Rules & Regulations for Office & Retail Tenants

95 Columbus's Rules and Regulations are contained within each Lease document. Certain leases may have additional or different Rules and Regulations more applicable to the type or location of the business. The following information is presented as general information, and is not intended to supersede more stringent policies, which may be included within actual lease documents.

- The sidewalks, halls, passages, exits, entrances, elevators and stairways of the Building shall not be obstructed by any of the tenants or used by them for any purpose other than for ingress to and egress from their respective Premises. The halls, passages, exits, entrances, elevators and stairways are not for the general public and Landlord shall retain the right to control and prevent access thereto of all persons whose presence, in the judgment of the Landlord, would be prejudicial to the safety, character, reputation and interest of the Building and its tenants. Nothing herein contained shall be construed to prevent such access to persons with whom any tenant normally deals in the ordinary course of its business, unless such persons are engaged in illegal activities. No tenant and no employee or invitee of any tenant shall go upon the roof of the Building. Landlord shall have the right at any time without the same constituting an actual or constructive eviction and without incurring any liability to Tenant therefore to change the arrangement and/or location of entrances or passageways, doors to doorways, corridors, elevators, stairs, toilets or other common areas of the Building.

- No sign, placard, picture, name, advertisement or notice visible from the exterior of any tenant's Premises shall be inscribed, painted, affixed or otherwise displayed by any tenant on any part of the Building without the prior written consent of Landlord. Landlord will adopt and furnish to tenants general guidelines relating to signs inside the Building. Tenant agrees to conform to such guidelines. All approved signs or lettering on doors shall be printed, painted, affixed or inscribed at the expense of Tenant by a person approved by Landlord. Material visible from outside the Building will not be permitted.

- The Premises shall not be used for the storage of merchandise held for sale to the general public or for lodging. No cooking shall be done or permitted on the Premises, except the private use by Tenant of Underwriters' Laboratory approved microwave ovens and equipment for brewing coffee, teas, hot chocolate and similar beverages shall be permitted, as well as warming ovens and equipment required by catering vendors, provided that such use is in accordance with all applicable federal, state and municipal laws, codes, ordinances rules and regulations. Tenants whose lease defined use includes cooking are exempt from this regulation.

- No tenant shall employ any person or persons other than the janitor of Landlord for the purpose of cleaning its Premises; unless allowed by lease. No person or persons other than those approved by Landlord shall be permitted to enter the Building for the purpose of cleaning the same. No tenant shall cause any unnecessary labor by reason of such tenant's carelessness or indifference in the preservation of good order and cleanliness. Landlord shall not be responsible to any tenant for any loss of property occurring on the Premises, or for any damage done to the effects of any tenant by the janitor or any other employee or other persons.

- Landlord will furnish each tenant free of charge with two electric access cards to the Building and two keys to each door lock provided in the Premises by Landlord. Landlord may make a

reasonable charge for any additional electronic access and keys. No tenant shall have any such keys copied or any keys made. No tenant shall alter any lock or install a new or additional lock or any bolt on any door of its Premises. Each tenant, upon termination of its lease, shall deliver to Landlord all keys to doors in the Building.

- Landlord shall designate appropriate entrances and a "freight" elevator for deliveries or other movement to or from the Premises of equipment, materials, supplies, furniture or other property, and Tenant shall not use any other entrances or elevators for such purposes. To the extent it does not fall within a tenant's premises, the freight elevator shall be available for use by all tenants in the Building, subject to such reasonable scheduling as Landlord in its discretion shall deem appropriate. All persons employed and means or methods used to move equipment, materials, supplies, furniture or other property in or out of the Building must be approved by Landlord prior to any such movement. Landlord shall have the right to prescribe the maximum weight, size and position of all equipment, materials, furniture or other property brought into the Building. Heavy objects shall, if considered necessary by Landlord, stand on a platform of such thickness as is necessary to properly distribute the weight. Landlord will not be responsible for loss of or damage to any such property from any case and all damage done to the Building by moving or maintaining such property shall be repaired at the expense of Tenant.

- No tenant shall use or keep in the Premises or the Building any kerosene, gasoline, inflammable or combustible fluid or material other than limited quantities reasonably necessary for the operation or maintenance of office equipment. No tenant shall use any method of heating or air conditioning other than that supplied by Landlord. No tenant shall use or keep any foul or noxious gas or substance in the Premises. No Tenant shall permit or suffer the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors or vibrations. No Tenant should interfere in any way with other tenants or those having business in the Building, nor shall any animals or birds be brought or kept in the Premises of the Building, except for seeing-eye dogs.

- Landlord shall have the right, excusable without notice and without liability to any tenant, to change the name or street address of the Building.

- Landlord reserves the right to exclude from the Building between the hours of 6:00 p.m. and 7:00 a.m., and at all hours on Saturdays, Sundays and legal holidays, all persons who do not present identification acceptable to Landlord. Landlord shall in no case be liable for damages for any error with regard to the admission to or expulsion from the Building of any person. In the case of invasion, mob, riot, public excitement or other circumstances rendering such action advisable in Landlord's opinion, Landlord reserves the right to prevent access to the Building by such action as Landlord may deem appropriate, including closing the doors.

- No curtains, draperies, blinds, shutter, shades, screens or other coverings, hangings, or decorations shall be attached to, hung or placed in, or used in connection with any window of the Building without the proper written consent of Landlord. Tenant shall keep window coverings closed when the effect of sunlight (or the lack thereof) would impose unnecessary loads on the Building's heating or air conditioning systems.

- Tenant shall not purchase water, ice, coffee, soft drinks, towels, or other merchandise or services from any company or person whose repeated violation of Building regulations has caused, in Landlord's opinion, a hazard or nuisance to the Building and/or its occupants.

- Each tenant shall ensure that the doors of its Premises are closed and locked and that all water faucets, water apparatus and utilities are shut off before Tenant and Tenant's employees leave the Premises so as to prevent waste or damage, and for any default or carelessness in this regard, Tenant shall make good all injuries sustained by other tenants or occupants of the Building or Landlord. On multiple-tenancy floors, all tenants shall keep the doors to the Building corridors and stairs closed at all times except for ingress and egress.

- The toilet rooms, toilets, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed. No foreign substance of any kind whatsoever shall be thrown therein and the expense of any breakage, stoppage, or damage resulting from the violation of this rule shall be borne by the tenant, whose employees shall have caused it.

- No tenant shall sell or permit the sale in the Premises, or use or permit the use of any corridor, sidewalk or mall area adjacent to the Premises for the sale of newspapers, magazines, periodicals, theatre or travel tickets or any other goods or merchandise at retail to the general public in or on the Premises; nor shall any tenant carry on or permit any employee or other person to carry on the business of stenography, typewriting, printing or photocopying or any similar business in or from the Premises for the service or accommodation of occupants of any other portion of the Building. The Premises of any tenant shall not be used for manufacturing of any kind, or any business or activities other than that specifically provided for in such tenant's lease.

- Unless otherwise explicitly provided in its lease, no Tenant shall install any radio, television or other data transmission antenna, satellite dish, loudspeaker or other device on the roof or exterior walls of the Building. No TV, radio or recorder shall be played in such a manner as to cause a nuisance to any other tenant.

- No Bicycles, scooters, or skateboards are permitted in the building. Bicycle and scooter parking is available in the garage by permit only.

- Those who utilize scooters must operate them lawfully and according to the following rules and regulations.
    - They may only be operated in areas where bicycle traffic is allowed.
    - They should be operated at a low speed in the presence of pedestrians and pedestrians always have the right of way.
    - They must be operated in a safe, lawful manner and may not be operated in a manner determined to be reckless.
    - They should be parked at bike racks located in the parking garage by permit only.
    - No charging of electric scooters/devices is permitted on property.
    - o Parking is not permitted on sidewalks. They may not be attached to streetlights or poles and may not block pedestrian and ADA pathways, ramps, or curb cuts.
    - No scooter/device parking is permitted in the pedestrian plaza/main entrance or sidewalk surrounding the building and parked scooters are not to block doorways or staircases.

- There shall not be used in any space, or in the public halls of the Building, either by any tenant or others, any hand trucks except those equipped with rubber tires and side guards or such other material handling equipment as Landlord may approve. The use of any such equipment shall be restricted to the freight elevator. No other vehicles of any kinds shall be brought by any tenant into the Building.

- Tenant shall handle its newspapers, "office paper," garbage, trash and other waste products in the manner required by applicable law (as the same may be amended from time to time) whether required of Landlord or otherwise and shall conform to any recycling plan instituted by Landlord. Landlord shall have no obligation to accept any waste that is not prepared for collection in accordance with any such requirements. Landlord reserves the right to require Tenant to arrange for waste collection, at Tenant's sole cost and expense, utilizing a contractor reasonably satisfactory to Landlord, and to require Tenant to pay all costs, expenses, fines, penalties, or damages that may be imposed on Landlord or Tenant by reason of Tenant's failure to comply with any such requirements. If Tenant is unable to comply with Landlord's standard procedures regarding the internal collection, sorting, separation and recycling of waste, then, upon reasonable advance notice to Landlord, Landlord shall use reasonable efforts to arrange for alternative procedures for Tenant, provided Tenant shall pay Landlord all additional costs incurred by Landlord with respect thereto.

- All loading and unloading of merchandise, supplies, materials, garbage and refuse shall be made only through entryways and elevators and at such times as Landlord shall designate. The Tenant shall not obstruct or permit the obstruction of any designated loading area and at no time shall Tenant park or allow its officers, agents or employees to park vehicles therein except for loading and unloading.

- Canvassing, soliciting, distribution of handbills or any other written material and peddling in the Building are prohibited, and each tenant shall cooperate to prevent the same.

- The requirements of tenants will be attended to only upon application in writing at the Management Office. Employees of Landlord shall not perform any work or do anything outside of their regular duties unless under special instructions from the Landlord.

- HVAC maintenance activities that interfere with normal operation or those producing odors and emissions are performed during non-business hours.

- General contractors are contractually obligated to maintain Material Safety Data Sheets for chemicals stored and used during interior renovation/construction projects by themselves or their subcontractors. Monetary penalties will be charged should the contractor fail to comply.

- Material Safety Data Sheets will be provided (upon request) to the Management Office.

- Uses of offensive cleaning and construction materials are limited to non-business hours.

- Uses of solvent-free maintenance and construction products are required when available.

- Contractors are not allowed to collect air samples outside of their leased space without consulting with Engineering, the Management Office or the knowledge and approval of ownership.

- Tenant shall not construct, maintain, use or operate within the Premises any electrical device, wiring or apparatus in connection with a loudspeaker system (other than an ordinary telephone and paging system) or other sound system, in connection with any excessively bright, changing, flashing, flickering or moving light or lighting device, or in connection with any similar device or system, without Landlord's prior written consent. Tenant shall not construct, maintain, use or operate any such device or system outside of its Premises or within such Premises so that the same can be heard

or seen from outside the Premises. No flashing, neon or search lights shall be used which can be seen outside the Premises. Tenant shall not maintain, use or operate within the Premises any space heater.

- Except as shown in the Final Construction Drawings, Tenant shall not install or operate in the Premises any electrically operated equipment or machinery (other than standard servers, desk-top office equipment, including desk-top computers and copiers, typewriters, facsimile machines, printers or other similar equipment used in connection with standard office operations) without obtaining the prior written consent of Landlord. Landlord may condition such consent upon Tenant's payment of additional rent in compensation for the excess consumption of electricity or other utilities and for the cost of any additional wiring or apparatus that may be occasioned by the operation of such equipment or machinery. Landlord shall have the right at any time and from time to time to designate the electric service providers for the Building. Tenant shall cooperate with Landlord and such service providers and shall allow, as reasonably necessary, access to the Building's electric lines, feeders, risers, wiring and any other Building machinery. Tenant shall not install any equipment of any type or nature that will or may necessitate any changes, replacements or additions to, or changes in the use of, the water system, heating system, plumbing system, air conditioning system or electrical system of the Premises or the Building, without obtaining Landlord's prior written consent, which consent may be granted or withheld in Landlord's sole and absolute discretion. If any machine or equipment of Tenant causes noise or vibration that may be transmitted to such a degree as to be objectionable to Landlord or any tenant in the Building, then Landlord shall have the right to install at Tenant's expense vibration eliminators or other devices sufficient to reduce such noise and vibration to a level satisfactory to Landlord or to require Tenant to do the same.

- All telephone and telecommunications services desired by Tenant shall be ordered by and utilized at the sole expense of Tenant. Landlord shall have no responsibility for the maintenance of Tenant's telecommunications equipment (including wiring) nor for any wiring or other infrastructure to which Tenant's telecommunications equipment may be connected. Landlord shall have the right, upon reasonable prior notice to Tenant (except in the event of an emergency), to interrupt telecommunications facilities as necessary in connection with any repairs or with installation of other telecommunications equipment. Subject to the provisions of the Lease, Tenant shall not utilize any wireless communications equipment (other than usual and customary cellular telephones), including antennae and satellite receiver dishes, at the Premises or the Building, without Landlord's prior written consent, which may be granted or withheld in Landlord's sole and absolute discretion.

- Tenant shall not request Landlord's employees to perform any work or do anything outside of such employees' regular duties without Landlord's prior written consent. Tenant's special requirements will be attended to only upon application to Landlord, and any such special requirements shall be billed to Tenant in accordance with the schedule of charges maintained by Landlord from time to time or as is agreed upon in writing in advance by Landlord and Tenant. Tenant shall not employ any of Landlord's employees for any purpose whatsoever without Landlord's prior written consent.

- Unless otherwise expressly provided in the Lease, Tenant shall not use, occupy or permit any portion of the Premises to be used or occupied for the storage, manufacture, or sale of liquor.

- Tenant shall comply with all workplace smoking laws. There shall be no smoking in lobby, retail area, bathrooms, loading dock, elevator lobbies and elevators.

- All wiring and cabling installed by Tenant shall be marked and coded, in a manner reasonably acceptable to Landlord, to identify such facilities as belonging to Tenant and the point of commencement and termination of such facilities. All such cabling and wiring shall, at Landlord's request, be removed by Tenant upon the expiration or termination of the Lease if required by the terms of the Lease or if applicable governmental agencies require removal of such facilities upon the termination of their use or abandonment.

- Tenant shall purchase or contract for waxing, rug shampooing, Venetian blind washing, interior glass washing, furniture polishing, janitorial work, removal of any garbage from any dining or eating facility or for towel service in the Premises, only from contractor, companies or persons approved by Landlord.

- Tenant shall be responsible for pest control services within the Premises in order to prevent or eliminate infestations which may spread to other portions of the Building. Such services are to be performed at least once a month by a properly licensed and bonded contractor and will be in conformance with all city, state and federal codes, standards and regulations. If Landlord believes that Tenant is not fulfilling its obligations with respect to pest control, Landlord may undertake such services and charge Tenant for the cost thereof, which costs shall constitute Additional Rent.

- Tenant shall comply with such regulations concerning the use of parking facilities in the Project as Landlord or the Declarant under the Declaration of Covenants, Restrictions and Easements affecting the Project may impose from time to time.

- Any time a supplemental fire system is to be put into test mode the Building must be notified and a RED TAG Permit completed. ABM Engineering has the permits and will complete the process. Any time a supplemental fire system is on test there must be an active fire watch in place. In addition, maintenance to a supplemental fire system may only take place after building hours. Only emergency repairs may be completed during occupied hours, with prior notification to the Building of the specific emergency repair taking place.

- Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular tenant or tenants, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other tenant or tenants, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the tenants of the Building.

- These Rules and Regulations are in addition to and shall not be construed to in any way modify or amend, in whole or in part, the agreements, covenants, conditions and provisions of any lease of Premises in the Building.

GENERAL BUILDING SAFETY RULES:

1. Report all occupational injuries and illnesses to your supervisor.
2. Fighting, gambling, horseplay and other misconduct are not permitted.
3. Jumping off equipment or vehicles is prohibited.
4. Compressed air must not be used to dust yourself off or clean an area.
5. Keep exits, aisles and the access to fire equipment free of obstruction.
6. Smoking is prohibited in the building, in front of building and all exits/entrances.
7. Gas cylinders when stored must be secured, restrained, and capped.

8. Possession of weapons (firearms, knife-other than a pocketknife, explosive devises) will not be tolerated.
9. Concealing defective work is unacceptable.
10. Profane or abusive language will not be tolerated.
11. Become familiar with your work area and the two closest passageways to exit, in the event of an emergency Evacuation. The building's emergency evacuation signal is the sound of a "whoop" tone.

For Construction Projects, please refer to the separate Rules & Regulations for Construction.

GENERAL RULES OF THE PARKING GARAGE:
Please be observant while on the property and should you see anything that concerns you report it to Building Security immediately.

- There is no smoking allowed on the property including the parking garage.
- The parking garage and bicycle racks are Park at your own Risk.
- The speed limit is 5 MPH. The speed bumps are in place to prevent speeding and drivers should not swerve to avoid them as this puts pedestrians in jeopardy.
- Anyone speeding or veering around the speed bumps may have their parking privileges suspended or revoked.
- Do not park in a reserved or assigned space unless it is assigned to you.
- Parking access cards are to be used by the individual assigned to and for one vehicle at a time only. Any misuse of a parking card will result in immediate suspension of parking privileges.
- Please park completely within the lines. If not parked properly, a ticket may be placed on the vehicle and the license plate number will be recorded. After three (3) warnings, the employee will forfeit all garage parking privileges.
- The loading dock is not to be used for pedestrian access to the building.
- There is no dumping or off-loading of trash or any other materials in the parking garage. Anyone identified as leaving unauthorized materials in the garage will be reported to their Tenant representative and will immediately lose parking privileges permanently.
- Bicycle racks are available to building occupants and are found inside the entrance to the parking garage and in the bike room. A permit is required to use the bicycle storage areas, please see the security desk or your tenant contact for a permit application and rules related to the bicycle parking. Please do not use any of the signs or light poles on the street to park your bicycles.
- No vehicle is allowed to block entrances, exits, fire lanes or other parked vehicles at any time.

As always, our security team will be enforcing these rules and we appreciate your anticipated cooperation.

IF YOU SEE SOMETHING SAY SOMETHING:
Should you see anything suspicious in or around the building please report it to security or call 911 immediately.

Thank you for your cooperation. Failure to comply with the parking garage or any building rule may result in the loss of parking privileges at this facility.