance including, but not less than the following:

Five Million Dollars - \$5,000,000

Liability limits for build-to-suit contractors will depend on project size. Additional limits and coverage's may be required for contractors involved in critical services.

The Tenant's moving company should include in the bid price any additional charges required for extra services which may need to be provided by the elevator contractor to hoist large items.

Electricity, heating, ventilation and air conditioning will be provided at no charge during the initial move-in to a new space when requested at least 48 hours prior to move-in (excluding weekends or holidays).

All other moves are subject to the overtime air charges defined in your lease. Please identify specific time requirements for said service. Property Management Office should be notified of any changes from the confirmed air conditioning request.

Scheduled Hours

Moves that will commence Monday to Friday will be done between the hours of 6:00 pm and 7:00 am. Saturday to Sunday moves are done between the hours of 8:30 AM to 5:30 PM. Moves can be done during regular hours; however, this must be approved by the Property Manager prior to the move. Please contact the 24 Hour Triovest Service Line at **(403) 245-4447** to determine if your move/delivery applies to the after hour criteria.

Elevators

Only freight elevator should be used for the movement of furniture, equipment, and supplies. All companies making deliveries in connection with the move are to adhere to the moving rules and regulations pertaining to the protection of the premises. All costs associated with adhering to such protection procedures are the responsibility of the Tenant and/or Tenant's freight, moving or delivery company. Any physical damage to base building finishes is the complete responsibility of the Tenant.

Protection should be installed the evening prior to the move and removed immediately upon completion. Tenant (or its moving company) is responsible for leaving the area in as clean a condition as it was prior to the move.

Please notify the Property Manager of items to be moved which are unusually large or heavy (in excess of 3,500 pounds) or which may require our review. Dimensions and weight may prohibit the safe transport and placement within acceptable structural guidelines. Any large items that cannot be placed in the service elevator will require special hoisting arrangements, which can be made by calling the 24 Hour Triovest Service Line at **(403) 245-4447**.

Cleaning

The mover/delivery company must use clean masonite sections as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. All sections of masonite should be taped to prevent sliding.

The mover/delivery company must provide and install protective coverings such as Mat-A-Doors on all vulnerable corners, walls, door facings, elevator cabs and other areas along the route to be followed during the move. In addition, the use of duct tape on the floors, walls, or doors is not allowed.

The premises will be cleaned in accordance with the cleaning specifications set forth in the Lease prior to the move, (exclusive of extraordinary cleaning required due to leasehold improvement construction work) and upon Tenant's request after the move is completed (exclusive of any extraordinary cleaning or the removal of moving boxes, etc.). Normal cleaning services will commence on the next scheduled business day.

The movers should be instructed to remove all used and unpacked boxes from the building, making arrangements for disposal other than using the waste facilities of the building. No trash, boxes or other items are to be left in the loading dock, corridors or any other common area. The building standard janitorial services do not include the removal of such items.

Security

Security will be notified as to the move-in schedule and will monitor the progress of the move.

Any changes in the move-in schedule should be immediately reported to the Property Management Office. An emergency phone number will be required by security for the moving contractor supervisor and the Tenant's move coordinator.

We reserve the right to modify these rules and regulations and to establish additional reasonable rules and regulations as in our judgment shall from time-to-time be required for the safety, protection, care and cleanliness of the building, the operation thereof, the preservation and good order therein or the protection and comfort of the other Tenants of the building and their agents, employees and guests.

Maintenance & Service Calls

Any maintenance or service requests for temperature adjustments, electrical, janitorial, plumbing, and security issues are to be placed in a service request through service connect by visiting <http://triovest.com/en/tenant-services/> or calling our 24 Hour Triovest Service Line at **(403) 245-4447**. Our engineering personnel will handle the request as soon as possible. The Property Management Office is open from 8:00 a.m. to 4:30 p.m. Monday through Friday, located on the 3rd floor of River Landing East Tower.

After 4:30 p.m. and on weekends, 24 Hour Triovest Service Line answers the service request line, and any emergency will be dispatched to the appropriate personnel. Non-emergency calls will be addressed the following business day.

Triovest is responsible for the maintenance of building standard items within the customer's suite. Above standard services are provided upon request and management approval at a reasonable cost. These added services will be reimbursed by tenant and the invoice will include a 15% management fee.

OTHER BUILDING AMENITIES

Mail Service

For your convenience, a mailroom is located on the main floor, between the lobby and the loading dock. Please contact the Property Management Office to determine your company's assigned mailbox and to pick up your keys. These mailboxes are not to be confused as Post Office Boxes. They are set up exclusively for the delivery of non-bulk mail. Tenants are responsible for the delivery and pick up of their own mail.

For proper mail delivery, your address should show as the following example:

"Tenant Company Name"
211 19th Street East. Suite #____
Saskatoon SK S7K 5R6

Mailroom Hours: Open 24 hours.

Courier Service

Fedex	1-800-GO-FEDEX www.fedex.com Last pick up at 6:00 p.m. Monday – Friday
Purolator	1-888-SHIP-123 www.purolator.com Last pick up at 5:00 p.m. Monday – Friday

Fitness Studio

The Nutrien Tower Fitness Studio is open 24 hours, 7 days a week. The Fitness Room provides a combination of weight machines and cardio equipment. The Fitness Room is equipped with a male and female shower/change room. Access to the Fitness Room is only by security card upon signing a waiver. This facility is only for the use of Nutrien Tower Tenants. To obtain a waiver please email the tenant services coordinator, mriviera@triovest.com or sflury@triovest.com

Bike Room & Tool Station

The bike room & bike tool station is located in P1 beside the parkade entrance. Bike parking is available to all River Landing Nutrien Tower tenants free of charge upon signing a waiver. To obtain a waiver, please email the tenant services coordinator, mrivera@triovest.com or sflury@triovest.com

Vacuum & Tire Pump Station

A car vacuum & tire pump station is available in level P4 of River Landing East Tower. This service is available free of charge.

Electric Vehicle Chargers

Electric vehicle chargers are installed in parkade level 1. These chargers are for the use of monthly and short term paid parkers at Nutrien Tower. The stalls are limited to a four-hour charge maximum. For short term parkers, please purchase hourly parking from the P1 pay stations and regard the four-hour maximum stay.

BUILDING CERTIFICATIONS

LEED Gold Certification

River Landing Nutrien Tower is currently working on obtaining LEED Gold certification. LEED (Leadership in Energy & Environmental Design) is an internationally recognized green building certification which is designed & built using strategies aimed at improving performance across metrics such as energy savings, water efficiency, CO2 emissions reduction & improved environmental qualities.

Fitwell Certification

Fitwell is the world's leading certification system committed to building health for all. Originally created by the U.S. Centers for Disease Control (CDC) and Prevention, Fitwell is implementing a vision for a healthier future where all buildings and communities are enhanced to strengthen health and well-being.

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. This accessibility Certification is a rating system developed to help property owners and managers measure the accessibility through the adoption of Universal Design Principles.

APPENDIX A - FORMS

Tenant Contact Form

General Tenant Information

Tenant Name: _____

Building Name: _____

Main Phone Number: _____ Fax Number: _____

Mailing Address: _____

Accounts Payable Contact: (Person responsible for making rental payments)

Name: _____ E-mail: _____

Title: _____

Phone Number: _____ Fax Number: _____

Individual responsible for negotiating Lease Agreements:

Name: _____ E-mail: _____

Title: _____

Phone Number: _____ Fax Number: _____

Individual responsible for handling Insurance Certificates:

Name: _____ E-mail: _____

Title: _____

Phone Number: _____ Fax Number: _____

Individual who works on site to deal with Daily Operations (Main Contact):

Name: _____ E-mail: _____

Title: _____ Cell Number: _____

Phone Number: _____ Fax Number: _____

Emergency Contacts (Local)

Please provide three (3) local contacts for our records, listing a day time, evening and cellular phone numbers in the event of an emergency.

1. Name: _____ Day Time Number: _____
Night Time Number: _____
Cellular Number: _____

I understand that my home phone number or after hours contact information has been provided to Trioquest Realty Advisors Inc. so that I may be advised of any afterhours emergency at our place of business. These emergencies may include, but are not necessarily limited to, burglary, fire or water leaks. I understand that my contact information will only be utilized by employees of Trioquest Realty Advisors Inc. and will not be released to anyone outside of the employ of Trioquest. If I wish to have my name removed from the afterhours contact list I will advise Trioquest Realty Advisors Inc. at (403) 245-4447.

Signature: _____ Date: _____

2. Name: _____ Day Time Number: _____
Night Time Number: _____
Cellular Number: _____

I understand that my home phone number or after hours contact information has been provided to Trioquest Realty Advisors Inc. so that I may be advised of any afterhours emergency at our place of business. These emergencies may include, but are not necessarily limited to, burglary, fire or water leaks. I understand that my contact information will only be utilized by employees of Trioquest Realty Advisors Inc. and will not be released to anyone outside of the employ of Trioquest. If I wish to have my name removed from the afterhours contact list I will advise Trioquest Realty Advisors Inc. at (403) 245-4447.

Signature: _____ Date: _____

3. Name: _____ Day Time Number: _____
Night Time Number: _____
Cellular Number: _____

I understand that my home phone number or after hours contact information has been provided to Trioquest Realty Advisors Inc. so that I may be advised of any afterhours emergency at our place of business. These emergencies may include, but are not necessarily limited to, burglary, fire or water leaks. I understand that my contact information will only be utilized by employees of Trioquest Realty Advisors Inc. and will not be released to anyone outside of the employ of Trioquest. If I wish to have my name removed from the afterhours contact list I will advise Trioquest Realty Advisors Inc. at (403) 245-4447.

Signature: _____ Date: _____

Fire Warden Contacts (Local)

Please list two (2) individuals from your local office and two (2) alternates that will act as a Fire Wardens. The Fire Wardens will be the ones who will supervise the evacuation of individuals from the premises in the event of a fire.

FIRE WARDEN 1

Name: _____ Phone: _____

ALTERNATE FIRE WARDEN 1

Name: _____ Phone: _____

FIRE WARDEN 2

Name: _____ Phone: _____

ALTERNATE FIRE WARDEN 2

Name: _____ Phone: _____

I understand that it is the responsibility of the tenant to assign Fire Wardens for their company. Triovest Realty Advisors Inc. will provide an Annual Fire Warden Training session. The tenants will be notified by memo when a session will be taking place at their building. If you have any questions or concerns, please feel free to contact our office at (403) 245-2447.

Service Connect Application Form

Please provide us with the names of individuals who normally place your tenant service requests. The completed form can be emailed to mrivera@triovest.com or sflury@triovest.com at your earliest convenience.

1.1 General Tenant Information:

Tenant Name: _____

Building Name: _____

Phone Number: _____ Fax Number: _____

1.2 Service Connect Log-In Request Contacts:

Name: _____ E-mail: _____

Phone Number: _____ Fax Number: _____

Name: _____ E-mail: _____

Phone Number: _____ Fax Number: _____

Name: _____ E-mail: _____

Phone Number: _____ Fax Number: _____

Name: _____ E-mail: _____

Phone Number: _____ Fax Number: _____