

# 95 Columbus

## Tenant Handbook



# INTRODUCTION

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On behalf of Columbia Property Trust, we would like to welcome you to 95 Columbus. We are thrilled that you have chosen our property for your office workplace, and we look forward to a long-lasting and successful relationship.

This Tenant Handbook has been developed to provide you and your team with a convenient reference guide for commonly asked questions about the operations, procedures, and policies at 95 Columbus. From time to time, the Property Management Team may issue new or revised material for you to include with this information.

Many sections in this Handbook reference forms that should be completed by each tenant company and provided to the Property Management Office. For your easy reference, we have included a complete set of these forms at the end of this Handbook. You may also access this Handbook, as well as pertinent electronic forms, digitally by visiting the property website at [www.95columbus.com](http://www.95columbus.com).

Additionally, we have included property emergency procedures in this Handbook for easy reference. Please note that the emergency procedures are of critical importance, so we encourage you to share this information with every employee in your office.

If you have additional questions or concerns, please feel free to contact the Property Management Office at 201-432-3244. Your tenancy makes our jobs possible, and it is our pleasure to assist you.

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Owner	Property Management Office 201-432-3244

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# PROPERTY MANAGEMENT OFFICE INFO & DIGITAL RESOURCES

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## YOUR PROPERTY MANAGEMENT TEAM

At Columbia Property Trust, we strive to design every detail of our buildings to enhance your workday and foster productivity for you and your team, including our carefully cultivated onsite property management team. They provide both a familiar face to welcome you to your building each day and a highly competent operational team, prepared to respond to your engineering, accounting, and other needs, whether day-to-day or long-term.

We invite you to get to know your property management team listed below. Our goal is to anticipate your workplace needs and exceed your expectations, and please never hesitate to let us know how we can serve you better.

### Management Office

P 201-432-3244

The Property Management Office is open Monday through Friday, 8:30 AM to 5:30 PM, excluding holidays, and is located at 95 Christopher Columbus Drive on the 13<sup>th</sup> Floor.

### Property Management Team Members

**Christian Leon**, Property Manager

E [christian.leon@columbia.reit](mailto:christian.leon@columbia.reit)

**Eric McDonald**, Assistant Property Manager

E [eric.mcdonald@columbia.reit](mailto:eric.mcdonald@columbia.reit)

### Security

P 201-432-3244

### Engineering

P 201-432-3244

## EMERGENCY PHONE NUMBERS

911

### Building Emergency

1-866-914-8954

## HOURS OF OPERATION

### Building Hours

95 Columbus provides access to tenants and their employees 24-hours per day, 7 days per week via access card. Regular building hours are 8:00 AM - 5:00 PM Monday through Friday. All entrances to the building will be locked from 8:00 PM - 6:00 AM daily; however, the building lobby is staffed with security guards 24/7, should you need assistance with access.

### Building Holidays

The Lease holidays listed below are recognized annually. On these dates, the Property Management Office will be closed, the building entrances will be locked (although access is still available via building access cards), and janitorial and engineering services will be unavailable. Heating and cooling are lowered to the after-hours levels.

Should you require HVAC, Security, Engineering or Janitorial services on any of the following holidays, after business hours, or on a weekend, please schedule with the Property Management Office with at least 48-hours' notice.

### HOLIDAYS

- New Year's Day (January 1<sup>st</sup>)
- Memorial Day (Last Monday in May)
- Independence Day (July 4<sup>th</sup>)
- Labor Day (1<sup>st</sup> Monday in September)
- Thanksgiving
- Christmas Day

If your company or office recognizes any additional holiday(s) or planned closure(s) not listed above, please inform your Property Management Team of the specific date(s), so that we may ensure services are adjusted accordingly.

## PROPERTY WEBSITE

The website for 95 Columbus is: [www.95columbus.com](http://www.95columbus.com). By visiting the Tenants tab, you will find information about the building, onsite and neighborhood amenities, contact and leasing information, access to the Work Order System, and a digital copy of this handbook.

# AMENITIES

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To complement your workday, we strive to provide a mix of convenient services, programs, and amenities that foster a thriving, connected community at your building, one that reflects the unique personality of your company and colleagues, as well as the surrounding neighborhood. We are pleased to provide you and your team with onsite services and amenities, which you can access and utilize as follows.

## BICYCLE ROOMS/RACKS

A card access-controlled bicycle storage room with a capacity for up to 60 bicycles is located in the garage elevator lobby on the ground floor. There is no charge for use of the bike racks, but bicycle parking is first-come, first-served. Electric or motorized vehicles or devices of any kind, such as e-bikes or scooters, are not allowed inside the building or to be stored in the bike room.

All tenants using the bicycle room are required to register their bicycle with the Property Management Office and complete the Bike-Shower Facility Waiver Acknowledgement form before card access will be granted. The form can be found at <https://tenants.95columbus.com/tenant-resources/> and should be signed and submitted by email to the management office, or hand delivery to the lobby security desk.

Bicyclists are directed to enter and exit the garage through the pedestrian door located on Wayne Street. Please use caution and walk all bikes once you enter the parking garage.

***As a reminder, bicycles are not allowed into the lobby, tenant spaces or in passenger elevators.***

## BUILDING TECHNOLOGY

### WiredScore Certification

At Columbia, we rate our buildings through WiredScore, an international digital connectivity rating platform for commercial real estate that champions cutting-edge technology in office buildings. Certification through the WiredScore program provides you with the reassurance that your building can meet your team's technology needs and gives you an easy resource to find the technology providers and points of access available at your building.

95 Columbus is Wired Certified Platinum.

**Wired Certified Platinum** is best in class across all features of connectivity that matter most to companies: number and quality of internet service providers, redundancy and resiliency of telecom infrastructure, ease of installation, and capacity to readily support new telecom services. The building can support your office's most stringent technology requirements, now and going forward.

On our property website, [www.95columbus.com](http://www.95columbus.com), you will find an overview fact sheet of the connectivity and digital infrastructure features of the building. Available carriers are listed in case you are looking for a new or secondary internet connection.

Because your building is WiredScore Certified, you also have access to WiredScore Connect. This complimentary concierge service is designed to help any tenant get quickly and easily set up with the internet service providers in their building and compare service and pricing available to find the best alignment with your company's specific needs.

For direct assistance from WiredScore's highly knowledgeable team, call 646-869-6000 or email [wsconnect@wiredscore.com](mailto:wsconnect@wiredscore.com), or visit [wiredscore.com/wiredscore-connect/](http://wiredscore.com/wiredscore-connect/) to learn more.

## Telecom & Data Providers

Multiple Telecom companies provide physical cable into the building both fiber optic and coaxial.

Many other services may be brought into the building via one of the carriers with a physical presence. Tenants seeking additional or alternative services should contact the desired provider and notify the Property Management Office.

More details about the available services can be found on our WiredScore Fact Sheet, available on our website or through the Property Management Office.

## Telephone Closets

If you or your service providers need access to the Telephone closets or one of the Points of Entry, please contact the Property Management Office. A valid certificate of insurance is required before any contractor is given access.

## ELECTRIC VEHICLE CHARGING STATIONS

There are 3 Electric Vehicle Charging Station (EVCS) located in the parking garage. They are managed through Chargepoint. A Chargepoint account is required for use, instructions are available at the unit.

## LOCKER ROOMS/SHOWERS

You will find Showers for Tenant use located on the lobby level in the bike storage room. These facilities have restricted access via access card. If you would like to access these facilities the Bike-Shower Facility Waiver Acknowledgement form is required. The form can be accessed at <https://tenants.95columbus.com/tenant-resources/> or be requested, signed and submitted by emailing to the management office, or hand delivering to the lobby security desk.

Please ensure that all doors close behind you when entering/exiting the Bike Storage Room/Showers for your and other Tenants' safety.

## LOST & FOUND

The Lost & Found is located in the Property Management Office and is available to visit during normal business hours. Please be prepared to have supporting documentation/evidence to claim your item(s).

If you believe you have found an item that may have been lost by another Tenant or Visitor, please bring it to the Lobby Desk or the Property Management Office for safe keeping. Please include the location of where the item was found, as well date/time if possible.

If you believe you have lost an item, please contact the Property Management Office to report the missing item, and we will try our best to help recover the missing item(s).

## MAIL SERVICES & DELIVERIES

### **Incoming Mail**

Regular U.S. mail is delivered directly to your assigned mailbox. The mailboxes are located on the Lobby level. For questions relating to delivered material or delivery times, call the Post Office directly. The Postal Station numbers for service to this area are 201-915-7041 or 1-800-ASK-USPS.

All incoming mail should be addressed as follows:

Tenant Name  
95 Columbus  
95 Christopher Columbus Drive & Tenant Floor Number  
Jersey City, NJ 07302

Please notify all client and other business associates of your proper mailing address.

Security does not accept or sign for tenant packages. Additionally, Property Management does not keep track of inbound and outbound packages. If a package is marked as delivered and is not found in the mailbox or tenant suite, please reach out to the freight company the parcel was shipped through.

### **Outgoing Mail**

An outgoing mail depository is located outside the main entrance. The Post Office provides one afternoon pickup, based on route scheduling of the postal service.

The nearest Post Office is located at 60 Montgomery Street Jersey City NJ 07302-9998

### **Express Mail Services**

There is one FedEx drop box and one UPS box located in the parking garage, near the exit. Both are serviced Monday through Friday by 6:00 PM

## **PARKING LOT/GARAGE**

The Parking Garage is managed by Propark Mobility and is located on the Wayne Street side of the property. The Parking Garage is open to the public but also available to permitted Tenant employees. 24/7 Access is granted by monthly parking card or by taking a daily ticket. Tenant special pricing is available.

Please reach out to 95 Columbus Parking at [ProparkMobility.com](http://ProparkMobility.com) for current availability and pricing.

Please keep in mind when using the Parking Lot/Garage:

- The parking garage and bicycle racks are Park at your own Risk
- Speed limit is 5 miles per hour. The speed bumps are in place to prevent speeding and drivers should not swerve to avoid them as this puts pedestrians in jeopardy
- Be conscious of other Tenants and Visitors
- Obey all posted signs and 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.

# BUILDING SYSTEMS & OPERATIONS

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## BUILDING ACCESS

95 Columbus features an electronic perimeter access control system by OpenPath. Outside business hours, tenants have open access to the public garage. Building access after-hours must be approved and requested by the tenant contact. Once approved the individuals access card will work on the requested entries.

### Building Hours & After Hours

The exterior doors to the building are open from 6:00 AM to 8:00 PM Monday through Friday, after which time the building is automatically locked by the computerized building access system. The building will also be locked during building-recognized holidays. Lobby security is available to assist with entry in special situations; ID must be shown for entry to be allowed.

### Access Card System

Upon your move-in, access cards will be issued which provide building entry after hours as well as turnstile access for passenger elevators.

The following guidelines and rules should be followed for building access cards:

1. Should you require additional or replacement cards, please submit a work order in Building Engines. There will be a \$15.00 fee for any replaced access cards.
2. All employees should be instructed not to lend their card to others and to keep the card in a safe place.
3. Should an employee be terminated or leave the company and not return their card, please promptly complete a work order with the name of the person and the card number so that we may deactivate the card.
4. Although the system has a record of card numbers and holders, we strongly recommend that each tenant maintain a record of employee names and card numbers for your files.
5. Upon move-out, all access cards must be immediately turned in to the Management Office.
6. All access card requests must be accompanied by a photo. Employees who need an access card may see security in main lobby to take a picture or provide a picture of their own to attach to the work order request.

Your building may be equipped to allow mobile credentials at building access points. Please contact the Property Management Office to inquire about this feature.

## Visitor Access

Visitors must be entered into Building Engines with their full name prior to arrival at the building. After a visitor has shown his or her photo ID to the lobby desk attendant(s), Security will notify the Tenant's main contact of their arrival, to confirm if the visitor can be sent up to the Tenant's premises at that time.

Visitors will be assisted by lobby security to allow access through the turnstiles and into the elevators. Please be sure to enter all dates/times that each visitor will be onsite, as this will help make the process as seamless as possible.

## BUILDING SECURITY

### Hours & Contacts

Security services at 95 Columbus are provided 24 hours a day, seven days a week. Security officers assist visitors, monitor access, and prevent solicitors from entering the building. The security console is located in the main lobby.

You may call the lobby security and the management office for assistance at 201-432-3244. For Building emergencies, you may also call 1-866-914-8954.

## WORK ORDER SYSTEM OVERVIEW / SERVICE REQUESTS

95 Columbus uses the Building Engines work order system, which allows tenants to submit work orders and notify the security of expected visitors. Building Engines immediately alerts the Property Management Office to an issue and is the preferred way to receive maintenance requests. Building Engines can also be conveniently accessed through our website at <https://tenants.95columbus.com/tenant-resources/>.

### Tenant Administrator

Each Tenant is responsible for designating at least two Tenant Administrators to authorize certain types of activities on behalf of the Tenant, including work orders.

Your Tenant Administrators are empowered to determine the following for your firm:

- Persons who will be granted after-hours access to the Building
- Lock changes and/or the ordering of additional keys
- Authorization for improvement work that is billable to the Tenant
- Persons who should be notified in case of an emergency

- Persons who will comprise your emergency life-safety team

If your designated Tenant Administrator should change, please contact the Property Management Office immediately to ensure that we have up-to-date records.

All Tenant Administrators will have access to Building Engines, which will make it possible to track service requests; however, feel free to call the Property Management Office for any situations that require immediate attention.

## Service Requests

Your Property Management Team is dedicated to servicing the needs of each tenant. We encourage you to share your questions, comments, concerns, and complaints with our team, so that we can best respond to ensure we maintain our standard of exceptional service.

As a reminder, the Property Management Office is open 8:00 AM until 5:00, Monday through Friday, excluding holidays. After hours and on weekends, on-site security can be reached at 201-432-3244 for building emergencies 1-866-914-8954. In the event of an emergency, a member of the Property Management or Engineering teams can also be reached after hours through on-site security.

### How to report a building problem/request (of any nature):

1. Report the problem/request to your in-house Tenant Administrator
2. Tenant Administrator submits a request via Building Engines and follows up with a call to the Property Management Office
3. Identify the nature of problem/request, i.e., “office too hot/cold, light out, toilet overflow, needs special cleaning”
4. Identify location of problem/request, e.g., “18th Floor, Keith Hyde’s office, Northwest corner”, always report the name of the person experiencing the problem so that we can follow up with that person
5. Indicate the priority level of the request

The Property Management Team logs all calls and dispatches them to the appropriate party (engineering, cleaning, etc.).

## Maintenance Request Priority Levels

All problems/requests are handled on a priority basis and will be responded to as quickly as possible. For any situations that require our immediate attention, please also contact the Property Management Office.

### Priority Levels:

- **Priority 3:** Immediate concern for safety and integrity of staff and items in your area.
- **Priority 2:** Zero concern for safety of staff and some concern for integrity and items and your area.

- **Priority 1:** Zero concern for safety of staff or integrity of your area but would like attention of building staff as soon as someone becomes available.

Routine service requests include:

- Lock and key requests (must be coordinated by the building)
- Lighting requests (bulb out....)
- Plumbing requests
- Temperature/HVAC requests (too hot or too cold...)
- Electrical problems
- Mechanical problems
- Daytime janitorial “clean-ups”
- Restroom supply requests
- Telephone Closet/Electrical Closet Access

Please note, building personnel are not authorized to repair any personal property items including furniture, equipment, etc. The response time for common requests will be responded to as soon as possible but may take up to 24 hours depending on building activities.

## Special Requests

From time-to-time, tenants may require additional services not provided for in their lease agreement. Should you require this type of service, our maintenance staff would be happy to assist you for a fee. Jobs scheduled after normal business hours will be charged at an overtime rate. Please contact the Property Management Office for current pricing for these services.

Tenants may also require special services including minor remodeling or other construction work. Such alterations require approval by the Property Management Team prior to work commencement. Should you require an outside contractor, the Property Management Team will be happy to provide you with a list of approved contractors. Tenants with specific questions regarding alteration work should consult their Lease to familiarize themselves with applicable terms and conditions and contact the Property Management Office for assistance. Any work that affects building systems such as fire sprinklers or fire alarm system must be performed by the building supplier for that system.

## HEATING, VENTILATION, & AIR CONDITIONING (HVAC) SYSTEMS

### Hours of Operation

HVAC services are provided Monday through Friday from 8:00 AM to 6:00 PM. and on Saturdays from 8:00 AM – 1:00, excluding holidays.

## After-Hours Request

After-hours HVAC service can be made available at the Tenant's expense; however, please keep the following information in mind:

- To provide after-hours HVAC services, engineering labor must be scheduled in advance. To make sure that an engineer is available to provide requested services, please submit your request through the Columbia Tenant Work Order System at least 48 hours in advance.
- Invoices for after - hours HVAC service will be sent to your firm following the date of service based upon the rated defined within your Lease.

## Personal Heaters

As a reminder, personal heaters of any kind are not permitted anywhere in the building.

## INDOOR AIR QUALITY (IAQ)

Indoor environmental quality is a critical component of healthy buildings. Numerous studies have confirmed the effect of the indoor environment on the health and productivity of building occupants. Ventilation, thermal comfort, air quality, and access to daylight and views are all factors which play a role in determining indoor environmental quality.

Your building's base systems, building common areas, and individual elevator cabs have been equipped with the latest bipolar ionization (BPI) technology. BPI is an air purification system that restores clean air to indoor space by safely emitting both positively and negatively charged particulates that attach to and deactivate harmful substances like bacteria, allergens, smoke, mold, and viruses.

We test the IAQ of the building annually to ensure our efforts are achieving an optimal indoor environmental quality for you and your team. For more information on your building's IAQ, please contact your Property Management Team.

## JANITORIAL SERVICES

Common areas are maintained by the Building janitorial team. Night cleaning is provided as per the scope of work defined in your company's Lease. Additional porter services are available on request. Invoices for additional service will be sent to your firm following the date of service based upon the current rates.

## Porter Hours & Services

Day porters are on duty Monday through Friday from 7:00AM to 5:00 PM to keep the lobbies, corridors, restrooms and building perimeter clean during working hours. If you observe a janitorial problem in any of these areas or otherwise, please enter a work request or call our office so that we may immediately dispatch a day porter.

A tenant may request Day Porter assistance by submitting a request through Building Engines.

## Night Cleaning

Nightly janitorial services are provided Monday through Friday evenings based on Lease requirements. Routine cleaning includes dusting, vacuuming, emptying wastebaskets and damp-mopping your kitchen area. In addition, all restrooms and common areas are cleaned and stocked each night. Additional cleaning services are provided on a monthly, quarterly, and annual basis. If you discover that an area in your suite has been overlooked, please advise the Management Office so that we can ensure better service for you in the future.

As a reminder, please do not place any object near or against trash receptacles if the material is not to be thrown away.

Please note that the janitorial crew will NOT dust any computer equipment, including terminals, hard drives, or keyboards; nor will they vacuum or dust near computer cables or wires. This is for your protection to avoid disrupting any sensitive computer equipment.

## Green Cleaning Policies & Products

95 Columbus has a green cleaning policy and plan in place focused on reducing the overall impact of cleaning on health and the environment through a variety of measures, including the use of low-environmental impact cleaning products. For details, please see “Our Green Cleaning Policy” in this Handbook under “Sustainability, Energy Conservation, and Green Services.”

## Window Cleaning

Exterior window cleaning is performed regularly. The Property Management Team will notify all Tenants in advance of the date(s) on which the window cleanings will occur.

# GARBAGE & RECYCLING POLICIES & PROCEDURES

## **E-Waste**

The city does not permit any electronic waste in the regular trash flow. Electronic waste includes computers, printers, copiers, telephones, remote controls, etc. An outside vendor must

be contacted to pick up e-waste. The Property Management Office can provide contact information for e-waste vendors.

## PEST CONTROL SERVICE

95 Columbus manages indoor pests in a way that protects human health and the surrounding environment by adhering to the principles of the Integrated Pest Management (IPM) system. IPM is a sustainable, science-based, decision-making process that considers the life cycles of pests and the environments in which they thrive to control pest damage with minimal harm to people and the environment. IPM includes preventative measures to avoid the need for extermination while using safe, environmentally friendly pest control practices. Below are a few tips to help do your part:

- Do not keep open, unsealed food in desks or file cabinets.
- Clean up crumbs or spilled drinks — even a few crumbs or a small spill can attract unwanted pests.
- Do not over-water plants.
- Rinse and dry recyclables before placing in bins.
- Keep work areas neat and organized.
- If you do see a pest, call the Property Management Office promptly.

## ELEVATORS (SERVICE/PASSENGER)

The building is equipped with 11 passenger elevators and 2 service elevators. Passenger elevators are for the exclusive use of people. Carts, dollies, hand trucks, large packages, etc. are not permitted on passenger elevators and must be transported via the service elevators.

Delivery of all large materials and supplies must be done via the service elevators. Please note service elevators are restricted to building staff, contractors, delivery companies, and movers; if tenant employees need to move large items, please notify the Property Management Office. More information about the service elevator can be found under “Loading Dock and Deliveries” in this Handbook.

### Destination Dispatch, How to Properly Call a Cab

If you have a home floor assigned, it will be displayed on the turnstile when you scan your access card. Move to the elevator indicated on the display.

If a floor is not displayed at the turnstile, or you want to travel to another floor, use the kiosk (iPad) in the elevator lobby. At that kiosk, select the floor you wish to visit, and the display will show you the elevator you should use.

To reach the floor you have selected you must use the elevator indicated on the display. You do not have the option to select a different floor from inside the cab.

When an elevator arrives, the floors being visited are listed on the door frame and will be audibly announced.

## Elevator Malfunction / Entrapment

All passenger and freight elevators are professionally maintained and are inspected regularly to ensure proper operation and safety. Should you encounter any irregularity or interruption in the operation of the elevators, please note the car /letter and notify building security or the property management office immediately.

If you become trapped in an elevator –

1. Remain calm.
2. Use the car emergency call button, intercom or telephone to contact building or emergency personnel.
3. Please be prepared to provide the car letter and location of the car if it is known.
4. Never attempt to force the elevator doors or exit the elevator yourself and never accept the help of anyone except building personnel, elevator company personnel or emergency responders to exit the car. Doing so can be highly dangerous and may result in serious injury. Wait for help to arrive.

### **If Electrical Service Is Interrupted:**

If normal electrical service to the building is interrupted, elevator lights will blink, and elevators will stop temporarily. They will then automatically return to the lobby level one-by-one and open doors for you.

## STAIRS

There are 3 emergency stairwells that service the building.

Stair A – Services North side of building

Stair B – Services South Side of building

Stair C – Internal staircase from Tenant Cafeteria level to ground floor

Never prop stairwell doors open, as this may compromise the balance of the HVAC system and may create a serious breach to security and fire protection. The only way out of a stairwell is to go down to the ground floor and exit the building.

Stairwell doors are locked at all times to prevent entry onto a tenant floor. Stairwells are for emergency use only and may only be used under normal circumstances if you have an access card for reentry to your company's floor.

## LOADING DOCK & DELIVERIES

Deliveries of packages, supplies, or office equipment requiring the use of dollies or carts should be delivered via the Loading Dock/Service Elevators, between the hours of 8:00 AM and 4:00 PM, Monday through Friday. Use of the service elevator(s) during this time is on a first-come, first-serve basis. Please note that pallet jacks are NOT allowed in the main lobby or any common area of the building. The loading dock is not to be used for pedestrian access to the building.

Any large deliveries should be made after hours Monday through Friday, (after 4PM or Monday through Friday prior to 8:00 AM), or by appointment Saturday or Sunday. These deliveries should be coordinated through the Property Management Office.

Building personnel including engineering and security are not permitted to accept deliveries of any kind (furniture, supplies, etc.) on your behalf. The Property Management Team cannot be held responsible for deliveries made to the building lobby or loading dock.

Loading Dock Measurements:

2 available for deliveries:

- 12.5' x 42' with street level access. 7:00 AM – 7:00 PM deliveries at other times must be prearranged. Access between loading dock and freight elevator is a 6' wide corridor, 40 lineal feet.
- Two dock levelers 5'x9' are available.

Due to the street access limitations tractor trailers are not recommended for use when delivering to this property.

Service Elevator Measurements:

- Cab: 5'1-3/4" W x 10'1/2" D x 10' H

## SIGNAGE

95 Columbus has standard signage guidelines for the floor directories, and suite entrance locations. Tenant Administrators should submit all signage requests and/or signage changes in writing to the Property Management Office.

Requests should include the exact spelling, punctuation, capitalization, line presentation and spacing requested. The request will be reviewed for compliance with building standards as well as conformance with individual lease criteria. A quote will be provided for approval prior to implementation.

# BUILDING POLICIES & PROCEDURES

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## RULES & REGULATIONS

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. For general office and retail tenants Rules and Regulations, visit <https://tenants.95columbus.com/tenant-resources/>. This information is not intended to supersede more stringent policies, which may be included within actual Lease documents.

Please be observant while on the property and should you see anything that concerns you report it to Building Security immediately.

## GENERAL SAFETY GUIDELINES

These are general building safety rules for contractors or delivery personnel. For construction projects also see vendor, contractor and service provider section / rules and regulations for construction.

- Report all occupational injuries and illnesses to your supervisor.
- Fighting, gambling, horseplay and other misconduct are not permitted.
- Jumping off equipment or vehicles is prohibited.
- Compressed air must not be used to dust yourself off or clean an area.
- Keep exits, aisles and the access to fire equipment free of obstruction.
- Smoking is prohibited on property.
- Gas cylinders when stored must be secured, restrained and capped.
- Possession of weapons (firearms, knife-other than a pocket knife, explosive devices) will not be tolerated.
- Concealing defective work will not be tolerated.
- Profane or abusive language will not be tolerated.
- 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.

## MOVE-IN & MOVE-OUT INFORMATION

Normal moving and delivery activities must be scheduled at least 48 hours in advance. Additional advance notice should be provided for "major" moving events involving more than one elevator load

of material. Notification must be issued by the Tenant (not by a vendor) and should be delivered to the Management Office or to the Columbia Tenant Work Request System. Your notice should include:

- Tenant Name, Suite, and Tenant Contact Name (if entered through Columbia Tenant Work Request System this is automatically entered)
- Date and Time of Move
- Name of Moving Company and Contact Information Insurance Certificate(s)
- **Special Requirements** (elevators, loading dock, etc.)

Scheduling is conducted on a first-come, first-served basis. Major moving activity is generally defined as comprising of anything that requires the use of the elevator pads and cannot be hand carried or brought in with the use of a hand truck and is limited to weekend periods, weekdays before 8:00 a.m. and/or after 6:00 p.m.

## Instructions to Moving Companies

### All Deliveries

Routing for all deliveries to 95 Columbus is via the Loading Dock entrance. The entrance is on Wayne Street, off of Marin Blvd.

### Weight Limits for Trailers

The maximum vehicle weight is 72,000 pounds. Maximum axle load is 32,000 lbs.

### Floor Protection

The moving company must provide approximately 80 to 100-linear feet of masonite for after-hours moving activity to cover the following areas:

- Padding or other protection of all entrances, doorways and walls affected by the move.
- Covering of all floors traversed during the move with appropriate material.
- We ask that movers wait until 6:00 p.m. to install Masonite and other protective coverings to avoid causing potential trip hazards during normal business hours.

### Other Protection

Prior to entering from the 95 Columbus entrance for after-hours moves or deliveries, areas that must be wrapped include the elevator doorframes, all other doorframes, corners on walls, and any other exposed area that may be subject to damage.

### **Pallet jacks of any size are prohibited. Forklifts of any type are prohibited.**

A valid certificate of insurance for the moving company must be provided to the Management Office prior to any moving or delivery activity. The certificate must include the information with respect to insurance coverage, additional insured endorsements, and certificate holders.

## TENANT ALTERATION & CONSTRUCTION GUIDELINES

The purpose of these Rules and Regulations is to inform the Contractors of their responsibility to this property during construction or remodeling of tenant spaces. Construction companies, electricians, plumbers, and personnel providing remodeling or repair services must be approved by the Property Management Office. It should be understood that the General Contractor is

totally responsible for the action of its employees and subcontractors, and their compliance with these Rules and Regulations. At all times, General Contractor's personnel should be aware that this property is not a construction site, but rather an occupied office building and therefore appropriate precautions to protect the property, the tenants, and the business atmosphere must be adhered to.

The Property Management Office maintains a list of qualified contractors who have performed work in the building and fulfilled the requirements listed below. If you prefer to use a contractor who is not pre-qualified, please contact the Property Management Office.

All Contractors must be well-established with at least 5 years in business, be licensed in the jurisdiction of the property location to perform their trade work and provide references for comparable work in Class A commercial office space for the scope and quality of work tenant is proposing to complete.

The scope of these Rules and Regulations shall include, but not be limited to the following:

**General:** Work to be performed by any contractor within the property must be approved and scheduled in advance with the Property Management Office. All contractors must check in with Building Security and obtain a Contractor Identification Badge on a daily basis. 48-hour notice shall be given for any work request that involves the Fire/Life Safety systems at the property.

All required permits must be obtained prior to the start of any work and copies provided to the Property Management Office.

Upon completion, certificates of final approval must be obtained. Duplicates of all such permits, approvals, and certificates must be delivered to the Property Management Office as soon as they become available.

**Insurance:** All general contractors and subcontractors must provide a current certificate of insurance evidencing adequate workman's compensation, general liability, and property damage coverage. Property specific requirements will be provided.

**Site Condition and Protection:** Contractor will provide floor, wall, and ceiling protection from the freight elevator to the entrance of the suite where the work is to take place. The type of protection is to be Masonite, with ends taped together to prevent tripping hazards. Protection will be provided by contractor for the freight elevator doorframe on the floor where the work is to take place. All carpet and elevator protection should be installed prior to the start of demolition or remodeling. Protection shall be maintained in a clean, safe manner and be left in-place throughout the duration of the work. The construction area is to be broom swept and all trash removed at the end of each work shift. Public areas leading to construction areas will be thoroughly cleaned at the end of each work shift at the contractor's expense. Contractor shall correct and repair any damages at their own cost.

**Debris:** Contractors will provide their own means of debris storage and removal. Contractor's dumpster must be placed in the loading dock area on a first come first served basis, approved by and scheduled with the Property Management Office. Debris must not spill or be left around

the dumpster. Contractor is responsible for cleanliness of the area. The Property Management Office reserves the right to require Contractor to remove the dumpster with 24-hour notice.

The service elevator must be reserved in advance through the property's Work Order system.

Paint and patching materials shall not be disposed of through the buildings plumbing.

**Noise and Noxious Odors:** Particularly noisy work such as core drilling (or fume producing work such as oil-based painting) must be approved by and coordinated with the Property Management Office and performed after business hours only. Odor producing work, such as staining of doors, must be approved by and coordinated with the Property Management Office so action can be taken to dissipate fumes, protect/disable the smoke detectors, and arrange for additional security, if necessary. If security/engineering assistance is necessary, contractor is to pay for said cost.

If contractors or subcontractors personnel use radios or other music playing devices, they must be turned down to a level not audible in any occupied or public areas. No loud or obscene language will be tolerated, and violators will be asked to leave the property.

**Egress and Ingress:** All movement of contractors and subcontractor materials will be through the loading dock, service corridors and service elevator. No passenger elevator(s) are to be used. The service elevator may be used for small material movement during business hours with prior written approval from the Property Management Office. The loading dock is located at 10 Wayne Street.

Access to the property outside of normal business hours must be requested at least 48-hours in advance and receive written approval from the Property Management Office. Delivery or removal of materials that are too large for the service elevator must be coordinated with the Property Management Office.

A more detailed Building Work Rules and Regulations for Contractors will be distributed to contractors prior to the commencement of any work and acknowledgement of and agreement to Work Rules and Regulations must be received by the Property Management Office prior to commencement of any work.

**Sustainability Considerations:** All renovation and new construction projects of a scope that meets any of the following criteria shall also be required to comply with Columbia's Sustainable Design & Construction Guidelines, which are available from the Property Management Office.

For projects which do not meet any of the criteria below, tenants are encouraged to implement any sustainable design and construction practices described in the guideline document to the extent that it is practical to do so.

- New construction (including additions) 10,000 sf or greater.
- Alterations of 20,000 sf or greater.
- New, replaced, or relocated mechanical, electrical, or plumbing equipment that serves 20,000 sf or larger.

- Projects having a new, replaced, and/or relocated, HVAC system with heating equipment size of 480,000 BTU's or greater, or with a cooling equipment size of 600,000 BTUs or greater.
- Projects are pursuing LEED, WELL, or other sustainable building certification.

## VENDOR RULES & REGULATIONS

### Vendor Insurance Requirements

Please refer to your Lease for Vendor Insurance requirements and information.

### Preferred Vendor Lists

At Columbia, we recognize the vital role our suppliers play in helping us meet the needs and expectations of our many stakeholders. We rely on our suppliers to deliver the level of quality, service, value, efficiency, integrity, and innovation that we ourselves strive to provide to our tenants, investors, partners, employees, and communities. Therefore, we seek to build and maintain a diverse, competitive, and highly capable network of suppliers in and across the regions in which we operate.

Our supplier selection process is stringent and helps us identify and build relationships with suppliers that meet our needs and expectations, align with our goals, and share our values. We actively manage our suppliers and monitor their ongoing performance to promote and build the best possible relationship between our organizations. We also seek to work with suppliers from a diverse range of backgrounds, in order to drive innovation and create a more resilient supplier network for Columbia.

We are committed to holding ourselves and our supplier community to the highest standards of business conduct and integrity, and we expect all suppliers with whom we engage to operate in accordance with our Vendor Code of Conduct. Visit our website at [www.columbia.reit/responsibility/overview/](http://www.columbia.reit/responsibility/overview/) for more details.

We encourage our tenants to follow these same guidelines when selecting suppliers and invite you to utilize our list of preferred vendors that meet these requirements for excellence, capability, competitiveness, and diversity. Please contact the Property Management Office for our current list of preferred vendors for this property.

## PROHIBITED ITEMS & BEHAVIOR

### Smoking

Columbia is committed to providing healthy buildings to all occupants. In compliance with local compliance/regulations Fitwel certification standards, smoking and the use of e-cigarettes and tobacco products is strictly prohibited in all areas of the building and anywhere onsite, including

within 25 feet of any building entrance, operable windows, doors, outdoor air intakes, or outdoor seating areas.

## Flammables

Flammable materials are not permitted anywhere on the premises. If, for any reason, you have any materials necessary for the operation of normal office equipment that require special care, they must be stored in safety containers, and the Property Management Team must be notified.

## Loitering & Solicitors

Canvassing, soliciting, peddling, and loitering are not allowed within the building. If you are approached by a solicitor of any kind, contact the Property Management Office immediately and we will make every attempt to escort the individual from the building.

## Non-Permitted Holiday Decoration

All holiday decoration must meet local and state authorities' requirements regarding the use of or restriction against live materials. In addition, decorations may not impede any means of egress, and nothing is to be hung from or cover exit signs or sprinklers.

If you are interested in adding holiday décor in your office space or the building, please contact the Property Management Office for specific guidelines and recommendations.

# EMERGENCY PREPAREDNESS & PROCEDURES

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## EMERGENCY CONTACTS

Fire/Police/Medical Phone Number: 911

Building Management Office: 201-432-3244

After-Hours Building Emergency Phone Number: 1-866-914-8954

## FIRE SAFETY PLAN

95 Columbia's **Fire Safety Plan** is available at <https://tenants.95columbus.com/tenant-resources/> and via the Property Management Office.

The purpose of this Fire Safety Plan is to protect all occupants, employees and visitors in the building from injury, property loss or the loss of life in the event of an emergency situation. And to establish a method of systematic, prompt, safe and orderly evacuation of an area, a floor or the entire building by the occupants in event of fire or other emergency, in the least possible time to a safe area; also the use of available fire protection equipment (including suppression systems and alarm) that may have been provided for the controlling or extinguishing of fire and the safeguarding of human life. An emergency may constitute any one of the following: Fire – tornado- earthquake – bomb threat – chemical spill or any situation that has the potential for the loss of life and/or property.

The objective of this plan is to provide proper fire safety education as a part of occupant indoctrination and to maintain a continuing fire prevention program for all occupants to assure the immediate reporting of fire, the response to fire alarms as designated, and the immediate initiation of fire safety procedures to safeguard life and contain fire until the arrival of the Fire Department. In accordance with City Ordinance #01-088, the Fire Safety Manager or his alternate must be on duty whenever the building is occupied.

The Fire Safety Plan shall be distributed to all occupants of the building and should be kept in the Fire Command Center, posted conspicuously and distributed to all tenants of the building. All tenants and employees must be given those portions of the plan that pertain to the floor area they occupy.

Please review the full plan for responsibilities, fire command stations, evacuation procedures, and related assignment and duties.

## EMERGENCY PROCEDURES

As Tenants in 95 Columbus, we understand that your primary business objectives do not revolve around emergency planning. It is, however, an extremely important topic and it is **Columbia Property Trust Services** role as agent for Landlord to take the lead and to:

- Familiarize ourselves with potential emergency conditions;
- Plan for and implement responses that mitigate the negative outcomes;
- Engage you in training opportunities so that you understand how the building systems/personnel and your firm should respond during emergency events; and,
- Ensure that you understand that your participation and response directly affect both your business success and personal life safety.

Please visit <https://tenants.95columbus.com/tenant-resources/> to familiarize yourself with 95 Columbus' complete **Emergency Procedures Manual** for detailed Emergency Event Planning. Portions of the manual are outlined the section below.

Two things to remember, by way of perspective:

***The chances of 95 Columbus being affected by any of these events are limited – our goal is not to alarm, but to inform; and,***

***Again, importantly – you are not powerless – your willingness to plan and prepare can significantly improve the outcome should an emergency event occur.***

Columbia Property Trust Services is pleased to have the opportunity to work with you here at 95 Columbus. We take very seriously our shared responsibility to have in place highly functional and effective emergency event planning. If at any time you should have questions or comments regarding this planning, please do hesitate to contact us. We welcome your input and involvement!

### Preparation

#### ***How Do We Prepare For Emergency Events?***

The good news is that preparation for any event is not complicated. There are several basic steps to incorporate when preparing for any emergency event. They are:

- **Perspective** – Remember that we are reviewing life safety issues – there are arguably few things more important than this topic.
- **Participation** – Participate in the emergency training offered by Columbia Property Trust Services – we will provide you with all of the basic information necessary.
- **Peruse** – Actually read the material we provide, it won't take long and isn't difficult; you might even find it interesting.

- **People** – Ensure that you have assigned the responsibility for your firm’s response to an individual or individuals who can be counted on to take life safety seriously.
- **Plan** – Follow up with them to be certain they have put together a plan and disseminated it to your employees.
- **Provide** – Be certain we are always kept current on your emergency contact listing, both day and after-hours contacts. We can’t contact you if you don’t tell us how.
- **Perform** – when we carry out practice evacuations, join in. There is NO substitute for actually walking through the process.

**Links to additional resources:**

<http://www.redcross.org/>

[www.ready.gov](http://www.ready.gov) - provides general information on preparedness

[www.fema.gov](http://www.fema.gov) - Federal Emergency Management Agency site

***How Will We Know When an Event is Imminent or Occurring?***

**How Columbia Property Trust Services becomes aware:**

Of the seven categories of events outlined in this overview, only three are likely to be of the sort that advance notice from an outside entity is either available or useful. Fire, Medical Emergencies, Bomb Threat, Elevator Entrapment and Utility Failure are likely to be localized to the extent that building occupants will become aware of them prior to any outside entities.

Inclement Weather, Civil Disturbance and Hazardous Materials Release, however, are potentially areas in which outside entities are able to discern the risk of a threat prior to building occupants becoming aware of them. Columbia Property Trust Services is an active community participant in various entities that monitor activity of this sort, and we automatically receive email notifications from them in the event contact is warranted.

**Notification**

***How will COLUMBIA PROPERTY TRUST SERVICES Notify you?***

COLUMBIA PROPERTY TRUST SERVICES has several means of making you aware of the information we obtain, and our approach will be based on the immediacy of the threat. Frequently, email notices will be a useful means for advising occupants of upcoming events, if time allows. This mode holds the advantages of being discreet and targeted to specific predefined individuals. On the other extreme, if there is imminent danger, telephone and cell phones as well as personal visits will be employed.

## FIRE SAFETY REMINDERS/PREVENTION TIPS

Fire is among the most common of the emergency events, and includes not only the direct consequences of fire, but also fire's typically more life threatening by product: smoke, which results in more loss of life than fire. Because of the magnitude of the potential effects of a poorly planned response to a fire emergency, it is addressed first.

### Fire Prevention Tips

- Assign someone to make certain that all appliances are turned off at the end of the day.
- Do not overload wall circuits.
- Smoke only where permitted. Smoking in the interior of the building is a violation of the law.
- Check for frayed or damaged electrical cords.
- Do not run electrical cords under carpets or desk chair pads.
- Dispose of trash and boxes. Do not allow them to accumulate.
- Do not block corridors and stairwells. This is not only illegal, but it endangers your staff.
- Do not prop open stairwell doors. Doing so jeopardizes the automatic pressurization of air in the stairwell during an emergency and the stairwell can fill with smoke.
- Check lighting in corridors and be sure exit signs are lit. Report any malfunctioning lights to property management.
- Do not store any flammable liquids or combustible materials in your suite.
- Use extension cords only on a temporary basis. Unplug them when not in use.
- Do not use space heaters

### Evacuation Drill

One of our greatest concerns at 95 Columbus is the safety of our tenants and their visitors. To have an effective Life Safety Program, it is necessary that annual training be given to everyone in the building. The success of this program is dependent upon the total cooperation of every individual working at the building.

Practicing evacuation drills is required annually by Code. The purpose of a drill is to instill in the minds of all occupants the correct procedures necessary to ensure safety of life.

Observers (Building Management, Security and Engineering personnel) will be stationed at strategic locations throughout the building to observe the actions of personnel when the alarm sounds.

Participation by occupants is strongly recommended. The more familiar people are with emergency procedures, the more likely they will follow them correctly which will reduce the possibility of injury in a real emergency.

Upon hearing the alarm, immediately go through your area of responsibility informing all persons to move to the doorway of the nearest emergency stairwell.

Evacuation leaders should check with other evacuation leaders on their floor to ensure he/she is present and performing their duties. If not, the evacuation leader must continue around the floor.

As tenants hold in-house training for evacuations, the evacuation leaders should be certain that all employees are familiar with the following responsibilities and should reiterate them during the evacuation drill.

If a fire should occur in your area:

**CLEAR** anyone in immediate danger.

**CONFINE** the fire by closing all doors.

**CALL 911**

**ACTIVATE A MANUAL PULL STATION**

### ***How Do Building Systems and Columbia Property Trust Services Employees Respond During a Fire?***

#### Fire Alarm Sequence and Evacuation

In the event of fire, the building fire alarm systems automatically initiate contact to building occupants via audible alarms and by visual notification provided through the strobe systems. In addition, the alarm is transmitted to a monitoring company who will dispatch the fire department immediately.

Upon activation of any fire alarm initiating device (pull stations, smoke detectors, sprinkler flow switchers) the following functions take place:

- A fire alarm condition will be received in the Fire Panel at the Fire Panel Monitoring Company. The Fire Department will be notified. All speakers will sound the electronic horn. Strobe lights will flash on the floor of the alarm, the floor above and the floor below.
- All magnetically held smoke doors will close.
- Smoke dampers in the elevator shafts will be opened.
- Stairwell doors will be unlocked.
- In the event a smoke detector is activated in the elevator lobby, elevator shaft or elevator machine room, the elevators will be captured and not available for use.
- Engineering personnel will be dispatched to the site of the alarm to investigate and determine the cause of the alarm.

IF NO FIRE IS DETECTED and after the building has been cleared by the Fire Department, building personnel will advise that the alarm condition has been investigated and there is no danger.

## ***What Should Our Firm's Responses Be To Fire?***

If an alarm is initiated, all tenant employees should evacuate the building immediately, by proceeding to the nearest stairwell, exiting the building, and assembling at the pre-designated area. Evacuation leaders should ensure that Stairwell Monitors and Aids for the Disabled are in place and carrying out their responsibilities. The following information provides additional detail regarding responses a Tenant's Floor Evacuation leader should implement for either a drill or actual alarm situation evacuation.

### **FLOOR EVACUATION LEADER RESPONSIBILITIES:**

1. The Floor Evacuation leader is responsible for providing the following information to all of their employees prior to each Evacuation drill, and in order to prepare for actual evacuations.
2. Show the occupants the manual pull station next to the emergency stairwell door and how it would be used in the event of an actual fire.
3. Identify the lighted EXIT sign above the stairwell door. Additional EXIT signs with directional arrows will be located in primary emergency exit routes on all floors.
4. FEEL the door for HEAT before opening it. Open slowly and check for smoke.
5. If HEAT or SMOKE is present, an alternate emergency exit should be used. Remind everyone that each floor in the building has two emergency stairwells. Lead the group to the alternate fire exit to assure that everyone will know the location.
6. If heavy smoke is encountered, you may have to crawl to the exit since smoke rises and cleaner air is near the floor.
7. If NO heat or smoke is present, enter the stairwell. Stay to the right and use the handrail merging into traffic flow. Women should remove high-heeled shoes to avoid tripping.
8. ABC fire extinguishers may be used on electrical, trash and grease fires. A person using a fire extinguisher should NEVER be alone. A "buddy" should always be there to assist.
9. If you do fight a fire, remember the word PASS. Conduct a demonstration on how to properly use the fire extinguisher:

***PULL*** the pin.

***AIM*** low pointing the extinguisher nozzle at the base of the fire.

***SQUEEZE*** the handle to release the extinguishing agent.

***SWEEP*** from side to side at the base of the fire.

10. The designated safe refuge area for the building in a fire emergency is covered during emergency procedures training. Your company should pre-determine a meeting place away from the building to meet and assure everyone has safely exited the building.
11. A common question asked is, "What do I do if both stairwells are hot and smoky and I cannot evacuate?" ANSWER: Close all doors between you and the fire. Place material such as a suit jacket at the base of the door to stop smoke from entering. Wet the material, if possible. Call 911 and give them your situation and suite number. The fire department's mission is rescue.
12. Avoid breaking windows. A broken window will provide a new source of oxygen and will cause the fire to spread in your direction. Also, broken glass could injure people below.

13. Evacuation Leaders are responsible for ensuring that the egress flow remains smooth, that the stairwell doors remain closed except when in use that evacuees remain to the right as they descend, that no food or drink is carried into the stairwell, and that all high heeled shoes are removed during any drill or actual evacuation.
14. Aids for the Disabled are responsible for ensuring that a plan for evacuating disabled individuals is effectively carried out during any drill or actual evacuation. Additional information is presented in the following section.

## Emergency Guidelines for Employees with Disabilities

Every person with a disability has unique abilities and limitations. Each tenant should make accommodations tailored to their needs. It is crucial that the individual be included in the decision on which equipment and procedures will work for them to provide them with the confidence that they will be protected.

Safe egress is the most important factor in providing safety from fire and smoke in a building. The efficient relocation of building occupants to an area of safety presents the greatest range of special considerations for persons with disabilities. People using wheelchairs or with other mobility disabilities come immediately to mind; but, there are many who may not appear to have a disability who will also require some special assistance. These include:

- Individuals with varying degrees of mobility impairments, ranging from slow walkers to wheelchair users.
- Individuals who are visually impaired and may require special assistance in learning the emergency evacuation routes or assistance in proceeding down exit stairs.
- Individuals with hearing impairments who may require special notification of an alarm condition over and above the standard audible and visual alarms (speakers and strobe lights).
- Individuals with temporary impairments due to recovery from serious medical conditions such as stroke, traumatic injuries such as a broken leg, sprained ankle, or persons recovering from surgery.
- Individuals with medical conditions such as respiratory disorders or pregnancy who may tire easily and may need special assistance or more time to evacuate.
- Other populations that may be vulnerable and need to be considered include visitors or customers with small children and employees who work outside the normal working hours.

Evacuation leaders should maintain a current list of people with any of the above impairments. A copy of this list should be provided to property management for posting in the Management office. Fire department and emergency personnel will know to look for this information at these locations. This list is sealed and strictly confidential and is for emergency use only.

The “Buddy System” is recommended when evacuating persons with disabilities. Assign at least two buddies who are work associates. Employees with disabilities can be given the responsibility for selecting their own buddies. Bi-monthly emergency plan reviews should verify that the buddy is still available for their duties. The buddy should be selected and trained by the

impaired employee. Practice sessions are beneficial to ensure that the buddy can handle their assigned tasks.

Employees with disabilities should identify themselves to the security staff when working after normal building hours. Emergency Services Personnel will then be ready to search for and assist the individual to safety, if needed. An alternate method would be to instruct the person to telephone the fire department to give their location when an emergency occurs.

## MEDICAL EMERGENCY

Medical Emergencies are probably the most common emergency event to occur in an office complex, and while the scope of the event may be limited to one person, the frequency mandates that all personnel be well versed in appropriate responses.

During a Medical Emergency the initial notification frequently comes from a building occupant. Typically, no notification to additional individuals is warranted. However, property management has a procedure in place to respond to these events in several ways. Responses may include providing emergency first aid, including either CPR (Cardio Pulmonary Resuscitation) or the use, when necessary, of one of the AED (Automatic External Defibrillator) devices provided by Columbia Property Trust Services. In addition, our standard operating procedures include reserving an elevator and coordinating unrestricted access to the building for emergency response personnel.

### ***What Background Information Do I Need to Know About Medical Emergencies?***

#### Emergency Preparedness Planning

1. Encourage employees to receive American Red Cross Standard First Aid and Adult CPR training.
2. Be familiar with OSHA safety guidelines regarding blood-borne pathogens.
3. Have a first aid kit available and regularly confirm it is properly stocked.
4. Know how to contact the Emergency Medical System (EMS) at 911 and Building Management at 201-432-3244

<http://www.redcross.org/> - Information on Red Cross training

<http://www.osha.gov/SLTC/bloodbornepathogens/index.html> - OSHA Info on bloodborne pathogens

### ***How Do Building Systems and Columbia Property Trust Services Employees Respond During Medical Emergencies?***

1. A medical emergency should be immediately relayed to Management Office 201-432-3244. Engineering will ensure the service elevator is available at the Lobby Level when the Emergency Medical Technicians (EMT's) arrive and will escort them to the victim's location.
2. In the event the medical emergency involves sudden cardiac arrest, usually evidenced by sudden unconsciousness, 95 Columbus Engineers will respond with an AED (automated

external defibrillator) unit. Since these individuals have received training in both the use of AEDs and cardio pulmonary resuscitation (CPR), and since every minute is critical, we urge you to contact the management office immediately after calling 911. The AED is in the lobby and accessible to anyone with the proper training.

### ***What Should Our Firm's Responses Be To Medical Emergencies?***

1. Call 911 for trained medical help.
2. Quickly survey the scene to decide if the situation is safe for you. Look for fire, toxic fumes, heavy traffic, electrical wires, etc. If you can safely get to the victim, decide if it is safe to remain at the scene while you care for them. If the scene is not safe due to fire, electrical wires, etc. you may need to make an immediate emergency rescue, however, do not move an injured person if you do not have to.
3. Identify yourself to the victim as a Floor Evacuation leader. Advise the victim if you are trained in first aid. Get the permission of the victim before you assist. You may assume permission is granted if the victim is unconscious.
4. Ask the victim or bystander what happened and determine the extent and nature of the victim's illness or injury. Immediately look for a medical alert tag at the neck or wrist. Do not move a victim who you suspect to have a head, neck or back injury.
5. CPR training and Standard First Aid courses are available from your local American Red Cross.

## **INCLEMENT WEATHER**

Inclement Weather may be a rare occurrence, but because the responses differ from those taken during a typical evacuation, it is important that the topic be addressed carefully and the distinctions clearly understood.

Inclement Weather scenarios vary widely, but if Columbia Property Trust Services became aware of an event that was a legitimate threat to building occupants (e.g., a tornado in the immediate vicinity) and time constraints were limited, our approach would be to contact tenants via the public address system in each building.

### **Tornadoes**

#### ***What Background Information Do I Need to Know About Tornadoes?***

Tornadoes occur in many parts of the world and in all 50 states. Tornado frequency is at its peak in April, May and June.

#### **FACTS:**

- Tornadoes are nature's most violent and erratic storms and may occur with little or no warning.
- They vary greatly in size, intensity and appearance.
- Most of the tornadoes occurring each year are weak, with wind speeds in the range of 100 miles an hour.

- About one in three tornados is classified as strong. Wind speeds reach about 200 miles per hour and cause about 30% of all tornado-related deaths.
- Nearly 70% of all tornado fatalities are caused by violent tornadoes. Violent tornados can last for hours and have exceeded a mile in width with wind speeds approaching 300 miles per hour.
- Every tornado is a potential killer. Many are capable of great destruction and can topple buildings, roll mobile homes, uproot trees, and hurl people through the air for hundreds of yards.
- Sticks, glass, roofing materials all become deadly missiles when driven by a tornado's winds.

**TORNADO WATCHES** are issued by the National Weather Service for areas threatened by tornados and severe thunderstorms. These watches specify a time period and area where tornado probabilities are highest. During a watch, *LOOK FOR THREATENING WEATHER* and stay tuned to radio and television for more information.

**TORNADO WARNINGS** are issued by the local National Weather Service offices when a tornado has been sighted or indicated by radar. Warnings describe the area that could be affected. If a warning is issued, *TAKE COVER IMMEDIATELY*.

### ***How Do Building Systems and Columbia Property Trust Services Employees Respond During Tornados?***

## Emergency Response Procedures

If a tornado WARNING for the immediate area is issued, Management office or Engineers will email or call with details of the warning.

### ***What Should Our Firm's Responses Be To Tornados?***

1. Evacuation leaders and Alternates should be alert and "stand by" when weather appears to be threatening.
2. Your office may wish to purchase a "weather radio" which will alarm automatically when threatening conditions exist in our area. If you need assistance purchasing this equipment, please contact property management.
3. First aid kits should be available.
4. Know safe refuge areas within the office, i.e., away from windows, in interior offices or corridors.
5. Instruct your employees on the proper way to protect themselves from glass and flying debris in your office environment. i.e. Stay away from ANY glass, crouch down, protect your head, etc.
6. Have alternate means of communication available should the phone lines be out of service. For example, cellular phones, radios or runners.

If a tornado has hit the area:

1. Check for injuries.

2. Immediately check for electrical problems that could cause further damage through a fire condition.
3. Inspect floor for damage.
4. Collect information from staff members regarding any injuries or dangerous conditions they have observed. It is helpful to have one or two people who can provide rapid assessments to emergency personnel.
5. Relay reported injuries or dangerous conditions to security or other emergency personnel. If communications are not working, send a “runner” to give a status report.
6. Keep occupants quiet and calm, assist emergency personnel as needed and follow their instructions.

## Earthquakes

### ***What Background Information Do I Need to Know About Earthquakes?***

Although many earth scientists are searching for means of predicting impending earthquakes, accurate predictions of the exact time and place of earthquakes are not yet possible. They may range in intensity from slight tremors to great shocks and may last from a few seconds to as much as five minutes. They could come in a series over a period of several days. The actual movement of the ground in an earthquake is seldom the direct cause of injury or death. Most casualties result from falling materials. Severe quakes usually destroy power and telephone lines and gas, sewer and water mains.

## Emergency Preparedness Planning

1. Review internal emergency plan with co-workers.
2. Have flashlights available.

### ***How Do Building Systems and Columbia Property Trust Services Employees Respond During Earthquakes?***

Columbia Property Trust Services employees will monitor information on the event when and as it is available from government sources, and will advise building occupants over the public address system on any responses recommended by the government.

### ***What Should Our Firm’s Responses Be To Earthquakes?***

#### ***DURING AN EARTHQUAKE:***

1. Stay indoors if already there.
2. Take cover under sturdy furniture such as work tables or brace yourself in a doorway or move into a corner and protect the head and neck in any way possible.
3. Stay near the center of the building.
4. Stay away from glass windows, skylights and glass doors.
5. Do not run through or near buildings where there is a danger of falling debris.
6. If outside, stay in the open, away from buildings and utility wires.

### *AFTER THE EARTHQUAKE:*

1. Check for injuries and fires. Inspect floor for damage. Check utilities for leaks and electrical shorts.
2. Report status to Security. Include injuries, building damage and potential hazards. If communications are not working, send a “runner” to give status report.
3. Keep occupants quiet and calm.
4. Assist as needed and follow instructions from Security or emergency personnel.

## BOMB THREAT

### ***What Background Information Do I Need to Know About Bomb Threats?***

Individuals who intend to harass businesses or institutions initiate the vast majority of Bomb Threats. Most threats are not legitimate in that they are not accompanied by the placement of an explosive device. Urban settings, with media presence are often targets because of the media attention they receive. Buildings with government agencies or large financial institutions are more often the recipients of threats than those that are not. Since, however, there is always the possibility of any threat being legitimate; all threats should be responded to seriously.

### ***How Do Building Systems and Columbia Property Trust Services Employees Respond to Bomb Threats?***

The initial notification for a Bomb Threat frequently comes from the building occupants themselves. Circumstances surrounding this type of event vary widely, and our response would be based upon the available information. In the event it appeared that a legitimate immediate threat existed, we would notify the appropriate building’s occupants by way of email, telephone and cell phone to our tenant contacts.

Circumstances surrounding this type of event vary widely, and our response would be based upon the available information. In some cases a threat is received days before the event and there is sufficient opportunity for the firm receiving the threat to investigate thoroughly in conjunction with the appropriate authorities and rule out the possibility of an explosive device. In many cases there is an opportunity to advise tenant representatives of the event so that their firm can make a decision based upon their particular business plan. However, in the event it appeared that a legitimate immediate threat existed, we would notify the appropriate building’s occupants by phone or visit from the Engineers or Manager.

### ***What Should Our Firm’s Responses Be To Bomb Threats?***

1. Know evacuation routes and safe refuge areas away from the building.
2. Train staff members who are most likely to receive the initial bomb threat call and provide copy of the Bomb Threat Checklist.
3. Prepare an internal bomb threat reaction plan that includes how your company will determine whether or not to evacuate the building.
4. Remain calm and alert.
5. Keep the caller on the line; do not attempt to transfer the call.

6. Gather information utilizing the attached “Bomb Threat Checklist”.
7. Notify Management Office at 201-432-3244 IMMEDIATELY
8. Search your office:
  - Stop just inside doorways and listen.
  - Divide the room by height:
    - a. Floor to waist
    - b. Waist to chin
    - c. Chin to ceiling
    - d. False ceiling
  - Assign personnel to search a designated height area, overlapping for better coverage.

Today’s explosive materials can be concealed in an infinite number of ways and in small, “normal” appearing packages. Remember, outside personnel will not know your area as well as you do. What appears commonplace to the outsider may well be out of place to you. DO NOT TOUCH anything suspicious.

9. Clear the immediate area if a suspect object is discovered.
10. Evacuate if necessary. In rare circumstances, the authorities will advise you to evacuate. More often, however, it becomes a judgment call on the part of each tenant as to how serious the situation and threat appears. Evacuation is a decision that must be made by your company. **We strongly recommend that you establish guidelines and procedures well in advance so as to be prepared for a response on short notice in the event it becomes necessary.**

## CIVIL DISTURBANCE

### ***What Background Information Do I Need to Know About Civil Disturbance?***

Unlike Bomb Threats, those involved with Civil Disturbance are frequently intending merely bring peaceful attention to an issue they deem important and in need of focus. Often these events are planned in advance with the approval of the governing authorities. Unfortunately, however, these events frequently escalate into events with serious and violent implications to those in the area. Urban settings, with media presence are often targets because of the media attention they receive. Buildings with government agencies in urban settings are more often the target of Civil Disturbance than suburban sites. Since, however, there is always the possibility of Civil Disturbance, appropriate planning should also include this potential threat.

### ***How Do Building Systems and Columbia Property Trust Services Employees Respond to Civil Disturbance?***

Civil Disturbances that hold the potential to affect suburban office properties are typically limited, and may or may not have long advance notice. If the opportunity existed, Columbia Property Trust Services would advise occupants via email and memorandum in the event it appeared that the building could become involved with any type of Civil Disturbance. In the event of a sudden disturbance, we would notify the appropriate building’s occupants by way of email, telephone and cell phone to our tenant contacts.

Circumstances surrounding this type of event vary widely, and our response would be based upon the available information. In some cases a planned event is publicized days before it

occurs and there is sufficient opportunity for appropriate planning. In these cases there is an opportunity to advise tenant representatives of the event so that their firm can make a decision based upon their particular business plan, e.g., will we plan to open or close the office. However, in the event it appeared that a legitimate immediate threat existed, we would immediately contact the East Hanover Police Department and notify occupants by way of the email or phone. Responses might include securing the building to prevent access by unauthorized individuals, and or preventing access to drive areas or parking decks. It is also possible that an evacuation would be necessary.

### ***What Should Our Firm's Responses Be To Civil Disturbances?***

As is the case with all emergency events, Civil Disturbance requires that a firm have a plan in place before the event, so that it has thought through all of the potential implications of an event. Will the firm remain closed if a "protest" or other similar event is planned near the building? Will it close early if a Civil Disturbance erupts? Who will make this sort of decision? How will it be communicated? Have individual firm members given consideration to alternate paths of travel to their home in the event of street closures? Should individuals leave in large groups in order to ensure safety in numbers?

## **HAZARDOUS MATERIALS RELEASE – CHEMICALS, BIOLOGICAL, AND RADIOLOGICAL**

### ***What Background Information Do I Need to Know About a Hazardous Materials Release?***

Although the presence of Hazardous Material has become more of a concern in recent years due to terrorist activity, there has always been the potential for a release due to a non-antagonistic action, such as spillage from a tanker that has been in an accident. In either event, the types of outcomes can vary widely. In general, chemical releases frequently have more immediately noticeable consequences, while biological releases may not be immediately known. In both cases there is the potential for harm to individuals, and in both instances the government is in the best position to provide overview direction and make available the antibiotics or antidotes necessary. Nuclear, or radiological, contamination also tends to create a wide range of concerns, based upon whether the source is a nuclear blast or normal explosion designed to spread nuclear waste. Because of the wide range of different ways that hazardous materials affect people, it is difficult, if not impossible for employers to set up all of the necessary protection needed for every possible circumstance.

### ***How Do Building Systems and Columbia Property Trust Services Employees Respond to a Hazardous Material Release?***

Hazardous Materials Release holds the potential to create some unique circumstances. It combines certain aspects of the other event types, most notably Inclement Weather and Civil Disturbance. Since our opportunity to be made aware of the event will vary based upon the specifics surrounding the event, our response will be tailored to those circumstances. As

always, however, if the details warrant the rapid provision of information, we would notify the appropriate building's occupants by way of email, telephone and cell phone to our tenant contacts.

The response to a Hazardous Material release varies based upon whether the release occurs outside or within the building. If the material were released inside, we would immediately shut down the air moving systems in the building so as to prevent the spread of the material. Based upon the scope of the release we would proceed with an evacuation of the affected premises, and notification to other building occupants. If the release were external and in the area of the building, we would shut down both the fans that bring fresh air into the building and the stairwell pressurization fans. We may also shut down elevator service in order to prevent their movement from drawing air into the building. Rather than evacuating the buildings, we would encourage occupants to remain inside, or "shelter in," and would continue to monitor and make available the specific directives from government authorities.

### ***What Should Our Firm's Responses Be To a Hazardous Material Release?***

As referenced earlier, the wide range of potential circumstances make it very difficult for employers to plan for every potential release event to which their employees might be exposed. The best response will be based upon following the guidelines put in place by property management, and so it is essential that each employer have individuals who are familiar with their firm's emergency response plans, and who are prepared to enact them.

## UTILITY FAILURES

### ***What Background Information Do I Need to Know About Utility Failures?***

Utility failures are typically a reasonably familiar occurrence, since most of us have experienced them on a residential level. Businesses, however, are affected in different ways, and it is important to understand the potential implications. Issues either internal to or external to the building can cause failures. In the event the problem is internal, our Engineering teams will be immediately evaluating the cause and incorporating whatever level of responses are appropriate, including the use of outside resources, in order to return service to the buildings. If the cause is external, property management will be involved with communicating the outage to the appropriate entities, and ensuring that a timely return of service is underway.

### ***How Do Building Systems and Columbia Property Trust Services Employees Respond to Utility Failures?***

Utility Failures are significant in terms of their impact, but not frequently life threatening. In addition, in the event of power failure, tenants will probably become aware of the circumstances at the same time Columbia Property Trust Services does. However, a water failure is not always immediately observable. Because it can force us to require that the building be

evacuated, we will notify tenants via email as soon as we become aware of the situation, letting them know whether it appears the failure will exceed four hours and mandate the evacuation of the affected buildings.

In the event of power failure, emergency generators automatically deploy, providing back-up power to emergency lighting, designated elevators, and all life safety systems, including sprinklers, and fire alarm panels.

### ***What Should Our Firm's Responses Be To Utility Failures?***

Consideration should be given to what systems are essential to your firm's continuity, and steps taken to provide back-up options in the event of utility failure. For instance, if continued operation of your phone or MIS/IT systems is critical, plans for backup back-up power should be considered. Options range from a simple battery system to an exterior emergency generator dedicated to your firm. Should you wish to research this further, property management will be happy to put you in touch with vendors who specialize in these services. In the event of a total loss of water supply to the building that lasts longer than four hours, we are required to evacuate the building since the sprinkler systems cannot function without a water supply. Businesses should consider how they would continue to operate if the applicable government entity required that the premises be vacated, including whether their business could be carried out from homes, or alternate locations.

## **ELEVATOR ENTRAPMENT**

### ***What Background Information Do I Need to Know About Elevator Entrapments?***

Elevator Entrapments are an unusual occurrence and most of us have not experienced one. Typically caused by a malfunction in the elevator equipment, the elevator contractor is immediately called to extract those people in the car and to determine the cause of the outage and make immediate repairs to prevent a future occurrence. Our Engineering teams will be immediately evaluating the situation and assisting the elevator company as needed. Should you experience an elevator stopping while you are in the car please do the following:

1. Remain calm.
2. Confirm that a floor button has been pushed or is not stuck, by pushing the floor you want to go to and an alternate floor. (Note that an elevators doors will close and the elevator may move and park itself with the doors closed if a call button is not pushed.)
3. If the car does not move push the open door button as sometimes the elevator is floor level and the door will open allowing exit. If it allows exit please notify Building Security of the situation upon exit so that the elevator can be taken out of service and repairs made if necessary.
4. If it is before 7:00AM or after 6:00 PM or on the weekend an access card may be required to have the elevator move, if this is the case and you do not have an access card, the door open buttons will work and allow you to exit the car.

5. In the garage elevators only, confirm that the red emergency stop switch is in the “On” or “Run” position.
6. If the car remains stopped press the elevator emergency button in the tower elevators or the alarm button in the garage elevators. This will cause an alarm at the Building Security desk. The security officer will respond and initiate emergency response and communicate with you until you are evacuated. In the event you cannot hear the security guard you may also call 201-432-3244 to reach the management office or security. They will stay with you on the call until you are evacuated. If there is a medical situation in the car, either yourself or someone else, please notify the guard immediately.

### ***How Do Building Systems and Columbia Property Trust Services Employees Respond to Elevator Entrapments?***

During an Elevator Entrapment the initial notification frequently comes from a building occupant. Typically no notification to additional individuals is warranted. However, property management has a procedure in place to respond to these events in several ways. The elevator contractor’s emergency service line is called immediately to activate their response procedures.

Building Engineers report to the scene to determine if we can resolve this situation internally. A security guard will communicate with the people in the elevator through the elevators speaker system. A second guard will go to the floor where the elevator is stopped and speak to the occupants through the doors. Once the elevator contractor reports to the site engineering and security assist as required. During an entrapment the power to the elevator car may need to be shut off during the exit process, this is done for the safety of the occupants. This will be communicated by security.

Upon notification of an elevator entrapment the elevator contractor’s emergency service line is called immediately to activate their response procedures. Building Engineers report to the scene to determine if we can resolve this situation safely internally. A security guard will communicate with the people in the elevator through the elevators speaker system. A second guard will go to the floor where the elevator is stopped and speak to the occupants through the doors. Once the elevator contractor reports to the site engineering and security assist as required. Should there be a medical situation 911 will be called immediately and the fire department will report to the building to monitor or take charge of the extraction. During an extraction by the Fire Department the power to the elevator car may need to be shut off during the exit process causing the lights to turn off, this is done for the safety of the occupants.

### ***What Should Our Firm’s Responses Be To Elevator Entrapment?***

The Background Information provided earlier in this chapter should be communicated to all building occupants on a periodic basis.

# SUSTAINABILITY & SOCIAL IMPACT AT YOUR BUILDING

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As a company, all of us at Columbia are committed to making a positive impact on all our stakeholders and the communities in which we operate. We work to engage all those who work in our buildings in this process, and believe that, by working together to achieve our shared goals, we can reduce our collective negative impacts on the environment, create positive change, and build a more sustainable and equitable future.

We also take a comprehensive approach to ensuring our buildings are equipped to provide healthy, efficient, productive, and sustainable experiences across our portfolio. Through sustainability focused programs, green/clean services, and community engagement, we partner with our tenants to achieve environmental goals, encourage efficient operations and conservation of resources, and promote sustainable, healthy communities.

## SUSTAINABILITY, ENERGY CONSERVATION & GREEN SERVICES

### Operating Healthy Buildings

Columbia Property Trust is committed to pursuing a comprehensive approach to health and wellness at our buildings and to providing our tenants and their employees confidence that their buildings offer safe and supportive work environments.

95 Columbus has earned the following third-party recognition for best-in-class health, wellness, and safety programs at the building.

#### **Fitwel® Certification**

Fitwel is an industry leading building wellness health and wellness certification program developed by the U.S. Center for Disease Control and Prevention (CDC). Property features such as location, walkability and transit options, outdoor spaces, access to daylight and views of nature in workspaces, access to water supplies, fitness amenities, and other evidence-based criteria that create healthy, attractive work environments were assessed. To learn more about the Fitwel benchmarking program, visit [fitwel.org](http://fitwel.org).

#### **LEED Gold Certification**

Leadership in Energy and Environmental Design (LEED) is a green building certification program run by the U.S. Green Building Council (USGBC). LEED-certified buildings use less

energy and water, put out less waste, save on maintenance costs, offer improved indoor air quality, and focus on health and wellness. To learn more about LEED certification, visit [usgbc.org](http://usgbc.org).

## ENERGY STAR for Tenants

Columbia is proud to have been recognized the Environmental Protection Agency's (EPA) ENERGY STAR program as an ENERGY STAR Partner of the Year for Sustained Excellence. We invite all our tenant companies to join us in advancing the program's efforts to reduce energy and water usage and create more efficient operations at our buildings.

The best way you can join this effort is by participating in ENERGY STAR® Tenant Space, a new EPA recognition program for sustainability efforts in your leased office space. Energy efficient office spaces can lead to lower utility bills and fewer greenhouse gas emissions in our atmosphere.

New Legislation will soon require that tenants in many major cities like New York and Washington, D.C., report benchmarking and energy efficiency grading of their own office spaces. The ENERGY STAR® Tenant Space program is a great first step to meeting this requirement. Your Property Management Team is here to partner with you, provide guidance and answer questions. To learn more about the program, criteria, and tips on how to prepare, visit [www.energystar.gov/buildings/tenants/about\\_tenant\\_space](http://www.energystar.gov/buildings/tenants/about_tenant_space).

## Tenant Compliance for Resource Management and Reporting

Your assistance toward our goal of conserving energy and water and increasing efficiency is important. In addition to the obvious environmental benefits of energy conservation, your efforts can help to lower building operating costs.

Please help us reduce our energy and water usage by complying with the following suggestions for resource management, as well as any additional requirements that may be included in your company's lease language:

- Electricity consumed by lighting fixtures is the second-highest component of our buildings' total energy consumption (following HVAC-related use). Please turn your office lights off whenever you leave your office for a period of more than thirty minutes, and do not leave lighting turned on when departing your office for the evening.
- Turn off computer and printing equipment when not in use or set to the "sleep" setting.
- Turn off appliances and machinery such as coffee warmers, copiers, and coffee pots when not in use – grouping appliances onto power strips can make it easier to switch off those that aren't needed.
- Control your window coverings to maintain your office temperature. Close draperies/blinds during periods of direct sunlight and when departing your office for the evening. Your office will remain more comfortable, particularly after a weekend, if you use your draperies/blinds to insulate/screen the window area.
- Use ENERGY STAR-rated appliances and LED lighting whenever possible.

- Report any water drip or leak immediately to the Property Management Office, to help us reduce water losses.

## **Energy and Water Use Data**

Tenants are asked to share their energy and water use data with the landlord for use in reporting whole building performance data to ENERGY STAR Portfolio Manager, for purposes of compliance with local laws and tracking progress toward Columbia's energy efficiency goals.

In turn, Columbia provides select energy and water performance data to tenants upon request, for use in your company's own environmental tracking and reporting programs. To make such a request on your company's behalf, please contact the Property Management Office.

## **Our Green Cleaning Policy**

Columbia's comprehensive Green Cleaning program includes sustainable cleaning systems and products to maintain a clean and healthy indoor environment for all occupants and foster longevity and efficient performance of our facilities and materials.

We strive to coordinate cleaning with other basic environmental management strategies in place, including controlling pollution and waste by reducing consumables, limiting indoor-polluting activities, ventilating buildings to reduce indoor contaminants, and designing buildings and ventilations systems to optimize indoor air quality.

Our protocols require the use of cleaning products, hygiene supplies, and hand soaps and sanitizers that meet the applicable standards for Green Seal, UL Ecologo, EPA Safer Choice, or similar programs, and we are committed to minimizing environmental impacts by ensuring procurement of products that have reduced toxicity, conserve natural resources, energy, and materials, and maximize recyclability and recycled content. Our cleaning products and materials are regularly logged and audited, and we also provide regular training for our team members and service providers to help ensure full compliance.

- At 95 Columbus we employ the following measures and products as part of our Green Cleaning program identifying and removing harmful contaminants such as particulates, mold spores, bacteria, and viruses from the environment
- Reducing exposure to cleaning processes and chemicals that themselves may cause adverse health impacts, either to the building occupants, including cleaning staff, or the environment at large
- Using low environmental impact cleaning products and equipment with dust/particulate control, including HEPA-filter vacuum cleaners and micro-fiber rags
- Procurement of eco-friendly, locally sourced products and cleaning agents
- Use of refillable, pre-diluted cleaning products and containers
- Microfiber rags and recycled content paper towels and toilet paper

## SOCIAL PROGRAMS

### Diversity, Equity, & Inclusion (DEI)

At Columbia, we believe that valuing individual differences, maintaining equality, and creating an environment of inclusion across all facets of our business is essential to our success. We embrace our responsibility to have a positive impact on the communities in which we operate and weave that obligation into the fibers of our business. To better understand our commitment, we invite you to visit the Responsibility section on our website, [www.columbia.reit](http://www.columbia.reit).

### Community Outreach

At 95 Columbus, we hold annual drives to benefit local groups such as a sock drive during the year-end holidays.

In addition, we highlight various events and holidays such as Go Red Day from the American Heart Association and Veterans Day in support of those who have served our country.

# IMPORTANT FORMS

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All forms are available at <https://tenants.95columbus.com/tenant-resources/> and can be requested from the Property Management Office.