



Prepared by:

LINCOLN
PROPERTY
COMPANY

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I. TENANT MOVE-IN PROCEDURE

55 Cambridge Parkway wants your move-in and occupancy at 55 Cambridge Parkway to be as pleasant as possible. We have taken great care to create a functional work environment, which is compatible with the needs of your organization and is comfortable and convenient for your employees. One of the most important factors in achieving this objective is a timely and well-coordinated move into your premises. The purpose of this section is to establish guidelines for new tenants who occupy space at 55 Cambridge Parkway.

A. MOVE-IN AND GENERAL CONTACT PERSON

It has been our experience that effective communications between landlord and tenant will prevent the vast majority of problems during and after your move-in. Accordingly, we request that one person be appointed as your move-in/general coordinator with responsibility for transmitting all requests for services and inquiries and for receiving notices and replies from 55 Cambridge Parkway. We feel that this single contact person prevents duplication of effort and enables your organization to be sure your requests are being transmitted and acted upon. Ideally this would be someone who is readily accessible and who has an overall working knowledge of your organization.

We would appreciate notification in writing of the name of this person and the name of an alternate in case of illness, vacations, etc. 55 Cambridge Parkway requests that all communications from the tenant be transmitted through that person, except in the event of emergencies, in which case we will respond to any call.

The contact for 55 Cambridge Parkway will be the Property Manager (Exhibit A). All requests should be directed to his/her attention.

B. SPECIAL INSTALLATIONS

Associated with the construction of every new tenant space are installations that exceed or vary from building standards. Based on our experience, we can anticipate the types of items that will require special attention, and by categorizing and discussing them here, we can help you avoid unnecessary delays and surprises. In general, the majority of the problems can be avoided if all the information on special installations or equipment has been obtained and included on the construction drawings. The following are some of the issues that may be associated with the construction of improvements in your offices:

1. Contact and coordinate with the telephone company representative early. Depending on the phone system selected, particularly if it is a private system, special conduit and/or electrical or location requirements, different from building standard, may exist. It is a good idea to review the telephone installation shown on the final working drawings with the telephone company representative as early as possible.
2. Copier machines usually have special electrical requirements. The size and type of electrical service must be placed on the electrical working drawings. In addition, these machines normally have special outlets, which are furnished by the copier company. They should be delivered to the landlord as applicable early enough to be installed prior to the move-in.

3. Attention should be given to special equipment such as computers, word processors or telecopiers, which may require special electrical or mechanical installations to function properly. If electrical consumption of special equipment is greater than normal office equipment, it may be necessary to calculate the excess cost of such energy.
4. In some cases, special equipment or concentrated files or bookcases may exceed the load limits of the floors and attention must be given to distribute the weight over a greater area.
5. Tenant Card Access systems must be compatible with the building card access system. There is no obligation for a tenant to use the same vendor as the building for their card access system although vendors chosen must provide access cards that are compatible with the building system.

C. MOVE-IN AND DELIVERIES

It is imperative that a move-in schedule be developed to avoid conflicts and overloading of facilities. Accordingly, tenants are requested to plan for a specific move-in time and date as soon as possible after receiving notification of when the space will be ready for occupancy. At a minimum, a notice of 48 business hours is required prior to the arrival of the moving van. To avoid disrupting the construction schedule and the operations of tenants who have previously occupied their premises, move-ins will be permitted only after 6:00 p.m., Monday through Friday, and anytime on Saturday, Sunday and holidays. See Exhibit C for Loading Dock Policies and Procedures.

55 Cambridge Parkway will have a building engineer or security officer on duty to assist with any facility, elevator, and security concerns and to supervise the use of the loading dock, building entrances, lobbies, and elevators as appropriate for your building. His/her instructions on the use of these areas and facilities should be strictly followed. He/she is not authorized to assist your movers in carrying items, placing furniture, or trash removal.

Tenants should use the freight elevators to transport the furniture to their floor. Under no circumstances are tenants to use the freight elevator as if it were a regular elevator. The freight elevator is used for moving large items only. Tenants should confirm that their movers will provide protective coverings for common area and tenant space carpeting. Repairs of any damage to the loading dock, common area, or tenant spaces during the move shall be billed to the tenant. Tenants are encouraged to have their mover review the building with a building management representative prior to moving.

Large deliveries of furniture or materials after occupancy will be permitted only after 6:00 P.M. Monday through Friday, and anytime on Saturday, Sunday, and holidays. These must be scheduled in advance. Normal deliveries received during the course of business will be permitted during working hours.

Smaller deliveries, such as lunch or flowers, may be delivered via the automobile drop-off area which is a coned-off section on level C of the parking garage, adjacent to the entry door into the main lobby.

Deliveries and Elevator Schedule

Dock-master Hours

Dock hours are Monday thru Friday 8:00 am to 6:00 pm for deliveries lasting up to ½ hour.

Deliveries that require a truck after the above hours and exceeding ½ hour will require that a dock-master be present at current prevailing billable rates. A four (4) hour minimum labor charge is required.

Normal Freight Elevator Hours of Operations

Monday thru Friday 8:00 am to 6:00 pm

Deliveries of sheet rock or like materials will not be allowed during normal freight elevator operations (You must make arrangements for exclusive use of an elevator for these purposes).

All incidental deliveries are allowed during the above hours of operation, on a first-come first-serve basis.

Trash Removal Operation

Monday thru Friday 5:30 pm to 10:00 pm

During these hours the use of the elevators is limited to removal of building trash and the movement of service workers and their tools and equipment.

Hours Available for Exclusive Use of Freight Elevator

Monday thru Friday 6:00 pm to 6:00 am
Saturday & Sunday 24 hours

During the above hours of operation, the freight elevators may be reserved for the exclusive use of a tenant or contractor. Reservations must be made a minimum of twenty-four hours prior to, but no more than two weeks in advance of service request date. Reservations are not confirmed until a properly approved "Loading Dock/Freight Elevator Access Request Form" is returned to you and are subject to availability.

No construction debris or materials are to be deposited in building compactors or open dumpsters not belonging to contractor.

Furniture deliveries require an Elevator Operator to operate the service elevator. Cost for this person is the responsibility of the tenant at a 4-hour minimum charge.

There is a 4-hour minimum charge for the Elevator Operator whenever after-hours exclusive use is requested. Contact Lincoln Property Company Management Office for the current rate.

Food Deliveries

All food deliveries are to be directed to the upper level of the parking garage. Also instructed to pull a ticket and park on Level-C, in the coned off area designated for deliveries. The courier bringing in the food will have a 20-minute grace period to deliver the food without having to pay the parking fee. **DO NOT SEND FOOD DELIVERIES TO THE LOADING DOCK.** In the event there's a large catering delivery or the vehicle is too big to access the parking garage, please contact security so that the delivery/temporary parking can be coordinated.

II. TENANT REQUESTS FOR SERVICES

Providing service to you is our primary business. Through frequent inspection of the building and efficient assignment and supervision of building personnel, we hope to promptly and courteously respond to your needs while operating and maintaining 55 Cambridge Parkway in accordance with the highest industry standards. However, from time-to-time events may occur or repairs may be needed of which we are not already aware. Therefore, we request your assistance in bringing to our attention any situation or condition, which exists that you think needs attention. To ensure a timely and thorough response to your inquiries, we request that you follow the procedures listed below:

A. MAINTENANCE, JANITORIAL AND GENERAL REQUESTS

In order to ensure that your request is promptly directed to the appropriate person for action, we ask that you put your request in using the building's work order system.

After receiving a work order request from the tenant, appropriate actions will be made by the building staff. After completion of the task, the individual performing the work will comment on the actions taken and return the form to the Property Management office to update the tenant and close out the work order.

Building or janitorial personnel have been specifically instructed not to respond to any request without authorization from the Property Management office. By transmitting all requests through the building's work order system, we are able to record the nature of each request, the time it was made and the time the request was fulfilled. The Property Manager will also be able to follow up with your contact person to ensure proper action has been taken. With this procedure, we will be able to monitor the promptness of our personnel's response and the quality of our work.

B. WORK ORDERS/ADDITIONAL SERVICES

We are also available to assist you with minor refurbishment and maintenance of your space. This is accomplished through the use of a Building Service Work Order.

In many cases, minor work will be done by our Building Engineers/Superintendents, (installing light bulbs, changing a lock, etc.).

Once submitted by the tenant representative, the Building Service Work Order is used as our authorization to proceed with work.

To access the building's work order system, please log in to the tenant console in the following link: <https://www.visionworkorders.com/>. For details on log in and password information, contact the Property Management office.

Please contact the Property Management office for hourly rates for in-house services.

C. BUILDING OPERATING HOURS

55 Cambridge Parkway is open twenty-four hours to tenants and authorized visitors. The heating and cooling systems normally operate during the following standard business hours: 8:00 a.m. to 6:00 p.m., Monday through Friday and 8:00 a.m. to 1:00 p.m. on Saturday. Notice is required for HVAC operation after standard business hours and on holidays and tenants will be charged accordingly for any over time HVAC services.

We believe this procedure will give you the best coordination possible, while recognizing that your normal work activity must continue with the least amount of interruptions.

D. OFF-HOURS HEATING, VENTILATION AND AIR CONDITIONING

The heating, ventilating and air-conditioning system in 55 Cambridge Parkway has been designed so that smaller zones may operate during non business hours. Please contact the Property Manager's office 48 hours in advance to arrange for extra HVAC service. Appropriate charges will apply. Please contact the Property Management office for a schedule of rates. Cancellation of extra HVAC run time must have 48 hours in advance notice for the service as well. **Space heaters are strictly prohibited in tenant spaces and will be removed by building engineers.**

*Please note that these rates will also apply to holidays listed in Exhibit B unless otherwise specified in your lease.

E. MAJOR TENANT ALTERATIONS

We recognize that, from time to time, your space or service needs may change and require physical alterations to your premises. In order to ensure that your request for these tenant alterations is coordinated properly and promptly, 55 Cambridge Parkway can act as construction manager and represent the tenant in all alterations.

For all major tenant alterations, it shall be the tenant's responsibility to prepare and submit three (3) sets of Plans and Specifications and a list of proposed contractors for approval to the Property Manager for review and comments.

In any event, no alterations or improvements are permitted without the prior written consent of 55 Cambridge Parkway (Your lease may also include further details regarding renovations to your space.). In all instances, the appropriate insurance certificates, permits and plans must be acquired by or issued to 55 Cambridge Parkway, LLC. For the protection of all tenants, 55 Cambridge Parkway will impose conditions for carrying out any alterations or improvements, which ensure that the building will not be damaged in any way and that the work is performed in a manner which will not inconvenience or endanger occupants or the visitors to 55 Cambridge Parkway. Tenants not adhering to the procedures outlined above will be totally responsible for any and all costs relating to improper installation or damages to the equipment, building or general property.

We believe this procedure will give you the best coordination possible, while recognizing that your normal work activity must continue with the least amount of interruptions.

F. LIGHT BULB REPLACEMENTS

A Building Service Work Order may also be used to request replacement of light bulbs in your space. 55 Cambridge Parkway reserves the right to charge for this service. Replacement of light bulbs will be for building standard fixtures only.

III. BUILDING SECURITY AND EMERGENCIES

A. GENERAL ENTRY CONTROL

55 Cambridge Parkway is equipped with a card access system and 24-hour security guard coverage.

For the purpose of building and tenant security we ask that all tenants provide and maintain an updated Card Access List at the property management office. This list should contain the name of all employees given an Access Card along with the respective access card number. Please be certain to promptly notify Lincoln Property Company with the card access form if a card is lost or an employee has left your company in order for the card to be deleted from the system. Listed below is the policy/procedure for granting access to the building if employee forgets/misplaces their access card.

During non-business hours:

If an employee forgets/misplaces their access card they will not be granted access to the building.

Guests at any time of the day or night are always required to check in at the lobby with security. Each guest must be listed in the Visitor Management System “Building Engines” in order to be granted building access during non-business hours. This is to help ensure the safety of all individuals in the building.

Should cards be lost or stolen, please alert the Property Manager's office of the missing card so that card can be deleted from the system.

Special Events/Meetings— whenever a tenant invites more than 20 guests to the property for a meeting or special event, they must assign a tenant representative to receive the guests in the building’s lobby as they arrive. Any guests that are excluded from the visitor management system must be added by the tenant representative before proceeding to the tenant’s suite.

Service animals— dogs that are individually trained to do work or perform tasks for people with disabilities— are the only animals permitted inside the building at all times. Building management and its agents may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform.

B. SUITE ENTRY DOOR KEYS

All employees may receive an access card with building access at their hire date. Badges issued by management are property of Lincoln Property Company. Should an employee require a replacement badge, the cost is \$25.00 per access card. If an employee is terminated, their access card must be returned to the property management office within 3 business days, or a \$25.00 fee will be applied per lost card. All charges will be billed to the tenant, not the individual employee.

Building personnel is strictly prohibited from providing access to occupants of tenant spaces without access cards.

IV. MISCELLANEOUS

A. PROPERTY MANAGEMENT

The Property Management office for 55 Cambridge Parkway is located on the 1st floor at 55 Cambridge Parkway, Cambridge, MA 02142. The telephone number is 617-494-9197. The facsimile number is 617-494-5459. Our office hours are Monday through Friday 8:00 a.m. - 6:00 p.m. Please feel free to stop in at any time.

B. MAILROOM/EXPRESS MAIL SERVICES

The mail boxes are located on the first floor in the main lobby and are strictly utilized for USPS deliveries. Federal Express pickups are Monday – Friday at 7:45 p.m. and UPS Pickups are Monday - Friday at 7:30 p.m. There are no pickups on the weekends. Amazon packages will be delivered to the secured lockers where tenants will be notified by text of the delivery for retrieval. Larger packages will still need to be delivered to tenant spaces. Federal Express and UPS boxes and Amazon Lockers are located at Level C of the garage.

C. MONTHLY RENT PAYMENT

Rental payments are due on the first day of each month and should be made payable to: 55 Cambridge Parkway, LLC.

55 Cambridge Parkway LLC LOCKBOX INFO

USPS Lockbox Address:

55 Cambridge Parkway LLC
P. O. Box 419283
Boston, MA 02241-9283

Overnight Lockbox Address:

Bank of America Lockbox Services
55 Cambridge Parkway LLC 419283
MA5-527-02-07
2 Morrissey Blvd.
Dorchester, MA 02125

Wiring and ACH Instructions

Name of Bank: Bank of America
Bank State/City: MA

Account Number: 4660 0790 5373

Name on Account:

LPC Commercial Services Inc AAF

INVESCO ICRE MASSACHUSETTS REIT HOLDINGS LLC

AS SOLE MEMBER OF 55 CAMBRIDGE PARKWAY LLC/OPERATING

ABA#: 026009593 for wires

ABA#: 011000138 for ACH

D. BUILDING, DIRECTORIES AND SUITE ENTRY SIGNAGE

Upon occupancy, Property Management will approve all signage, which will be located on your main suite entry door. Any changes made to the directories or tenant entrance signs shall be a tenant expense.

Subtenants shall be responsible for all expenses related to the suite entry.

E. BUILDING INSPECTIONS

In our effort to anticipate and prevent problems before they arise, 55 Cambridge Parkway personnel will perform frequent detailed inspections of the entire building, including tenant spaces. The purpose of these inspections will be to identify areas requiring maintenance and/or repair, to correct safety/fire hazards, which may have developed since the last inspection, and to receive input from you on problems you have encountered or ways you see to improve the operation.

While these inspections will help us identify problems before they arise, we strongly encourage you to also bring areas of concern to our attention immediately. With you working closely with us, we can both make your building a pleasant, professional, and most importantly, a safe place to work.

F. CLEANING AND TRASH REMOVAL

Included in most of the office leases is a provision for cleaning and trash removal by the landlord. We will make every effort to keep your office and the public areas of the complex in a clean and sanitary condition.

Normally, office cleaning and trash removal will begin around 5:00 p.m. every weekday with the exception of holidays.

If you have recently moved in, you can expect a representative of the janitorial contractor and/or our Property Manager to meet with you to determine your individual needs.

If you have any questions or comments, please contact the Property Management office. The phone number is 617-494-9197.

G. RECYCLING PROGRAM

55 Cambridge Parkway offers a recycling program which addresses a "typical" tenant's needs. We hope you will be an active participant. This program recycles all materials utilizing blue desk-side recycling containers (i.e. wastebaskets for recyclable materials): See Exhibit F for Recycling services.

H. SMOKING POLICY/ORDINANCE

Smoking is strictly prohibited within 50 of the any entranceway to 55 Cambridge Parkway. The City of Cambridge ordinances states that smokers must stand 25 feet away from municipal buildings; that policy has been adopted here at 55 Cambridge Parkway.

The only areas where smoking is permitted is on the back side of the building (facing the Charles River) and the designated smoking area on Level B of the parking garage. There is to be **no** smoking in front of the building or inside of the building, which includes the parking garage (except the designated area on Level B). Smoking is also prohibited on the 3rd floor patio and **all** balconies of the building. This is to ensure the health and safety of all tenants in the building.

55 Cambridge Parkway strictly prohibits the smoking or consumption of marijuana anywhere on the property. This restriction includes within tenant offices, all common areas, stairways, garage areas, and within 50 feet of any entrance to the building or garage. This restriction also includes the designated smoking area on level B of the parking garage.

Any person who violates the smoking policy at 55 Cambridge Parkway is subject to a fine.

I. LOBBY ENTRANCE

Entrance into the lobby with bicycles or micromobility is not permitted. Micromobility is any personal transportation such as electric scooters, skateboards, bicycles, electric bicycles and any other device used for human transport. Bikes are to be put in the Bike Cage located on Level A of the garage. Micromobility should be put in the Micromobility Cage located on Level B of the garage (See Exhibit D for Micromobility and Bike Cage Policies & Procedures).

Furthermore, rollerblades and roller skates are not to be used in the lobby as well. Tenants that rollerblade or roller skate to and from the building must remove them while outside and use proper foot attire when entering and exiting the building. There are benches in the front and back of the building for those tenants that need to change into or out of their rollerblades or roller skates.

Lastly, pets are not allowed into the building. This is a health code violation. Only service animals, as defined under the "American Disability Act" (ADA), are allowed. ADA laws do not apply to emotional support animals, therapy animals or pets, therefore, these are not considered service animals. Service animals are trained to accommodate individuals by assisting in certain tasks. Property management and its agents may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Any questions concerning this matter please contact Property Management.

J. PATIO USAGE

The Patio located on the 3rd floor of the building is for all occupants to use. The patio will be furnished for tenant enjoyment from May 1 – October 1. From time to time, functions/parties may be held on the patio. If a tenant wishes to hold a party/function on the patio, a 2 week's notice must be given to the property management office so that they may reserve the patio for that date.

Please obtain the following information related to your event, and submit it to the management office by use of the Tenant Patio Request Form.

1. Date and Time function is to take place
2. Number of people in attendance
3. Caterer information and Certificate of Insurance from them
4. **Liquor cannot be served on the premises unless the tenant or the caterer has a minimum of \$1,000,000 in Liquor liability coverage on their insurance certificate.**
5. Will there be music?
6. Smoking is **NOT** allowed.
7. Note that any function serving alcohol will be required to have a security guard present and will be an added cost at the tenants' expense.
8. Tenants are responsible for the clean-up of the space and removal of all trash, however tenants may request cleaning service be provided billable at current market rates.

Please see Exhibit G for Patio Operating Procedures

K. LIQUOR ON PREMISES

If a tenant wishes to serve alcohol on the premises, they must supply property management a current Certificate of Insurance with coverage of a **minimum of \$1,000,000.00 in liquor liability** in addition to the General Liability Coverage. Please contact Property Management for a Sample Copy of an Insurance Certificate.

On-Site Amenities

24 hour security
Parking garage
Bike and Micromobility Cages
Electric Vehicle Charging Stations
Covered Loading Area
On-Site Management Office
Secured Mail Room (FOR USPS DELIVERIES ONLY)
Amazon Lockers
Federal Express and UPS drop off boxes
Citizens Bank ATM Machine
Royal Sonesta Hotel

- Health Club: Pool with retractable roof and work out room 617-806-4280
- Artbar and Patio 617-806-4211
- Full Service Catering 617-806-4104
- River view Function Space for meetings and events 617-806-4305
- Renovated Guest Rooms with complimentary high speed wireless Internet
- Concierge Services 617-806-4250
- 24 hour Business Center
- Taxi Stand
- ATM Machine

Cambridgeside Mall

- Fully Operating Bank of America
- Variety of Stores
- Assortment of food options
- Shuttle service to and from Kendall Square

V. PARKING

The garage is operated for tenants with parking privileges and their guests only. Access and egress are monitored by the property's card access system and there is no transient parking for the public. Public parking is accessible at the Cambridgeside Mall. The garage door is open from 6am-7pm. A security guard is posted at the desk in lobby 24/7 and can be reached on the intercom on the parking machine for assistance.

Garage Parking Rates (subject to change)

Hourly Rates

0-2 Hours	\$25
2-24 Hours	\$42
Lost Ticket	\$42/day

Monthly Parking Rate

\$425/month

Garage Rules and Regulations

1. The parking areas shall be used solely for the parking of vehicles no larger than full-size passenger automobiles. The parking of trucks, trailers, recreational vehicles, campers and boats are specifically prohibited. Rooftop storage containers and any other item not secured entirely within your vehicle are hazardous and strictly prohibited from the garage.
2. No vehicle of any type shall remain in the parking areas overnight without an extended parking form forwarded to and approved by Property Management. In the event a vehicle is disabled, Tenant shall notify the Property Management Office and shall remove the vehicle within 24 hours. Landlord reserves the right to remove any vehicle posing a potential risk to the building.
3. All vehicles shall be parked within the designated parking spaces in conformation with all signs and other markings. Any person's parking in two spaces will be ticketed and towed. Any persons parked in a reserved or handicap parking space will be ticketed and towed immediately. Please be aware of all parking signage.
4. The maintenance, repairing, washing, waxing or cleaning of vehicles in the parking areas is specifically prohibited.
5. The Landlord shall not be responsible for any damage to vehicles, injury to persons or loss of property. All risks are assumed by the party using the parking area.
6. Vehicles parked in violation of these parking area rules and regulations may be towed at the vehicle owner's sole risk and expense and parking privileges revoked. Tenant shall be responsible for ensuring that all of its employees, agents and invitees comply with these parking area rules and regulations.
7. The Property Management reserves the right to modify these parking area rules and regulations and/or adopt such other responsible rules and regulations as may deem necessary for the proper operation of the parking areas.
8. Speed limit is 5 miles per hour.
9. All directional arrows and signs must be observed.
10. Any person's parking in the garage overnight must have a garage access card. An [Overnight/Extended Parking Request](#) should be forwarded to the Property Management Office by 12:00 noon on the day that the vehicle will be left overnight.
11. Extended parking passes are not to exceed three (3) business days.
12. All requests for extended parking passes should contain the following information:

1. Employee's name, company, and contact number
2. Color, make, model and year of the vehicle
3. State and license plate number
4. Parking location on Level H of the garage **ONLY**
5. Parking Access Card Number

Please do not telephone with this information.

13. The 55 Cambridge Parkway, LLC, Parking garage is not a storage facility. Any vehicles parked for more than three (3) business days, OR without an **Overnight/Extended Parking Request** are subject to being towed without notice. Any and all costs incurred with the towing or storage of these vehicles will be the sole responsibility of the vehicle's owner.
14. Storage of vehicles is not permitted at 55 Cambridge Parkway. Parking is provided to tenants and their guests while they are on the premises either working or visiting. This is an office building, not a residential building. This is a standard industry practice for comparable Class A office buildings such as One Memorial Drive, 101 Main Street, Cambridge Center and One Rogers Street. The reason for the policy is due to public safety. Vehicles that are stored can be used to conceal criminals, potential homeless and can be potentially be used as explosive devices. Stored vehicles also may interfere with off-hours fire/life safety issues such emergency sprinkler work, electrical repairs, water penetration repairs and actual fire suppression.
15. Any vehicle that cannot be identified in our system will be towed at the owner's expense.
16. It is extremely important for tenants to notify Property Management when employees purchase new vehicles so that the parking system has a record of the most updated vehicle. To update an employee's vehicle, please complete a "Building/Garage Access" form and forward to Property Management.

Parking Card Access

- Each Tenant shall be allocated a number of parking garage privileges to be assigned to building issued access cards, as determined per their specific lease agreement.
- Each Tenant must submit to the Property Management office, parking access forms for each of their employees with parking privileges. The lease-holding tenant must communicate any change requests, i.e. access privileges, deactivation, reissue/replace a card, directly to the Property Management Office.
- Cards must be used when entering and exiting the garage. A card cannot be passed to someone else to allow for an additional car to park in the garage. Any person without an access card will be denied entrance to the garage, unless they pull a ticket and plan on paying with a credit card for the time they are parked in the building. Tenants may choose to validate their visitor's parking at a cost using a chaser ticket. For chaser tickets, please contact the Property Management Office.
- Tenants are asked to notify the Property Management Office immediately of all changes in employment status affecting parking privileges of their employees. We ask that all tenants prepare and maintain a current list, which includes each vehicle owner, make of car and license plate number and submit this to the Property Management office. Spaces will be billed directly to the tenant not each individual parker.

Visitor Parking

- Visitors are defined as anyone entering the garage without an assigned access card that is visiting your company. This includes all vendors, training candidates, interviewees, meeting members, clients, customers, and employees without a parking card.
- There is no public parking at 55 Cambridge Parkway, LLC. Public parking can be found at the Cambridgeside Mall.

This policy applies to all Tenants.

VI. EMERGENCY MANAGEMENT PROCEDURES

Tenants may contact Lincoln Property at any time to arrange for seminars or meetings to discuss emergency-related procedures.

Arrangements can be made for tenant education programs to discuss such topics as fire safety, bomb threats and power losses on either an individual meeting basis or larger scale meeting to allow for attendance of several employees.

A. SAFE ENVIRONMENT

The 55 Cambridge Parkway Building was designed to minimize the chance of a life-threatening emergency and to reduce damage in the event one does occur. It is inspected periodically and monitored 24 hours a day, seven days a week. Safety systems meet or exceed all relevant fire and building codes.

Safety systems include automatic overhead sprinklers and heat/smoke detectors throughout the building, and manual pull stations located in each hallway near the stairs. When any of these systems are activated, an alarm will ring on the floor with the alert and the floor immediately above and below. Alarm signals are also sent to the Fire Command Center located adjacent to the lobby guard station. This location has an enunciator panel, which pinpoints the source of the alert. Passive fire restraints include solid core doors to prevent the spread of fire, and floors with a two-hour safety rating.

Upon activation of any initiating device, the stairwells and elevator shafts are pressurized to keep smoke from entering. Upon activation of any automatic initiating device the vestibule ventilation system shall be activated. Elevators are returned to the 1st floor lobby only upon activation of any elevator lobby or elevator machine room smoke detector. **In any emergency, always use the stairs.**

The Fire Command Center has direct communications with the lobby, stairwells (at each floor), and elevator. This network of speakers can be used to give verbal instructions should the need arise. Building engineers and security guards carry cell phones when away from their posts and will usually be the first to arrive on the scene. An intercom system for occupants is installed in each stairwell which communicates with the Fire Panel.

Due to the fire-resistant qualities of modern office high rises, total evacuation of the building is very rare. **Relocation is usually necessary only from the floor with the fire and the floors directly above and below.** Alarms will usually sound only on these floors. Additional floors may be evacuated when ordered by the Fire Safety Director, fire department, or police.

Below is the pre-programmed alert message you will hear in an emergency:

Attention please, the signal tone you have just heard indicates a report of an emergency in this building. If your floor evacuation signal sounds after this message, walk to the nearest stairway exit and leave the floor. While this report is being verified, occupants on other floors should await further instructions.

B. MEDICAL EMERGENCY

1. **Call Paramedics. Dial 911.** Tell them your floor and suite number and direct the medical team to the front entrance (55 Cambridge Parkway).
2. **Call building management. Dial 617-494-9197.** Outside normal business hours, your call will be rerouted to the lobby desk, which is staffed 24 hours a day. We will hold an elevator ready for the paramedic team.

If a private physician has been called, let us know and we will escort the doctor to your office.

3. **Post one person at the elevator on your floor** to lead the medical team to the person in distress.

C. FIRE EMERGENCY

1. **Rescue anyone in danger.**

2. **Confine the fire** by closing the door.
3. **Alert your Floor Warden.** Tenant Floor Wardens have been trained in emergency response. Follow his or her instructions.
4. **Activate the Manual Pull Station** located next to each stairwell.
5. **Call the Fire Department. Dial 911.** Tell the address (55 Cambridge Parkway) and floor location of the fire, its severity and type.
6. **Call building management (617-494-9197)** and repeat the above information. Outside regular business hours, please call the lobby security guard station at **(617) 494-0223** or their after-hours mobile at **(781)777-5254**. Building staff will take initial action and help firefighters when they arrive.

D. IN CASE OF FIRE ALARM

1. **Remain calm.**
2. **Close doors but do not lock them.** Take only essential items with you and do not return for additional papers or belongings.
3. **Follow instructions of your Floor Warden.** You may be asked to inspect the area or help others.
4. **Proceed down the stairs** three floors below your original position and re-enter the building. Stairwell doors will be unlocked to provide an open relocation route. Women should remove high heel shoes. Use the handrail and keep to the right on the stairs to avoid firefighters who may be coming up the stairs on their right.
5. **Do not use the elevators.** Elevators will automatically return to the 1st floor lobby to await firefighters.
6. **Feel doors before opening them.** Do not open any that are hot.
7. If you are handicapped, await help from your assigned Aid or wait near the stairwell doors.
8. Exit through emergency exits. Move away from the building and proceed to the predetermined meeting spot for your company.
9. If you are trapped, keep doors shut and seal the crack under them with cloth. Call the fire department (911) and report your exact location. If phones are inoperative, call attention to your location by flashing light colored cloth inside your window. Break the glass only if air in the room becomes un-breathable. Doing so may attract smoke into the room.

If you must cross an area filled with smoke, stay low. The best air is 12-24" above the floor.

E. BOMB THREAT

If you receive a bomb threat by telephone:

1. **Attract the attention of a co-worker** discreetly and have them listen in. Advise the caller, if you can, that the bomb may kill or injure innocent people.

2. **Get as much information as possible** from the caller about the location and type of bomb, its detonation time, method of detonation, and the reason for its placement. Ask about the bomb's appearance and who is placing it.

Ask the caller to repeat parts of the message and make notes of any clues that might help police: Is the caller male or female? Adult? Juvenile? Is the voice educated or coarse? Accented or otherwise distinguishable? Does the person seem angry, rational, deliberate? Make note of background noises.

3. **Call the Building's Property Manager.** He or she will notify other tenants, building staff, and police.
4. **Inform your Floor Warden.** Begin a visual inspection of your area, but **DO NOT TOUCH OR DISTURB ANY SUSPICIOUS OBJECTS.**

F. LETTER BOMBS

Some signs to look for:

1. **Size:** Is the letter unusually thick?
2. **Weight:** An effective letter bomb will weigh over two ounces. Few first-class letters weigh as much.
3. **Balance:** Is it heavier on one end?
4. **Feel:** Is there any springiness in the sides of the letters? Does it flex like normal folded paper, or is it stiff?
5. **Appearance:** Are there grease marks on the envelope caused by sweating of an explosive? Is the envelope sealed more tightly than usual?
6. **Odor:** Is there a smell of almonds or marzipan?
If you consider a parcel or letter suspect, **DO NOT OPEN IT.** Immediately inform the police bomb squad and notify building management.

The decision whether to inform other building occupants of a bomb threat or to order an evacuation will be based on recommendations of local authorities and the judgment of senior company officials and the Building Manager.

G. CIVIL DISTURBANCE

Civil Disturbance is rare and can usually be minimized by staying calm and defusing the situation. If you have reason to believe that a civil disturbance may disturb the building or your office:

1. **Contact the Building Manager.** Tell the current location of the Demonstration, the number of people involved and their current activity.
2. **Notify the people in your office** of the threat and warn them to avoid personal contact and especially not to make any statement that may aggravate the demonstrators.
3. **Lock all doors** except your main entrance. Lock sensitive areas such as file Cabinets and vaults to protect company records.

4. **Stay in the building.** Elevator service will be reduced or suspended during the emergency to prevent entry into the upper floors of the building.

If demonstrators have entered your office, make note of all rooms or areas disturbed. After the demonstrators have left, search the area for objects that may have been left behind. Notify your supervisor if you find any such objects.

H. POWER FAILURE

If normal power fails, an emergency generator will automatically provide electricity to stairwells, exits elevators, and life safety systems. Elevators will stop temporarily and return to the lobby in a preprogrammed sequence. Thereafter one elevator in each bank will remain in operation.

Private systems, especially telephones and computers, may be inoperative if electricity is lost. Check with your vendor concerning emergency backup power.

During a power failure, all building occupants are encouraged to vacate the premises.

I. HURRICANES

It is possible for the Cambridge area to be hit by a hurricane. However, unlike other emergencies covered in this manual, hurricanes are not likely to strike suddenly or without a warning.

1. Hurricane: Tropical Storm with winds of 75 mph or greater accompanied by rain, thunder, lighting, and tornadoes.
2. Hurricane Watch: Issued by Weather Service when a coastal region and specific areas mentioned in Watch have a real possibility of being hit. It does not mean danger is imminent for area mentioned.
3. Hurricane Warning: Issued by Weather Service for a specific area that the storm is expected to hit within the next 24 hours. The storm's path can change rapidly and advisories must be monitored closely for changes in direction or intensity.
4. Severe Rain / Wind Conditions under hurricane level / tropical Storm wind speeds under 75 mph generally classified as gale force winds accompanied by rain, thunder Lightning.
5. Generally these types of storms are accompanied by warnings from the National Weather Service. These storm warnings are usually local as isolated cells move over a particular area causing concentrated damage.
6. Concentrated rains and wind driven rain will usually cause local flooding of roadways and parking lots.
7. Tenant Preparations
 - A. If a severe storm is imminent tenants should initiate the following basic procedures.
 1. Remove any patio furniture from private balconies.

2. Close all doors to all exterior offices.
3. Turn off all small computers and disconnect power source. If possible, move them away from windows. Waterproof tarpaulins can be useful in covering computers and other items in case of window breakage and roof leakage to prevent water damage.
4. No parking will be allowed on the lower levels of the garage. If you must be at the building, park on the second level and above, as lower levels may become flooded.

As with other emergencies, it is our intention that personnel take all necessary precautions to avoid being injured by a hurricane. Since we will have advanced notice if a hurricane is approaching, we will follow the advice given by local authorities. If an evacuation of the immediate area is ordered by local authorities, we will comply with those orders.

J. EMERGENCY RESPONSE PLANNING

The largest variable, and danger, in any emergency, is human response. Preparation and training on your part are an integral part of the building's emergency response plan.

Material in this section is designed to help you understand the actions that will be taken by building staff and to provide a basis for your own emergency plan. Please review it carefully. With your assistance, 55 Cambridge Parkway Building will continue to provide an exceptional and safe working environment.

Should evacuation become necessary, the authority and responsibility rests with the local officials of government. Neither management nor ownership can assume responsibility for any consequences resulting from the decision to evacuate or not to evacuate.

K. FIRE DRILLS

Fire drills are held periodically at 55 Cambridge Parkway to test systems and practice emergency response on the part of occupants and staff of the building. Everyone is required to participate.

Tenants will be notified in advance of a fire drill. When the drill is completed, each tenant and members of the Fire Brigade will submit reports on the effectiveness of the emergency plan and problem areas noted. A record of each fire drill will be kept by the Fire Safety Director as documentation of the building's emergency preparedness program.

L. FIRE SAFETY DIRECTOR – BUILDING MANAGER

The building Manager, acting as Fire Safety Director, is the primary tenant contact in emergency situations. If conditions warrant, he or she will order relocation and coordinate the movement of tenants to a safe level.

M. FIRE BRIGADE

A Fire Brigade, consisting of building personnel, will usually be the first to arrive at the scene. If the fire is small, they will confine or extinguish it using equipment carried with them. Upon locating the fire, one member of the Fire Brigade will move to the floor below and communicate conditions to firefighters as they arrive. **Under no circumstances should the elevators be used for the initial investigation of an alarm.**

N. FLOOR WARDENS

Floor Wardens receive special training and are responsible for knowing the building relocation and/or evacuation plan, floor layouts, and the location and use of fire equipment. During an emergency, they are responsible for implementing an orderly evacuation, following instructions of the Fire Safety Director of the fire department.

Prior to an emergency, Floor Wardens are also responsible for educating their fellow workers about emergency procedures, through training or bulletin board postings as necessary. They maintain lists of handicapped people in their offices and assure that each is assigned one or more Aids. Finally, Floor Wardens are responsible for identifying and training Deputy Floor Wardens capable of performing their duties in their absence and assisting them during a drill or emergency.

Floor Wardens are assigned one per tenant or one per floor for multi-floor companies. They are chosen by their employees and must be capable of assuming a leadership role and commanding obedience during an alert. They must be at their desks within the immediate work area each day on a consistent basis. An individual whose job requires frequent absences from the office is not a good choice.

O. FLOOR WARDEN - SAFETY PLANNING RESPONSIBILITIES

1. **Have an evacuation route clearly planned.** Assist Deputy Floor Wardens in preparing evacuation plans for their individual areas.
2. **Identify weak points during fire drills.** Discuss these with the Fire Safety Director and work with Deputy Floor Wardens to correct deficiencies.
3. **Maintain up to date organization charts** of Deputy Floor Wardens and Aids to the Handicapped. Report changes to the Fire Safety Director.
4. **Instruct new Deputies and Aids** in their responsibilities during drills or actual evacuations.
5. **Inspect your area** periodically for safety. Make sure stairwells are kept free of obstructions and all flammable substances are stored in approved containers.
6. **Know the location of fire extinguishers** and how to use them, but do not endanger yourself or others. If the fire is large or spreading rapidly, close the door and leave the area. Do not attempt to use fire hoses. **Only personnel trained in the proper use of fire extinguishers should attempt to use them.**

P. FLOOR WARDEN RESPONSIBILITIES – IF A FIRE IS DISCOVERED

1. **Confine the fire** by closing doors and windows. Take steps to control the fire if appropriate but in all cases, removing anyone in danger, confirming the fire and giving notification take precedence over fighting the fire.
2. Call the Fire Department. Dial 911. Tell them:
 - The exact location of the fire, including the building address, the floor number, and location (e.g. northeast corner).
 - The material that is burning: e.g. wiring, paper, liquids, furniture.
 - The severity of the fire.
 - Your name, location, and phone number.
3. Contact the Fire Safety Director and provide the same information. Thereafter, keep building management informed of the status of the fire, smoke conditions, and progress of evacuation, if called for.

Q. FLOOR WARDEN RESPONSIBILITIES – DURING AN ALERT

If a decision to evacuate your floor is announced, Floor Warden should:

1. **Report to your designated telephone** so that building management can reach you at the expected number. You may delegate this task but do not leave your phone unattended until the floor has been evacuated.
2. **Initiate evacuation**, calling upon Deputies and Aids to the Handicapped as preplanned. Assign others as needed to:
 - Handle flashlights or other emergency lighting in the case of a power failure.
 - Take a first aid kit.
 - Secure special company records.
 - Unplug electrical equipment such as copiers, hot plates and coffee makers.
 - Check the area for remaining visitors or employees. Instruct floor searchers to turn off lights and to close but not lock doors.
3. If your floor is not involved, ask your Deputy Floor Wardens to inform people in their areas that they are not in danger.
4. If your floor encounters smoke, do not wait for an evacuation order. Contact the Fire Safety Director and tell him or her of your intent to evacuate, and the route you will take.
5. **Reassemble and account** for all people in your work area on the prearranged re-entry floor. If there is a full building evacuation, meet at your firm's prearranged area. Stay away from the building to avoid falling glass.

R. DEPUTY FLOOR WARDENS

Two Deputy Floor Wardens are typically chosen per floor. Businesses occupying less than a full floor may choose one or two depending on their office configuration. Deputy Floor Wardens receive training adequate to assume Floor Warden responsibilities if necessary. When the regular Floor Warden is present, Deputies will direct traffic away from the elevators unless otherwise instructed by the Fire Safety Director or the fire department. Prior to entering a stairwell, Deputies should feel the door for heat that would indicate a fire, and check for smoke. If the stairwell is unsafe, they will direct traffic to an alternate stairwell.

During an alert, Deputies inspect their areas to verify that all personnel have relocated and report to the Floor Warden when the area is clear. Once relocated, the Deputy will assemble and account for all people in his or her assigned area.

S. AIDS TO THE HANDICAPPED

Two fellow employees are assigned as Aids to assist any person who has a handicap, which causes difficulty in relocating. Handicapped people with hearing or visual impairments are assigned one Aid. Aids to the handicapped are designated in advance and their names reported to the Fire Safety Director. Upon reaching their destination, they will request that their Floor Warden notify the Fire Safety Director of the handicapped person's relocation. A list of handicapped persons will be kept on file in the property management office.

Make Sure:

- The Floor Warden and Deputy Floor Warden list is current.

- The Building Management has an up to date list.
- All Floor Wardens have received training.

FLOOR WARDENS

NAME	LOCATION	PHONE EXT.

DEPUTY FLOOR WARDENS

NAME	LOCATION	PHONE EXT.

BOMB THREAT REPORT FORM

Person Receiving Call: _____ Phone Number: _____
 Time and Date Reported: _____ Time Call Ended: _____
 Exact Words of Caller: _____

QUESTIONS TO ASK:

When is the bomb going to explode? _____
 Where is the bomb right now? _____
 What kind of bomb is it? _____
 What does it look like? _____
 Why did you place the bomb? _____
 Where are you calling from? _____
 What is your name? _____

DESCRIPTION OF CALLER'S VOICE:

Male _____ Female _____ Young _____ Middle Age _____ Old _____
 Accent (what type) _____ Tone of Voice _____

Is the Voice Familiar? _____ If yes, Who Did it Sound Like? _____

Background Noises? _____

OTHER VOICE CHARACTERISTICS:

Calm _____ Angry _____ Nervous _____ Serious _____ Well Spoken _____
Foul _____ Irrational _____ Drunk _____ Sober _____ Taped _____

Remarks: _____

Physically Disabled Employee Information

List each physically disabled individual on the floor. Make sure the information is current and Building Management has an up-to-date list.

[illegible]

EXHIBIT A

PROPERTY MANAGEMENT DIRECTORY

Baron Hartley, General Manager	(617) 494-9197
Lawanda Barron, Tenant Coordinator	(617) 494-9197
Rick Higgins, Engineering	(617) 494-9197
Jose Cabrera, Engineering	(617) 494-9197

EXHIBIT B

LIST OF LEGAL HOLIDAYS

New Year's Day
Martin Luther King's Birthday
Presidents Day
Patriot's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

Notice is required for HVAC operation after standard business hours and on holidays. Notice is also required for cleaning if it is requested on a holiday. For detailed information on access to the building and space during nonstandard business hours, please refer to Section II Tenant Requests for Services, items B & C respectively.

EXHIBIT C

LOADING DOCK POLICIES & PROCEDURES

The following addresses rules & regulations for access to the loading dock during peak & non-peak hours:

NORMAL LOADING DOCK HOURS OF OPERATION

- Monday thru Friday/ 8:00 a.m. to 6:00 p.m.
- Absolutely no deliveries will be allowed through the main lobby.
- Loading dock is available on a first come, first served basis.
- Access to the loading dock will be limited to 30 minutes during normal hours of operation.
- Loading dock to be used for unloading equipment & supplies only.
- There is no vendor or contractor parking available at the loading dock. All vehicles used in providing services to the building and its tenants are required to use the parking garage.

HOURS AVAILABLE FOR EXCLUSIVE USE OF A LOADING BAY

- Monday thru Friday/ 6:00 p.m. to 6:00 a.m.
- Saturday & Sunday/ 24 hours.
- During the above hours of operation, a loading bay may be reserved for the exclusive use of a tenant, vendor or contractor. Reservations must be made a minimum of 24 hours prior to, but not more than two weeks in advance of a reservation request date.

Non-compliance with loading dock policies and procedures will result in non-peak access only.

*******Please note that the loading dock is not to be used for tenant's to be picked up from nor dropped off during both peak and non-peak hours. The loading dock is for deliveries only*******

EXHIBIT D

MICROMOBILITY & BIKE CAGES POLICIES & PROCEDURES

The following addresses policies and procedures for access to the Micromobility & Bike Cages:

NORMAL OPERATION OF THE MICROMOBILITY & BIKE CAGES

- One must have an access card to enter the bike and micromobility cages. If you would like to use either cage, please contact the Property Management office to request access.
- Absolutely no bicycle, scooter, skateboard, or other personal transportation device is to be brought inside the building, aside from a device used to assist a handicapped person.
- Bicycles must be parked inside either of the cages located on garage Level A.
- Scooters and skateboards must be stored in the micromobility cage located to the right of the entrance ramp on garage Level B.
- Scooters, skateboards and bikes are not to be left or locked to the interior or exterior of the cages.
- Bikes are to be cleared from the water drain residing in the cage.
- All bikes, scooters, and skateboards are to be locked in the respective cages only: Any personal transportation devices found outside of the cage in various spaces of the parking garage or around the building premises are subject to removal.

SPRING CLEANING OF THE BIKE CAGE

- Cleaning will take place on the last Friday in March each year.
- Tenants will be notified 4 weeks prior to the bike cage cleaning.
- Tenants should inform employees to claim bikes left in the cage over the winter.
- Any bikes not claimed before the last Friday in March, will be donated.
- This is to ensure that there will be plenty of room for those tenants who ride their bikes to work.

Non-compliance with Micromobility / Bike Cage policies and procedures will result in restricted access to these areas.

EXHIBIT E

TENANT CONSTRUCTION RULES AND REGULATIONS

A. General Requirements

1. Tenant must submit Construction Documents (plans and specifications) to the Lincoln Property Company Management Office for approval a minimum of two (2) weeks or the time period required under the lease document, whichever is longer, prior to commencement of the project.
2. Subject to the provisions of the Lease, Lincoln Property Company reserves the right to approve and restrict any sub-contractor, contractor or employee for any trade performing work in the building. Subject to the provisions of the Lease, a pre-qualification statement must be submitted to Lincoln Property for sub-contractors who have not performed work with Lincoln Property Company within the last two (2) years or on jobs of comparable size and dollar value.
3. The contractor shall complete work without disruption from labor disputes and in harmony with other trades and union affiliations. All work to be performed shall be by union trades in accordance with local union rules and regulations.
4. Record of As-built drawings must be submitted within 30 days of the completion of the project.
5. Tenant must submit to Lincoln Property Company the following items, two (2) weeks prior to the commencement of the project (provided that items D and E shall be submitted one business day prior to commencement of work authorized thereby):
 - a. Name of General Contractor/Construction Management Firm
 - b. Subcontractor List for approval
 - c. Certificates of Insurance from general contractor and subcontractor in compliance with insurance guidelines. Tenant must be named additionally insured.
 - d. Copy of Demolition Permit (if Applicable)
 - e. Copy of Building Permit.
 - f. Copy of Long-Form or Fast-Tract Application to Building Department.
 - g. Construction Schedule.
 - h. Project directory to include: name of Firm, address, contact and telephone number.
6. Tenant must submit Certificate of Occupancy at completion of project prior to occupancy.
7. Tenant must schedule a project meeting with the Lincoln Property Company construction coordinator two (2) weeks prior to commencement of project. Weekly or bi-weekly project meetings are required for major construction projects. The Lincoln Property Company construction coordinator may attend meetings as deemed necessary. The construction coordinator must receive a copy of the minutes on a weekly basis.
8. Air balancing by contractor is required two (2) weeks before project is completed.
9. Testing of sprinkler system and fire protection devices is required two (2) weeks prior to completion of major system upgrades and to obtain Certificate of Occupancy. For minor work, Tenant shall obtain approval for Building Inspector and deliver hydraulic calculations to Lincoln Property Company prior to occupancy.

10. The Lincoln Property Company design/engineering review team may inspect contractor work in progress for compliance with applicable code and building standards.
11. Lincoln Property Company reserves the right to restrict life safety design (sprinkler and fire protection) to its approved design engineers.
12. All contractor work shall be performed in accordance with all applicable laws and codes, Cambridge Fire Department and Lincoln Property Company Construction Guidelines.
13. Two hundred pound (200 lb) pressure test of sprinkler system is required two (2) weeks prior to completion of project. Sprinkler contractor test certificates are due to Lincoln Property Company at that time.
14. Sprinkler contractor must provide five (5) sets of sprinkler drawings for major system upgrades for approval by the insurance company.
15. All questions should be referred to Lincoln Property Company at 55 Cambridge Parkway, Cambridge, MA 02142.

B. Specific Requirements

Normal business hours are 8:00 am to 6:00 pm Monday-Friday; 8:00 am to 1:00 pm on Saturdays.

1. The following work must be done on overtime, not during normal business hours.
 - a. Demolition above and below occupied space or which may cause disruption to other tenants in the building on other floors.
 - b. Coring for electrical/telephone floor outlets above occupied space.
 - c. Oil based or "Polymyx" painting on occupied multi-tenant floors (0 voc/odorless paint work allowed).
 - d. Any Work performed outside of project site.
 - e. Gluing of carpet on occupied multi-tenant floors
 - f. Shooting of studs into deck for mechanical fastening devices (Allowed until 8:00 am.)
 - g. Testing of life safety system and sprinkler tie-ins.
 - h. Coordination of deliveries requiring use of loading dock and freight elevator exceeding ½ hour.
 - i. Deliveries via tractor/trailer trucks.
 - j. Sprinkler drain downs performed after hours.
2. Dollies and carts should be fitted with rubber wheels.
3. Dragging of ladders, dropping of material is to be avoided over occupied floors.
4. All work performed outside of project site must be coordinated with the property manager from the Lincoln Property Company Management Office.
5. The contractor must submit a "Building Service Request Form" to Lincoln Property Company to schedule the services listed below. Three days advance notice is required for approval. Emergency service may be provided with 24 hour's notice.
 - a. Freight elevator usage after hours.
 - b. Sprinkler/life safety shutdown.
 - c. HVAC shutdown.
 - d. Access to site after normal business hours.

- e. Major deliveries and tenant relocations.
 - f. Coordination with Engineers or other building staff.
 - g. Trash removal operation.
 - h. Security Detail.
 - i. Any work/activity not noted above or performed during non-business hours.
 - j. All after hours work/activity will be escorted by building personnel at the cost to the tenant.
6. There is no contractor parking available at the loading dock. The loading dock is to be used for unloading equipment and materials only. Tenant shall have the use of one (1) unreserved parking space for a construction worker of the management or supervisory level to use during construction of Tenant's Initial Improvements prior to Term Commencement Date.
 7. Tradespersons are not allowed on passenger elevators. The freight elevator must be used at all times to access or egress the work area. Construction workers should not use the emergency stairwells to access other floors unless an emergency situation arises or as approved by property management.
 8. Demolition: Contractor must use hard plastic hampers to transport demolition debris from work floor to loading dock. Hampers cannot be left on the loading dock. Queue on the work floor while transforming debris.
 9. Cleaning and Rubbish Removal: The contractor is responsible for leaving freight elevators and related work areas "broom clean". The contractor will incur costs for clean-up if areas are left dirty, including serving of freight elevator for demolition debris not transported properly. Rubbish cannot be stored in the work area and must be disposed of on a regular basis. **Absolutely no construction debris is to be left in the work premises at the end of each shift.**
 10. Badges: Tradespersons must enter the building through the loading dock and obtain a contractor badge. The badge is to be worn daily, be visible at all times, and presented to security for access to project site.
 11. Deliveries: Absolutely no deliveries will be allowed through the main lobby. Deliveries must be scheduled in advance with the Lincoln Property Company management office to coordinate the use of the loading dock and the freight elevators. The delivery of sheet rock, light fixtures and other like material must be scheduled during non-business hours.
 12. Waiver of Mechanics Lien will be required prior to all payments.
 13. Contractor will post the building permit on a wall of the construction site while work is being performed.
 14. Prior to demolition, if carpet is to remain in the suite, it is to be protected by heavy plastic cover or removed, stored, and reinstalled upon completion of work.
 15. Contractor shall provide heavy plastic screening for dust protection and/or temporary walls of suitable appearances as required by Property management to screen the construction site.
 16. Walk-off mats are to be provided at entrance doors.
 17. No utilities (electricity, water, gas, and plumbing) or services to the tenants are to be cut off or interrupted without first having requested, in writing, and secured, in writing, the permission of the Property Management.

18. No electrical services are to be put on the emergency circuit, without specific written approval from the Property Manager.
19. Any utility meters that are installed must meet the building standards.
20. **The property manager will be notified of all work schedules of all workmen on the job and will be notified, in writing, of names of those who may be working in the building.**
21. Contractors will be responsible for daily removal of waste foods, milk and soft drink containers, etc. to loading dock construction dumpster and will not use any building trash receptacles, but trash receptacles supplied to them.
22. Construction personnel are not to eat in or congregate in the lobby or in front of building.
23. There will be no radios on the job site.
24. All workers are required to wear a shirt, shoes and full-length trousers.
25. Protection of hallway carpets, wall coverings, granite and marble, and elevators from damage with masonite board, carpet, cardboard, or pads is required.
26. Public spaces, corridors, elevators, bathrooms, lobby, etc. must be cleaned immediately after use. Construction debris or materials found in public areas will be removed at the contractor's cost.
27. There will be no smoking, eating, or open food containers in the elevators, carpeted areas, or public lobbies.
28. There will be no yelling or boisterous activities.
29. All construction materials or debris must be stored within the project confines or in an approved lock-up.
30. There will be no alcohol or controlled substances allowed or tolerated on the property. Individuals under the influence or in possession of such will be prosecuted.
31. Contractor shall post no signs without the Property Manager's expressed approval which may be withheld for any reason.
32. Any work performed on base building systems (i.e., roofing, HVAC, glass curtain wall, etc.) that could impact existing warranties shall be coordinated with the Property Manager prior to performing said work. Property Manager stipulates that a certain company/subcontractor/vendor must be used in order to preserve a warranty, the Contractor shall comply. Property Manager is to attend final walk thru for certificate of occupancy and fire protection sign offs.
33. Contractor shall supply Property Manager with a copy of all permits prior to the start of any work.
34. Contractors shall be permitted to use the janitor's sink for water supply on the floor(s) on which the construction occurs, however, contractors shall ensure that no drywall, mud, flammables or any other substance that could stop up the sanitary sewer system or be potentially hazardous, are put therein.

35. Contractor shall ensure that all elevators, machine rooms, hoist ways, rails, car tops, sills and beams remain free of construction dust and debris. Elevator contractor shall perform pre-construction and post construction inspection at the expense of the project.

EXHIBIT F

RECYCLING SERVICES

1. Mixed Office Paper Program

RECYCLABLE

White Paper
Colored Paper
Laser Print Paper
Letterhead
Fax Paper
Memos
Junk Mail
Envelopes
White Envelopes
Post it Notes
Newspapers
Magazines
Cardboard
Files and Folders
Any Sized Paper
Paper Clips
Staples

NON-RECYCLABLE

Food stained Items
Phone books
Styrofoam
3-ring Binders
Micro Film

Tenant employees deposit all of the recyclable materials in the blue desk-side containers (provided by 55 Cambridge Parkway). Recycling blue bins are emptied nightly by the cleaning personnel.

Non-recyclable materials are to be discarded in tenant's wastebaskets. Wastebaskets are emptied nightly by cleaning personnel.

2. 55 Cambridge Parkway Closed Loop Recycling Program

Each tenant, by participating in 55 Cambridge Parkways' mixed office paper recycling program, automatically participates in its Closed Loop Recycling Program. All mixed office paper recycled from 55 Cambridge Parkway is used to manufacture the rest room paper products. Therefore, your participation not only reduces waste, but supports the use of recycled materials.

3. Additional Recycling Services

Dispensable electronic equipment which you have may be recyclable as part of our recycling program. The following list of equipment represents some of the items which may be recyclable:

Computers Hardware Equipment
Copiers (Floor Standing)
Bench Testing Machinery
Main Frame Equipment
Circuit Boards
Disk Drives
Power Packs
Personal Computers
Laptops
PDA (handheld)

Monitors
Printers and Fax machines
Scanners (Hand or Desk)

Such equipment is dismantled with any recyclable scrap metal reclaimed. If you are interested in recycling electronic equipment, please contact the Property Management office to make arrangements.

4. 55 Cambridge Parkway Recycled Products

All paper forms and envelopes used by Lincoln Property Company in its Property Management operations are produced with recycled products. (Examples are work order forms, information pamphlets, manila envelopes and all white paper used for memoranda, tenant manuals, copying, etc.)

EXHIBIT G

Patio Operating Procedures



Patio Operating Procedures

The Patio located on the 3rd floor of the building is for all occupants to use. There are tables and chairs placed for tenants to enjoy lunch in the warm weather. From time to time, functions/parties may be held on the patio. If a tenant wishes to hold a party/function on the patio, 1-week notice must be given to the property management office so that they may reserve the patio for that date. Operating Procedures are subject to change without notice.

Limitations

1. Hours of operation are strictly Monday-Friday, 8:00 AM - 6:00 PM, unless a prearranged reservation has already been approved by Building Management. The patio will be unavailable for reservation between 12:00pm-2:00pm for the availability of all tenants.
2. All events must be concluded by sunset, or at the discretion of Building Management.
3. The Patio is available on a first-come, first-serve basis and there may be dates designated by Building Management which are not available for reservations or other use.
4. The related event must be held directly by the tenant. The tenant may not license or assign to any other person the right to use the Patio.
5. No event held on the Patio may be used in order to generate income or profit for a tenant, and use is strictly limited to events related to a tenant's business (e.g., a function for employees).
6. Building Management reserves the right to impose a reasonable limitation on the number of events which a tenant may hold within a twelve (12) month period.
7. All vendors and caterers used must present a valid Certificate of Insurance (COI) to Building Management for approval before entering the building. COI's should be submitted to Building Management for approval at least 48-hours prior to the start of the event.
8. Any function where alcohol is being served will require a caterer. Any caterer hired by the tenant shall present evidence of Liquor Liability insurance coverage which shall not be satisfied by the tenant's host Liquor Liability.

Procedures

1. A completed Patio Reservation Request form must be forwarded to management
2. Access to the Patio is gained by using a passenger elevator to the 3rd floor patio level.
3. Emergency stairwells cannot be used to enter or exit the Patio except during emergencies.
4. A Building Access ID Card is required for each employee at the door entry to the Patio.
5. Lending your Building Access ID Card to another person to use is prohibited. The patio door is to remain closed at all times and should not be propped open.
6. Restrooms should be used inside of the tenant's space.
7. Alcohol is prohibited on the Patio unless otherwise approved by Building Management.
8. Approved use of alcohol can only be provided through an approved licensed caterer. Building Management must have a copy of the caterer's Certificate of Insurance (COI) on file at least 48-hours prior to the start of the event.
9. Smoking is prohibited on the Patio at any time which includes vaping and the use of other smokeless devices.
10. Cleanup and removal of all items must occur no later than one (1) hour following the conclusion of an event. Items cannot be left overnight on the Patio and must be brought back down to the tenant's space.
11. Any abandoned items left on the Patio will become the property of the Landlord.
12. Tenant is responsible for keeping guests orderly.
13. Any decorations and signage for an event must be approved by Building Management.
14. No decorations, signage or frames shall penetrate the railings, planters, furniture or other permanent fixtures of the Patio or building.
15. Patio Furniture may not be re-arranged unless approved by Building Management.
16. No tenant furniture or any other belongings from a tenant space is permitted on the Patio.
17. Sitting or leaning on planters is prohibited.
18. Care should be taken near railings; tenants should not lean heavily on.
19. All waste must be disposed of in the appropriate receptacles.
20. Throwing anything off the edge of the building is strictly prohibited.
21. No open flames shall be permitted. Tenant shall not permit any flammable, toxic or otherwise hazardous materials to be transported through, or used, located or stored within the Patio per the City of Cambridge.
22. Building Management reserves the right to provide Security coverage for the duration of any event at the tenant's expense.

23. Building Management reserves the right to exclude or expel from the Patio any person who, in the judgement of the tenant, Building Management or security, is intoxicated or under the influence of drugs, or who shall in any manner do any act in violation of any of these Operating Procedures.
24. All payments for the Patio are billed and represented on the tenant's monthly rent statement.
25. Tenant shall not take or use any recordings, video, photographs, drawings or other media showing the name of the building or the name or image of any tenant without approval from Building Management. In addition, tenant shall not take or use any recordings, video, photographs, drawings or other media showing the name or image of any tenant or occupant of the building without approval from Building Management.
26. Damage to any brick pavers, any furniture, lights, plants or the Patio membrane will be at a cost to the tenant.

Patio Reservations



Fees

Reservation Fee \$200 per hour- (minimum of 2 hours)
Cleaning Fee \$50 per hour- (minimum of 4 hours)
Security Fee \$50 per hour- (minimum of 4 hours)

Cancellation Policy

24 Hour's Notice Of Cancellation Is Required To Eliminate The Reservation Fee.

**Above rates are subject to change without notice*

APPENDIX A

Integrated Pest Management Plan

EFFECTIVE DATE: 8/18/2023

I. SCOPE

This plan applies to all interior spaces in the building and all portions of the site and grounds for 55 Cambridge Parkway, LLC. This plan will be consulted prior to taking action on pest management in the building or on the building grounds. Pests include plants or animals that are detrimental to the property, a nuisance to building occupants, or unwanted on the building grounds for other reasons.

II. GOALS

Operational Element	Goal	Performance Measurement Unit
Cases that do not warrant emergency treatment	Prior to applying chemical pesticides or baits, alternative pest control methods will be used in 100% of cases	Number of cases
Cases that do not warrant emergency treatment	If alternative methods fail, least-toxic pesticides will be used prior to resorting to the use of non-least toxic pesticides or baits in 100% of cases	Number of cases
Occupant notification	In 100% of non-least toxic pesticide applications, occupants will receive notification according to the notification procedures described below	Number of cases

III. ROLES AND RESPONSIBILITIES

Integrated Pest Management Team

Name/Title	Responsibilities
Overall responsible party:	1. Ensuring that this plan is executed
Baron Hartley General Manager	2. Ensuring that the contracted IPM vendor is fully trained on this plan and adheres to the plan procedures
	3. Coordinating site visits by the vendor for regular inspections and as needed for implementation of pest controls
	4. Overseeing work performed by the vendor

	5. Approving the use of pesticides when they are necessary
	6. Providing proper notification to occupants when non-least toxic pesticides are applied
	7. Ensuring employees are aware of the procedures in this plan
	8. Evaluating performance and making updates to the plan as necessary
Pest control vendor: Jeff Lovely Waltham Pest Control	9. Adhering to the procedures outlined in this plan
	10. Identifying pests during site visits and inspections
	11. Reporting the results of site visits and inspections to the overall responsible party
	12. Notifying the overall responsible party when pest action thresholds are reached or exceeded
	13. Obtaining approval to approve from the overall responsible party pesticides when necessary
Employee	14. Reporting pest issues in respective employee spaces to the overall responsible party

Waltham Pest Control is responsible for adhering to the procedures outlined in this plan and reporting the results of site inspections to the Property Manager. If at any time integrated and alternative pest control methods fail and chemical pesticides are necessary, Waltham Pest Control must notify the Property Manager prior to using the chemical pesticides and wait for approval from the Property Manager prior to applying the pesticides.

Employees are responsible for reporting pest issues in their space to the Property Manager. When the use of non-least toxic pesticides is necessary, the Property Manager will notify the employees.

IV. STANDARD OPERATING PROCEDURES AND IMPLEMENTATION STRATEGIES

Pest control strategies

The building interior and exterior will be periodically inspected for the presence of pests and preventive measures will be taken to avoid pests. If any pests are detected, integrated (nonchemical) methods will be implemented as the first control step, including sanitation measures, exclusion measures, and the use of traps.

Sanitation: Potential food and water sources available to pests will be evaluated and minimized or eliminated. This can be done by thoroughly cleaning and maintaining food service areas and break rooms, fixing leaking pipes and faucets, and altering landscape features to eliminate standing water.

Exclusion: Cracks, crevices, and holes in the building envelope will be sealed. A plant-free zone will be maintained immediately adjacent to the building.

Traps: For insects and rodents, non-chemical baits (such as peanut butter) will be used to trap pests. No chemical baits for rodents will ever be used indoors. If chemical rodent baits are necessary outdoors, they will only be used as solid blocks placed in locked outdoor dispensers. No second-generation (single-feed) rodent baits will be used.

If integrated pest control measures are unable to resolve the problem, least toxic pesticides will be used prior to

resorting to the use of non-least toxic pesticides. Least toxic pesticides include any pesticide product for which all active ingredients and known inert ingredients meet the least toxic Tier III hazard criteria under the San Francisco Hazard Review Process (<http://sfenvironment.org/article/residents/leasttoxic-pesticides-for-green-buildings>).

Products that are not regulated as pesticides by the EPA because they primarily contain low-risk ingredients, such as garlic oil, may also be considered least toxic options, even if they are not listed as Tier 3 by San Francisco. Nonrodent pesticides that exceed the Tier 3 criteria are considered least toxic if they are used in self-contained baits and placed in locations that are inaccessible to occupants. Rodent baits are not considered least toxic under any circumstances.

Non-least toxic pesticides include all chemical rodent baits and any product that meets the Tier 1 or 2 criteria according to the San Francisco Hazard Review Process. Non-least toxic pesticides may only be used under the following circumstances:

1. Alternative, integrated, and least toxic pest control measures have been exhausted and the pest action threshold is still exceeded
 - a. In this situation, notification (according to the procedures below) must be given to building occupants at least 24 hours before the pesticide is applied to the building or grounds
2. The emergency action threshold has been exceeded
 - a. In this situation, notification (according to the procedures below) must be given to building occupants no more than 24 hours after the pesticide is applied to the building or grounds

The use of non-least toxic pesticides or rodenticides as pest control in areas requiring frequent treatment on a permanent basis is not an acceptable strategy for this credit. Non-least toxic pesticides will not be continuously applied in the building and on the site. Integrated and alternative pest control measures will be resumed once the action threshold specified below for the applicable pest is no longer exceeded.

Pesticide application notification

The Property Manager will notify the employees via email of the pesticide application, including the pesticide name, the EPA registration number, the treatment location, and the date of the application. In addition, the Property Manager will post a sign at the application site, such that an occupant reading the sign can choose to avoid the application area (for example, if the pesticide is applied in a break room, all entrances to the break room shall have a sign posted). The sign will also include the pesticide name, the EPA registration number, the treatment location, and the date of the application.

Employee Communication plan

IF PESTS ARE OBSERVED IN THE SPACE, IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO NOTIFY THE PROPERTY MANAGER OF THE PEST VIA EMAIL. WITHIN ONE BUSINESS DAY, THE PROPERTY MANAGER WILL CONTACT WALTHAM PEST CONTROL TO INSPECT THE SITUATION AND DETERMINE WHETHER THE REGULAR ACTION THRESHOLD OR THE EMERGENCY ACTION THRESHOLD HAS BEEN MET. WALTHAM PEST CONTROL WILL THEN TAKE THE APPROPRIATE ACTIONS.

Action thresholds

Regular treatment includes the use of first non-chemical controls (sanitation, exclusion, traps using non-chemical baits), followed by the use of least-toxic control methods if the situation is not resolved, and then non-least toxic control methods if the situation is still not resolved.

Emergency treatment includes the use of the most effective control method as a first step, which may be non-least toxic.

Pest Type	Action Thresholds
Ants	Regular treatment will be performed if any ants are noted in the building and their presence is confirmed through monitoring. Emergency treatment may be used if there are ten or more reported cases or complaints of ants within a two day period.
Other insects	Regular treatment will be performed if nuisance insects are noted in the building and their presence is confirmed through monitoring. Emergency treatment may be used if there are ten or more reported cases or complaints of nuisance insects within a two day period.
Cockroaches	Regular treatment will be performed if any cockroaches are noted in the building and their presence is confirmed through monitoring. Emergency treatment may be used if the presence of cockroaches is confirmed in two different spaces within the building OR if the presence of a large population of cockroaches is confirmed in one space in the building.
Rat, Mouse	Regular treatment will be performed if rats or mice are noted in the building and their presence is confirmed through monitoring. Emergency treatment may be used if the presence of rats or mice is confirmed in two or more different spaces within the building.
Bed bugs	Emergency treatment may be used if the presence of bed bugs is confirmed in the building.
Other occasional invaders	If the pests pose a threat to occupants' health, emergency treatment may be sought. Otherwise, regular treatment will be performed.

V. PERFORMANCE MEASUREMENT AND SCHEDULE FOR REASSESSMENT

All pest control activity, including inspections, will be recorded in the IPM tracking tool. The following items will be tracked:

- Pest type and name
- Pest population density and monitoring frequency
- Pest action threshold observed
- Prevention measures implemented
- Product applied (name)
- Toxicity of the product (the tier level as determined by the San Francisco Hazard Review Process)
- Date and time of product application (if applicable)
- Date and time of occupant notification (if applicable)
- Emergency application? (Y/N). If yes, an explanation of the emergency will be included.
- Waltham Pest Control will record the applicable items from each site visit in the IPM tracking tool.

On an annual basis, performance will be evaluated against the goals specified above. If the goals are not being met adjustments will be made to this plan in order to facilitate goal achievement. If adjustments to the action thresholds

are necessary, the Property Manager will work with employees and vendors as necessary in order to appropriately adjust the action thresholds.

VI. QUALITY ASSURANCE/QUALITY CONTROL PROCESSES

On an annual basis, the Property Manager will evaluate performance against the goals specified earlier in this plan. If the goals are not being met, adjustments will be made to this plan in order to facilitate goal achievement, and Waltham Pest Control and employees will be educated on the adjustments made to the plan.

APPENDIX B



GREEN PURCHASING POLICY

RE: 55 Cambridge Effective:
8/18/2023

Implementation

Effective as of the date listed, this policy applies to all areas under management control. All cleaning, hygiene, and paper products must meet the outlined standards.

Cleaning and Hygiene Products and Services

All cleaning and hygiene products and services purchased must meet one of the following for all products not classified as disinfectants:

- Follow the ISO 20400:2017 Sustainable Procurement-Guidance
- Require that products and services comply with minimum of one of the following:
 - o Certified by the Global Ecolabelling Network (GEN)
 - o EPA's Comprehensive Procurement Guideline (CPG) Program, with a listing under the CPG
 - o Product Supplier Directory
 - o EPA's Safer Choice Label
 - o Ecologo Certified
 - o Green Seal Certified

Paper Products

All paper products (paper towels, napkins, and tissue paper) purchased must meet one of the following:

- GS-9 and GS01 for Paper Towels and Napkins, and for Tissue Paper.
- UL 175 Sanitary Paper Products.
- EU Ecolabel Paper Products.
- Good Environmental Choice Australia GECA 13-2007 Sanitary Paper Products
- Forest Stewardship Council

APPENDIX C



INDOOR AIR QUALITY (IAQ) POLICY

RE: 55 Cambridge

Effective: 8/18/2023

Section 1: Goals and Scope

The goal of this indoor air quality policy is to prevent the occurrence of indoor air quality problems within the building and to resolve such problems promptly if they do arise. It contains recommended practical actions to be carried out by facility staff, outside contractors or both. The policy aims to integrate IAQ-related activities into existing building operations procedures.

The scope of this policy applies to all spaces that are under the control of the building management, including common areas accessible to tenants, and building management spaces accessible to onsite staff. The policy also applies to any new construction and major renovations under the control of building management.

Section 2: Goals and Scope

Source Control

- Manage pollutant sources through
 - properly sealing doors, floors, and windows,
 - regularly checking for and eliminating mold,
 - installing appliances so that they vent to the outside,
 - diluting and removing pollutants through ventilation, and
 - using filtration to clean the air.
- Manage moisture through
 - using moisture tolerant materials,
 - setting up systems to divert water away from the building.
 - Ensure the building-wide smoke-free policy is in place
 - Ensure all doors, floors and windows are sealed properly.

Housekeeping

- Ensure best practices are in place to improve indoor air quality including the following:
- Maintenance of interior plants (watering, pruning, etc.) where necessary
- Disposal of garbage and other waste
- Hygienic storage of foods, including refrigeration where necessary
- Prohibiting products or other sources of harmful or bothersome odors and contaminants.



Ventilation

- Detail regular ventilation for the building:
 - The building meets ventilation rates contained in ASHRAE Standard 62.1-2007
- Implement a filtration maintenance plan.
 - Filters are changed according to manufacturer recommendations
 - As part of the building's preventative maintenance program, engineering staff checks pressure readings on a Monthly basis.
- Maintain ventilation systems through the building's proactive preventative maintenance plan
- Avoid the blockage of ventilation supply, exhaust and other grilles.
- Establish an indoor air quality notification system to alert building management of potential issues
 - The Building Automation System monitors multiple IAQ setpoints and alarms when setpoints are out of range of the Building Operating Plan.
 - Occupants of the building are encouraged to communicate indoor air quality problems to building management via email or work order.
 - Once a work order is placed, building staff are notified electronically.
 - All work orders are recorded and logged in the building's CMMS/Work-order system, Vision Work Orders.
 - Work orders remain outstanding until closed out by building staff. All outstanding work orders are discussed at the weekly staff meeting.

SECTION 3: PROCUREMENT REQUIREMENTS

Ensure that all new products and materials procured within the project meet the required thresholds from at least five of the product categories below. For each product category selected, ensure products and materials are either naturally low-emitting products (stones, ceramics, concrete, untreated solid wood) or meet the applicable certification and testing standards below:

- Interior Insulation: 100% of insulation
- Flooring Systems: 100% of all systems
- Ceiling Systems: 90% of systems by square feet or meters
- Wall Paneling: 100% of all paneling including, but not limited to interior wall assemblies, gypsum board, doors, frames, wall coverings, window systems, and interior surfaces of exterior walls)
- Paints and Coatings: 90% by volume for emissions and 100% for VOC content of paints and coatings applied on-site and used on the interior of the air barrier.
- Adhesives and Sealants: 90% by volume for emissions and 100% for VOC of adhesives and sealants applied on-site and used on the interior of the air barrier.
- Furniture: 90% by cost of furniture
- Composite Wood: 100% of composite wood for cabinetry, excluding flooring, ceiling, wall panels, or furniture.

55 Cambridge Parkway, Cambridge, MA 02142



Accepted certification and testing standards

- Certified to UL GREENGUARD Gold (accepted for all categories' VOC emission requirements except Composite Wood)
- California Department of Public Health Standard Method V1.2 2017 (accepted for all categories' VOC emission requirements except Furniture and Composite Wood)
- California Air Resources Board (CARB) 2007 Suggested Control Measure (SCM) for Architectural Coatings (accepted for Paints and Coatings VOC content requirements)
- California Air Resources Board (CARB) requirements for ultra-low-emitting formaldehyde (ULEF) resins or no-added formaldehyde-based resins (Accepted for Composite Wood)
- South Coast Air Quality Management District SCAQMD Rule 1113 (accepted for Paints and Coatings VOC content requirements)
- South Coast Air Quality Management District SCAQMD Rule 1168 (accepted for Adhesives and Sealants VOC content requirements)
- ANSI/BIFMA e3 2019 credits 7.6.1, 7.6.2, and 7.6.3 (accepted for Furniture)
- EPA TSCA Title VI for ultra-low-emitting formaldehyde (ULEF) resins or no added formaldehyde resins (NAF) (accepted for Composite Wood)
- AgBB Testing and Evaluation Scheme 2010 (accepted for all categories' VOC emissions requirements except Furniture)
- EN16402 (accepted for Paints and Coatings VOC content requirements)
- EN13999 (Parts 1-4) (accepted for Adhesives and Sealants VOC content requirements)
- Green Star – Interiors v1.2 credit 12 for Indoor Pollutants to show compliance with low-emitting materials (accepted for Paints and Coatings, Adhesives and Sealants, and Composite Wood)
- European Decopaint Directive (2004/42/EC) (accepted for Paints and Coatings, Adhesives and Sealants VOC content requirements)
- Canadian VOC Concentration Limits for Architectural Coatings (accepted for Paints and Coatings, Adhesives and Sealants VOC content requirements)
- Hong Kong Air Pollution Control (VOC) Regulation (accepted for Paints and Coatings, Adhesives and Sealants VOC content requirements)

SECTION 4: CONSTRUCTION AND RENOVATION REQUIREMENTS

Implement a plan for managing indoor air quality during any construction and major renovations and prior to occupancy. The plan must at a minimum control for the following categories:

Moisture

- Store all absorbent products and materials separately in areas that are protected from dust and moisture.
- Avoid enclosing wet materials during construction.

Particles

- Protect permanently installed ventilation systems during construction
- Employ entryway systems at all construction site entrances and exists



VOCS

- Store VOCs separately from absorbent products and materials
- Install all possible paints/coatings and adhesives and sealants prior to absorbent products and materials

Outdoor Emissions

- Develop a plan to protect occupied spaces from outdoor fumes generated by construction activities.

Tobacco

- Prohibit smoking within the construction site.

Noise and Vibrations

- Reduce noise and vibrations from construction equipment.

Personal Protective Equipment

- Ensure that construction crews wear protective gear.

APPENDIX D



TOBACCO- AND SMOKE-FREE POLICY

RE: 55 Cambridge

Effective: 8/18/2023

55 Cambridge is a tobacco- and smoke-free property. All forms of smoking, tobacco, and unregulated nicotine products are prohibited inside the building and in all outdoor spaces, including rooftops / courtyards, and parking areas within the building site. Prohibited items include cigarettes, cigars, pipes, hookahs, water pipes, electronic cigarettes, smokeless tobacco, and tobacco use including smoking, chewing, dipping, or any other use of tobacco products. Designated smoking areas are prohibited within the building and on the building site.