

INTRODUCTION

Welcome

Welcome to 2 & 3 Miami Central. We are dedicated to bringing you the highest level of customer service and support. This tenant handbook is a resource of information you need for your building including operations, services, policies and procedures. Please contact the Building Management Office with any questions regarding the information in this handbook. We are pleased to have you as a tenant in our building and look forward to providing you with the tenant services you require.

BUILDING OPERATIONS

Building Management Office

3 Miami Central
161 NW 6th Street, Suite 131
Miami, Florida 33136

Management Office Telephone Number

786.598.4329

Building Management

EQ Office

General Manager – Sara Connelly – sconnelly@eqoffice.com

Property Manager – Yesenia Ruiz – yruiz@eqoffice.com

Operations Coordinator – Galina Gruder – ggruder@eqoffice.com

Building Hours and Access

Management Office Hours

8:30 a.m. – 5:00 p.m. Monday – Friday

Building Hours

7:00 a.m. – 7:00 p.m. Monday – Friday

9:00 a.m. – 2:00 p.m. Saturday

Closed Sunday

24/7 with Key Card Access

Access Control System

An access card is necessary to enter the building during non-business hours from 6:00 p.m.-6:00 a.m., Monday through Friday and all-day Saturday and Sunday. The initial access card supply will be provided to the tenant, at no cost. Replacement access cards are available for a fee and can be ordered by entering a work order through the Tenant Services Portal. If an access card is lost or stolen, or when an employee leaves, please contact the Building Management Office immediately. To deactivate an access card, please enter a work order or contact the Building Management Office.

We recommend that you maintain an active access card list to ensure that all your company access cards are up to date.

HOLIDAYS

The Buildings are closed in observance of the following holidays, or as identified in your lease:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day



EQ Office

Please contact the Building Management Office within 48 hours-notice should you require any routine cleaning, heating, air conditioning or special services during the above referenced holidays. We will be glad to provide you with a cost estimate prior to any scheduled service.

BUILDING SERVICES

Conference Center

2 Miami Central has a world class conference center with a capacity of 115 persons. Conference room includes state of the art caterer’s kitchen, motorized shade for privacy, 55” smart TV, cloud-based music and private access restrooms.

The conference center is available to all tenants at the rates listed below.

Weekdays (Monday – Thursday) Business Hours	Free – 4 Hour Block \$500 each additional hour
Weekdays (Monday – Thursday) After 7:00 p.m.	\$1,000 – 4 Hour Block \$500 each additional hour
Weekends (Friday – Sunday) Anytime	\$1,000 – 4 Hour Block \$500 each additional hour

Reservations

The conference center is reserved through the [Tenant Portal](#).

Deliveries, Freight Elevator and Loading Dock

All large deliveries of furniture, equipment, or material should be scheduled with the Building Management Office. Deliveries to and from the Premises shall be made only at the times, in the areas, and through the entrances and exits reasonably designated by Landlord. Tenant shall not make deliveries to or from the Premises in a manner that might interfere with the use by any other tenant of its premises or of the Common Areas, any pedestrian use, or any use, which is inconsistent with good business practice.

Loading Dock

Loading Dock D is located on the west side of the building just north of the 6th Street entrance to the west drive past the ground floor main concourse of Brightline. Dock D services 2MC. The only entrance to the dock is from NW 6th Street.

The hours of operation are from 7:00 a.m. – 7:00 p.m., Monday through Friday except holidays. The dock area is managed by a Loading Dock Manager. There are two loading positions at the dock, one will operate under reservations and one on a first come first serve basis with a 20-30 minute time limit “in to out” for small short term deliveries.

Hours and Access

The loading dock area or delivery entrance is located on at 2 Miami Central on the west side of the building just north of the 6th Street entrance to the west drive past the ground floor main concourse of Brightline. The only entrance to the dock is from NW 6th Street. Please have all deliveries made through the loading dock. To avoid delays, we have found it helpful to notify vendors of loading dock procedures in advance:

1. All deliveries must be scheduled through the Building Management Office at 786.598.4329
2. Freight elevator access available with pre-scheduled request for no-hand carried deliveries.

3. Two and four wheel dollies, carts, and conveyors may not be taken in the passenger elevators. Only hand-held packages may be transported in passenger elevators during normal business hours.
4. 30-minute parking available with pre-scheduled request, as available.

Tenants requiring the use of four-wheeled carts for their mail deliveries must use the freight elevator.

Deliveries

Schedule preferably between 7:00 a.m. – 7:00 p.m. All major deliveries must be scheduled with the Management Office 24 hours in advance. For office move in or out information, please see section 7 for more details. **Note: The dock cannot admit trucks over 40 feet long.**

Policies and Procedures: Dock and Freight Elevator Requirements

The following dock and freight elevator rules must be adhered to by all companies accessing our property. Our staff will ask any company that can't abide by these rules to leave the property.

1. The dock cannot admit trucks over 40 feet long. Access to the dock is from NW 6th Street. Due to the limited number of parking spaces, the dock is only used for loading and unloading. Please make sure your team understands these spaces can't be used as a place to simply park a vehicle for the day.
2. If you require dock access, it should be scheduled in advance through the [Flagler Angus Portal](#). All loading and unloading for major moves must be scheduled with the Building Management Office.
3. Loading dock operating hours are from 7:00 a.m. – 7:00 p.m., Monday-Friday. Work commencing after hours or on weekends requires a loading dock manager for a minimum of four (4) hours at \$27/hr.
4. Access to the office tower is limited to the freight elevator. THE FREIGHT ELEVATOR IS NEVER RESERVED FOR EXCLUSIVE USE. It must be shared with other parties as needed. If multiple moves are scheduled, we will work with the different companies involved have a schedule in place allowing everyone to complete their project as quickly as possible.
5. You must leave room for others to get on and off the elevator as needed. If multiple parties are using the freight elevator, you cannot take up more than ½ of the freight elevator at any given time. In the evenings Monday through Friday, you will be sharing the freight elevator with the building's janitorial crew.
6. The freight elevator should never be held for extended periods of time. All items that need to be relocated should be near the freight elevator and ready to be loaded when the elevator is called to your floor.
7. Construction and moving companies must place Masonite on the floor from the freight elevator to the tenant space. The Masonite will remain on the floor until the project is complete. Please use masking tape to secure the Masonite and eliminate tripping hazards. In addition, care should be exercised to ensure all walls and corners are protected.

ELEVATOR SERVICE

Elevator service is available 24 hours a day. After normal business hours, you must use your access card to access the elevators at the lobby level. If an elevator fails to operate properly, please notify the Building Management Office or Security immediately.

HVAC

HVAC is provided during business hours between 7:00 a.m. – 7:00 p.m. from Monday to Friday and 9:00 a.m. – 2:00 p.m. on Saturday. After hours HVAC is available upon request. Submit your request to the Building Management Office 24 hours in advance through the [Tenant Portal](#).



LIGHT BULB REPLACEMENT

All building standard lights will be replaced at no charge. Any non-standard bulbs for tenant suites can be ordered, at tenant's expense, and kept in stock to be replaced as necessary.

MAIL SERVICE

Mail delivery service is available in the mail rooms for all buildings at Miami Central.

MAINTENANCE REQUESTS

2 & 3 Miami Central utilize Angus Anywhere Tenant Service Request system ([Tenant Portal](#)). This is a web enabled service management solution that allows tenants to enter service requests, view real-time tracking of requests, and view and download detailed billing information. Please contact the Building Management Office to learn how to become an Angus user for your organization.

PARKING, EV CHARGING AND BICYCLE PARKING

Monthly and Visitor Parking

Valet parking is available at 2 Miami Central for employees and visitors, while 3 Miami Central provides fee-paid garage parking and free surface parking. Visitor and daily parking is available on a first come, first serve basis at all of the buildings.

EV Charging Stations

EV charging stations are located on the third floor of 3 Miami Central parking garage.

Bicycles

Bicycle racks are provided at the properties for securing bicycles.

SECURITY

Landlord may from time to time adopt systems and procedures for the security and safety of the Building and Property, its occupants, entry, use and contents. Tenant, its agents, employees, contractors, guests and invitees shall comply with Landlord's systems and procedures.

Lost and Found

Please contact the Building Management Office to claim items that have been lost or found. If a lost and found item is claimed, the security officer must complete an Incident Report on the person claiming the lost and found item.

SIGNAGE AND DIRECTORY

To maintain quality and present a uniform appearance, building directories and directional signage must be coordinated through the Building Management Office. Tenant suite door signage is subject to Building Management approval. Please submit renderings of proposed signage to the Building Management Office for approval.

TELECOM PROVIDERS

2 Miami Central

In-Building Service Providers – AT&T, Comcast, Crown Castle Fiber, Lumen/Centurylink

3 Miami Central

In-Building Service Providers – AT&T, Comcast, Lumen/Centurylink

TRANSPORTATION

Brightline – 305.521.4801 – www.gobrightline.com/miami



EMERGENCY PROCEDURES

Emergency Contacts

Listed below are a number of important telephone numbers. In an event of an emergency, please call 911. After calling the appropriate emergency agency, please contact the Building Management Office.

All Emergencies	911
Local Police Department	305.603.6640
Fire Department	305.416.5400
Building Management Office	786.598.4329

Important Notes

If you call 911 because of a medical emergency, please be sure to also notify the Building Management Office with your name, callback number, and location so that security may swiftly guide the paramedics to your exact location.

BIOLOGICAL, CHEMICAL, RADIOLOGIC EVENT, AND PANDEMIC

Biological and chemical threats require important and informed decisions that can affect the lives and safety of building staff, tenants, and visitors. The number of casualties from actual threats will depend on several factors, the most important being the potency or size of the weapon and the efficiency of the delivery system. While an incident involving a chemical agent would probably be quickly noticed, a biological or radiological attack may not be noticed for several days. Evidence of such threats can vary. The agent may appear as a solid, liquid, or gas. A biological or radiological agent release is nearly impossible to identify at the time of release.

In case of an emergency situation, including one related to a terrorist attack, the local and federal police and health systems would immediately take action. The building will follow the guidance of the police and health officials. Each situation warrants a different response. As the building receives information, it will be immediately relayed to the tenants. The building will rely on local emergency personnel to administer any necessary medications in response to an emergency situation, including a dirty bomb, biological, chemical or other attack. These personnel have the medical expertise necessary to diagnose and provide the appropriate treatment in such situations.

Chemical Agent

Since chemical agents are typically acutely toxic, their effects are typically abrupt and obvious. Determination as to whether an attack has occurred may be made by observation of the victims. The physiological impact on building occupants and visitors may lead to the immediate inference that they may have been exposed to a chemical agent. It is important to recognize key signs and symptoms of chemical exposure in order to react rapidly. More than any other type of attack, a chemical agent requires quick reaction because a rapid response will have a direct impact on the number of lives saved.

General rules for response to a chemical agent are:

- Recognition of a potential chemical agent incident.
- You observe two or more people suddenly in physical distress with no obvious cause. For example:
 - o Breathing difficulty or uncontrollable coughing
 - o Collapse
 - o Complaints of nausea
 - o Seizures
 - o Blurred vision
 - o Complaints of an unusual odor



Actions to be taken in response to a biological or chemical agent event:

- Notify 911
- Stop all personnel from entering the contaminated area.
- Evacuate people away (opposite direction) from the contaminated area/chemical cloud/area of release.
- Notify the Building Management Office at 786.598.4329 of the release in your area. Ensure that people who need assistance receive help from emergency personnel.

Radiological Event

The difficulty of responding to a nuclear or radiological incident is compounded by the nature of the radiation in an explosion. The fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. Other than an explosive device to disperse radiological material, a “carrier” could spread particles of radiological waste throughout the area. The effects of this type of event would not become evident for several days or weeks. Unless announced by public emergency officials or confirmed by radiological detection equipment, the presence of a radiation hazard is difficult to ascertain.

Response to a radiological event:

If the results of an investigation indicate that a radiological act of terrorism is a realistic possibility, the responsive actions will depend on the evidence discovered.

If a suspected material or a dispersal device is found and a threat is deemed credible, the general steps outlined for responding to a bomb should be taken.

Pandemic and Flu

A pandemic of influenza, or flu, occurs when a new flu virus rapidly spreads from human-to-human and country-to-country around the world. A new virus can spread rapidly because most people are not immune to it. Pandemics are not just particularly bad flu seasons. In fact, they can happen any time of the year.

What is troubling is, whenever a flu strain infects people, there is a chance that the virus could mutate, or change, to a new virus that spreads easily from person-to-person and causes serious illness. Infections with new human flu strains cannot be prevented by the flu vaccine that people get each year. Making a safe vaccine that can prevent infections with a new human virus can take several months.

There are precautions individuals can take in the event of a pandemic.

- Frequently washing or sanitizing your hands.
- Covering up when coughing or sneezing.
- Be aware of others that exhibit flu symptoms.
- Most importantly, stay home if you feel sick.

As a business it is important to develop a plan for:

- The impact of a pandemic on your business.
- The impact of a pandemic on your employees and customers.
- Establishing policies to be implemented during a pandemic.
- Allocating resources to protect your employees and customers during a pandemic.
- Educating your employees.
- Coordinating with external organizations and helping your community.



BOMB THREAT AND SUSPICIOUS DEVICE

Once the Building Management Office has been notified of a bomb threat, it is our policy to advise your firm's manager or senior officer. It is up to the manager or senior officer to decide whether it is appropriate to evacuate the office.

Bomb Threat Procedure

If you receive a bomb threat by telephone, obtain the following information from the caller:

- Exact location of the device.
- Time set for explosion.
- Description of the device.
- Reason the caller has placed the bomb.
- Exact words used by the caller.
- Caller's name.

Note the following:

- Time of call.
- Was the caller male or female?
- Describe voice and accent.
- Background noises.
- Was the caller angry or showing other emotions?

Upon hanging up with the caller:

- Call 911.
- Inform Building Management immediately at 786.598.4329.
- Notify your supervisor.
- Building Management will notify all tenant companies. In addition, handouts will be given to all persons entering the lobby and the garage to inform them of the bomb threat.
- If advised to evacuate by your senior officer, do so quickly, and move at least three (3) blocks away.

Suspicious Device Procedure

1. Do not attempt to move or touch it.
2. Ensure that all mobile phones/radio devices within 150 feet of the package are shut off.
3. Call 911.
4. Inform Building Security and Building Management immediately at 786.598.4329.
5. Evacuation of the immediate area is the responsibility of the Tenant.

BUILDING EMERGENCY SYSTEMS

Fire Alarm Pull Stations

Pull stations are located on each floor in the elevator lobby, at each building exit, and at the entrance to each emergency exit stairwell. In case of fire in or near your tenant space, activate the nearest pull station regardless of whether or not the alarm signal has already sounded. In addition, call the Fire Department and Building Security.

Fire Life Safety Speaker System

The building is equipped with a life safety speaker system with the capability of notifying all floors, simultaneously or individually, of emergency situations. For the hearing impaired, strobe lighting will be activated, signifying an alarm situation. Special instructions may be broadcast from the Fire Control Room through the ceiling speaker system, which is audible in all tenant spaces and public area.

Sprinklers and Smoke Detectors



The building is fully sprinklered and each floor is equipped with smoke detectors. Each system operates independently and automatically. Smoke or heat will activate the alarm signal on that floor, the floor above and the floor below. The alarm will also be activated in the Fire Control Room.

Elevators

The elevators will automatically be recalled to the level lobby once a pull station alarm and/or an elevator lobby smoke detector is activated. The elevators will not respond to the lobby call buttons, and they shall not be used for evacuation.

CIVIL DISTURBANCE

Should a riot or civil disturbance start outside the Building, the courtesy officer may lock all entrances to the building. The police will be notified. We will keep you informed. If a disturbance should occur in the main lobby, all elevators will be turned off at the first floor and the police will be summoned.

ELEVATOR MALFUNCTION

If you are in an elevator and it malfunctions, remain calm. Modern elevator technology makes it virtually impossible for the elevator to fall. There is no physical danger in a stalled elevator, only the inconvenience of waiting to be released. Pressing the emergency button within the cab will alert the elevator vendor that the elevator is malfunctioning. The elevator company will be notified immediately and a technician dispatched to correct the problem. Building Management staff and/or courtesy officers will make all attempts to remain in constant contact and let you know what is being done.

IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE THE STAIRWELLS.

EVACUATION PURPOSE

The purpose of this plan is to provide for the safe and orderly evacuation of personnel and visitors in the event of an emergency situation. This plan contains procedures on how to report an emergency, what to do and who will assist you. The procedures outlined in this plan are to be followed unless otherwise directed by police or fire department officials. In order to establish a safe and orderly plan of evacuation, employees should become familiar with the building emergency equipment and this emergency plan.

Statement of Policy

This plan has been developed with the knowledge that there is no such thing as a “fire-proof” building and that education, preparation and rehearsal are essential to a successful emergency evacuation plan.

Evacuation Procedures

If an individual smells smoke or sees a fire, a pull station box must be pulled. If there is time, ensure that the Fire Department is alerted by calling 911. Then, call the Building Management Office at 786 598 4329. Evacuation procedures shall begin upon hearing a fire alarm or as otherwise instructed by emergency personnel (i.e., Fire Wardens/Suite Monitors, Building Management or Fire Department officials).

During an Evacuation: **REMAIN CALM**

- Close, but **DO NOT LOCK**, each office door as you leave, if you have time. Walk quietly in an orderly manner to the nearest emergency exit.
- If your primary exit is blocked by smoke, use your secondary exit.
- Request assistance in evacuating impaired persons by implementing the Buddy System. Listen for instructions from the Fire Department and other Fire Wardens/Suite Monitors.



- DO NOT USE ELEVATORS during an alarm. They will recall to the first floor with the doors locked open. The elevator will not operate during a fire alarm.
- Feel the face of closed doors for heat before grabbing doorknobs and opening. If the door feels hot, DO NOT OPEN, but proceed to alternate exit route.
- Go to the nearest accessible stairwell exit; walk quietly on the RIGHT side of stairwell, holding on to handrails. DO NOT RUN. Emergency personnel are trained to use the LEFT side of the stairwell to come up so please stay out of their way.
- Be prepared to merge with other people evacuating from other floors. Do not prop open stairwell doors.
- Gather with co-workers in a predetermined assembly area once outside and away from the building. This will help facilitate head-count procedures.
- Walk to the predetermined gathering places. DO NOT congregate in the fire lanes, near building entrances, or otherwise impede the arrival of emergency equipment and personnel.
- Do not get in your car and drive away, as this will give a distorted head-count and interfere with arriving emergency equipment.
- Do not return to the building until the "all clear" is given by the Fire Department. Cessation of an audible alarm is not an "all clear". Wait for specific instructions to re-enter the building.
- Directives issued by the Fire Department or other emergency personnel will take precedence over this plan.

Evacuation Procedure for Physically Impaired Individuals

The Fire Warden should maintain an up-to-date list of all physically impaired persons on their floor. Please note that impaired persons may not appear to be so. Such individuals may include those with a heart condition or other ailment(s), which are not immediately apparent. We recommend asking each individual if they would be able to evacuate without assistance in an emergency. Those individuals should be directed to a "safe room." This room is a window office, preferably a corner office with a telephone. The Fire Warden should compile a list, which will include the following information about impaired persons:

- Name
- Suite number, location and telephone extension of the safe room
- Type of impairment
- Type of equipment needed to evacuate, if any.

A system should be implemented wherein the Fire Warden will assign two assistants to the impaired person(s). Assistant #1 will remain with the impaired individual while Assistant #2 exits the building and provides information to the Fire Department personnel. The physically impaired individual should not be left alone until the evacuation plans are in place.

NOTE: Physically impaired may include any of the following:

- Permanently physically impaired (i.e., permanent back problem, wheelchair bound, etc.); temporarily physically impaired (i.e., broken leg, broken arm, sprained ankle, on crutches, etc.); mentally impaired;
- Pregnant women;
- Any other person who requests assistance;
- Once the Fire Department arrives, their instructions should be followed immediately.

FIRE AND LIFE SAFETY SYSTEMS

Central Fire Alarm System

The fire alarm system will activate if a smoke detector, sprinkler head or pull station is activated. Audible alarms and visual strobes will activate, and a 24-hour monitoring center will automatically dispatch the Fire Department. Building doors will automatically switch to an unlocked status if alarm



occurs after normal building operating hours. Fire Department will respond and investigate the source of the alarm.

Smoke detectors, horns, and strobes are located throughout the building in accordance with current building codes. The central fire alarm system is activated whenever a fire alarm condition exists. The Engineering staff is trained on the system and will take the proper action for such emergencies. Manual fire alarm pull stations are located throughout the building, generally near exits from an area or floor. Fire extinguishers are located in cabinets next to the stairwell doors and strategically throughout tenant spaces. Please arrange for training of your staff on the proper use of fire extinguishers. The Fire Department and authorized fire extinguisher companies can assist you with training. Building Management can assist you in arranging for training. A telephone is present inside each elevator that rings to a monitoring system. Persons trapped in an elevator can get assistance through this means of communication. In addition, a trapped occupant during business hours can push a button labeled, "EMERGENCY ALARM". An alarm bell can be heard to alert building occupants that someone is trapped inside. Stairwells are pressurized with outside air to prevent smoke from entering and allowing a safe, smoke free, exit from the building. Elevator shafts are also pressurized with outside air in case someone is unknowingly trapped in an elevator during a fire emergency.

Assisting Visitors Unfamiliar with Building

Please be aware that if visitors are present during an emergency, your Emergency Team needs to assist the visitor in evacuating the premises. If a visitor sign-in sheet is maintained at your front desk, we suggest someone be assigned to bring that information to the Suite Monitor after evacuating the building in order to help facilitate an accurate head-count.

Above all, everyone involved needs to keep their own safety in mind and allow the Fire Department to take control.

FIRE EMERGENCY

IF YOU DISCOVER A FIRE, you should remain calm and:

1. Pull the nearest fire alarm. Alarms are located in the corridors adjacent to the stairwells.
2. Call 911 from a safe location.
3. Evacuate or relocate and assist all others in the immediate area.
4. Close doors behind you to isolate fire.
5. Proceed to stairwells and listen for instructions. NEVER use the elevators.
6. Be cautious when opening doors so as not to spread the fire. Touch any door to see if it is hot before opening.
7. Quickly and quietly exit the building, via the enclosed stairways located at opposite ends of each side of the building, and remain outside until Building Management, Security or the responding authorities announce the "all clear."

If smoke is present, stay low and crawl with your body against the floor. The clearest air is near the floor. If forced to make a dash through smoke or flame, hold your breath and cover your nose and mouth with an article of clothing.

FIRE PREVENTION

Inspection Suggestions

While everyone needs to know how to respond in an emergency, it is also important to take steps to prevent emergencies from occurring. We recommend a monthly Fire Safety Inspection including, but not limited to, the following items:

Move flammable or combustible supplies off-site. If your Lease provides that chemicals or materials be stored on-site in quantities requiring MSDS sheets to be posted, they must be posted in central locations where they are visible to all. Flammable liquids should be kept in a flammable cabinet. Avoid



using extension cords instead of permanent wiring. If used, extension cords need the three prong connections and no multiple outlets. Use breaker strips. All UL Listed authorized appliances and electrical cords should be in good repair. All electrical appliances for coffee, cooking or heating should be turned off every day before leaving the office. No smoking. Candles or open flames are not allowed in the building at any time. Potential fire hazards including, but not limited to, blocked stairwells, faulty fire protection equipment, leaks, or damaged wiring should be reported to the Building Management Office immediately. Building Management does not allow space heaters, as they are a fire hazard. Please contact the Building Management Office if you are cold in your office. All emergency contact lists, physically impaired employee lists and other critical information lists should be kept current. Evacuation procedures should be reviewed among Suite Monitors for appropriateness, on a regular basis. Procedures should be communicated to occupants in your assigned area at least quarterly.

Do not accumulate quantities of discarded files or other paper trash in your office or storage area. Pay special attention to housekeeping in those departments that produce quantities of debris, such as duplication machines, mailing and receiving rooms.

Do not store large quantities of flammable solvents, duplicating fluids, or other combustible fluids.

Keep electrical appliances in good repair. Report unsafe conditions to the building office. When furnishing an office, consider the fire potential of materials used in large amounts, like overstuffed chairs, settees, couches or anything that could become a combustible item. Such furnishings should be flame proofed.

Where potential for fire is especially high, such as supply rooms, tenants may wish to consider installing additional fire extinguishers. Additionally, items being stored must maintain an 18" clearance between those items and the ceiling.

Windows

In the event of a fire condition, windows should not be opened except for emergency ventilation. An open window supplies oxygen or fuel to the fire and a fire will burn towards an oxygen supply. If time or situation permits, windows and doors should be closed to isolate and contain the fire. However, the most important recommended procedure is to vacate the fire area immediately.

Fire Safety with Christmas Trees

Christmas trees pose a major fire hazard if the proper precautions are not taken. Below are guidelines provided by the Fire Department. This list does not represent all the precautions and requirements, so before displaying any Christmas tree or ornament with lighting, please request the complete set of guidelines from the Fire Department. All artificial trees should be UL approved or labeled as flame-retardant/resistive by manufacturer. Decorations on trees must also be non-flammable.

Lights on Christmas trees must be UL listed. Small, low temperature bulbs are recommended. No candles or open flames are allowed on, or in the vicinity of, the tree, including portable heating devices. All tree lights should be turned off nightly. Live or cut trees must be watered and monitored. If a cut tree becomes too dry it must be removed promptly. Cut trees must also be disposed of properly via one of the numerous local organizations that offer services during the holidays. Do not dump cut trees in the trash enclosure.

FLOODING

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day. The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.



Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.

Follow these same procedures should the sprinkler system release within the building.

HOMELAND SECURITY

Management recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Department of Homeland Security: [dhs.gov](https://www.dhs.gov)

Federal Emergency Management Agency: [fema.gov](https://www.fema.gov)

American Red Cross: [redcross.org](https://www.redcross.org)

Center for Diseases Control and Prevention Emergency Preparedness and Response: [cdc.gov](https://www.cdc.gov)

MEDICAL EMERGENCY

In the event that an accident or illness befalls one of your employees, or a visitor to your office area, please:

1. Call Emergency Services at 911.
2. Provide the Emergency Dispatcher with the following information:
 - Your name
 - Your building's name and address
 - Your specific floor number and exact location of the emergency
 - Any pertinent details of the accident or illness
3. Do not move the injured/ill person. Attempt to make them as comfortable as possible.
4. If feasible, send someone to meet the emergency unit upon its arrival in the lobby.
 - a. Call the building management office at 786.598.4329
 - Inform management that you have called 911 and briefly describe the nature of the emergency.
5. The emergency unit will be with you shortly and will administer all necessary medical assistance.
6. Determine, if possible:
 - Name, address, and age of injured/ill person
 - The nature of the problem, as best you can surmise
 - All known allergies and current medications taken by the individual
 - A local doctor

The Management, Engineering and Security staff will do all we can to ensure the patient's comfort while awaiting the arrival of the medical rescue team. Although we assume no liability for our assistance, we strongly encourage Tenants and employees to become familiar with First Aid, as well as the contact information and protocol used to alert emergency services.

POWER FAILURE

2 & 3 Miami Central building and common areas are served by emergency generators. In the event of power failure, these generators will provide limited emergency power for certain basic building functions. Those functions include:

1. Activating emergency lights on each floor throughout the Building, including all Exit signs.
2. Activating all stairwell lighting.
3. Activating the Building's emergency Fire, Life and Safety Systems as well as the Building's communication systems.



If power failure should continue beyond the duration of the generator power, the building may be deemed closed by Building Management and all occupants will be required to evacuate until the power can be restored and the building is safe for re-entry.

SEVERE WEATHER AND NATURAL DISASTERS

The U.S. Weather Service reports the movement of severe weather that may present a threat to metropolitan area. Tenants have the choice of evacuating or remaining in the building during a severe weather alert. If your company decides to evacuate the building, notify the Incident Commander of your intention to do so. If an early alert is given by the U.S. Weather Service and a decision is made to remain in the building, certain steps can be taken to prepare for the severe weather.

Tenants should maintain an inventory of first aid and emergency supplies to be used during severe weather.

Notify the management office of all leaks, fires, and structural or other damage during or after the storm.

If informed by the U.S. Weather Service that severe weather is imminent, follow the steps below:

- Move to core areas of the building
- Take cover in an interior hallway
- Stay away from doors and windows
- Close perimeter doors behind you

Major Natural Disasters

Disasters and emergencies affecting large areas can sometimes develop quickly. Flash floods and earthquakes, for example, can strike with little or no advance warning. Perhaps the most basic thing to remember is to KEEP CALM. In the event of a disaster or emergency: Keep your radio or television set tuned to hear weather reports and forecasts (issued by The National Weather Service) as well as other information and advice that may be broadcast by your local government. Use your telephone only to report disaster events to the City of Miami Police Department or Miami-Dade Fire Department (depending on the nature of the emergency) and Property Management. If you tie-up phone lines simply to get information, you may prevent emergency calls from being completed. Stay away from disaster area. Follow the advice and instructions of authorities in charge.

Hurricanes

Hurricanes are a potential threat from June through November in the Miami area. These tropical storms are characterized by winds in excess of 75 miles per hour and extremely heavy rain. The following suggestions and divisions of responsibilities are designed to provide for the safety of all, by reducing the chance of injury or death and minimizing the potential loss of assets.

Alerts

The U.S. Weather Service reports the movement of tropical depressions that may present a threat to the Gulf Coast area. Given an early alert, certain steps should be taken to prepare for the hurricane.

Customer Duties

It is advantageous both to our Customers and the property management staff that the building be evacuated as expediently as possible once hurricane preparations have been made in each Customer's suite. See below.

- It is advisable for all Customers to make necessary preparations for their suite as follows:
- Raise all mini-blinds within the suite.
- Disconnect all computers or other machines and remove any units located in window wall offices.



- Waterproof tarpaulins can be useful in covering desks and filing cabinets.
- Clear all desks, credenzas and filing cabinets of loose articles and store in file cabinets.
- All major Customers, and those with significant computer or after-hours operations are encouraged to implement their own written Hurricane Emergency plan to deal with operation and protection of their systems and personnel.

If a hurricane is imminent, Customers should initiate and complete office preparation in sufficient time to allow employees to leave work to secure their homes prior to the expected arrival of gale force winds. The Building Management will be monitoring U.S. Weather Bureau reports and will advise Customer companies of changes in weather conditions for their own evacuation decisions.

Always notify the Building Management Office upon evacuation of your space.

Public Utility Duties

Auxiliary Power - Center Point Energy has provided primary power. During disasters that cause loss of primary power, the Power Company will work to restore service as quickly as possible. Customers with vital energy power requirement should consider auxiliary generators or surge protectors for their own use.

Telephone Service

Telephone service may be interrupted during severe weather. Telephone companies are capable of installing emergency service lines to Customers having compatible switching equipment. Customers requiring emergency service should ask their telephone representative for specific information.

Building Duties

When a hurricane is imminent, the following action will be taken by the Building Management Staff:

- Bring potential flying objects indoors
- Building auxiliary power for emergency lighting, etc. will be re-tested to ensure its availability.
- Supplies of building and other materials will be checked or obtained for availability to cover broken windows, etc.

During the storm, the following actions will be taken by the Building Staff:

- Frequent contact will be maintained with the U.S. Weather Service.
- Building Patrols will be performed continually by the security officer on duty, the property manager and engineering staff to monitor building damage.
- Emergency repairs will be made when weather permits.

After the storm, the following actions will be taken by the Building Staff:

- A thorough search for safety hazards will be conducted.
- Repairs will be made as quickly as possible.
- Constant communications will be maintained with Public Utilities until all disrupted service is restored.

Tornado

By definition, a tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. Keep a radio tuned in to hear whether the Weather Service will announce the approximate time of detection and direction of movement. In the Event of a Tornado Warning: REMAIN CALM. Stay away from the interior perimeter of the building and all exterior glass. Leave your exterior office and close the door. Go to an enclosed stairwell and move to basement level if time permits and it is safe to do so. Sit down in stairwell or core areas and protect yourself by putting head as close to your lap as possible, or kneel protecting your head. If you are trapped in an outside office, seek protection under a desk or sturdy table. Keep your own radio or television set tuned to a local station for updated information.



Water Interruption

A temporary interruption of the water supply may result in the disruption of building services. Without water, it is not possible to maintain sanitary conditions or building cooling systems. Additionally, water interruption limits the Fire Department's ability to extinguish fires.

SHELTER IN PLACE PLAN**Purpose of the Plan**

The Miami-Dade County Fire Code requires various buildings to develop a plan to shelter occupants inside the building in the event of a hazardous material, biological, or other emergency outside the building. The purpose of the shelter-in-place plan is to safeguard occupants during an emergency outside the building by preventing or limiting the infiltration of hazardous materials into the building by closing doors, shutting off air handling/HVAC systems and moving occupants away from perimeter windows and doors to safer locations in the building. Where possible these locations will be near restrooms. Once a year there will be a shelter-in-place drill conducted to ensure occupants know what to do and where to go in an emergency. In addition to the Building Staff, Tenant Safety Wardens will be responsible for performing duties and shall be provided with training.

Procedures

Building Management will announce via broadcast e-mail, phone tree and fire tower public address system when a shelter-in-place emergency is occurring. When an emergency is announced Tenant Safety Wardens will ensure that all occupants in their suite go to their designated shelter locations. Security will recall the elevators to the lobby level by manually initiating a fire recall sequence via the keyed override switches in the Lobby. They will also close and lock all outside doors at the lobby level and loading dock. In addition, Security will ensure that all retail tenants that have direct access to the street level close and secure these doors. Please note that in accordance with City Fire Code, all fire exit doors will be accessible for egress. Designated re-entry stair tower doors (these doors will be labeled) will be unlocked during the emergency to allow for interfloor travel. In some types of emergencies occupants in the lower levels will be directed to the upper floors to avoid possible exposure to outside contaminants that are heavier than air. The Building Engineers will shut down all air handling equipment and close all outside air dampers. Building Management will monitor the emergency via the city's emergency broadcast network, local news radio, and cable TV emergency broadcast systems. Updates will be provided to the building occupants via the fire tower public address system.

Shelter Locations

Occupants of multi-tenant floors should shelter-in-place in the area of the common corridor. Occupants of single tenant floors should shelter-in-place in the most interior of rooms or spaces within the confines of their respective floor.

Physically Disabled Persons

As with fire emergency procedures, the Tenant Safety Wardens shall ensure that those with a physical disability be assisted to their shelter location.

All Clear

When notified that the emergency is over, Building Management will direct all occupants via the fire tower public address system to evacuate the building until the building air handling systems are operated to remove any contaminants.

Annual Shelter-in-Place Drill

The annual shelter-in-place drill will be scheduled through the Building Management Office. Please note that a full building evacuation is not required during this drill.



THREATENING PERSON AND ARMED INTRUDER

- Immediately report any situation involving a threatening person to the City of Miami Police Department by calling 911. Also notify the Building Management Office.
- Provide as much information as possible including a physical description of the person(s) and their location. Also, the statements made by said Person(s) and if they are armed.
- Also, report the presence of any suspicious individuals in or about the property to Property Management. A physical description of the person and the location they were last seen will also be important information to communicate.

TOXIC HAZARDS

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed and call 911. Give Building address, floor and phone number, and what type of spill has occurred. Take appropriate action to contain the hazard, close doors behind you, and always follow all safety procedures when working with toxic materials.

Natural Gas

Natural gas is not currently an energy source in Miami Central. If you notice a natural gas odor notify the Building Management Office at 786.598.4329 to have it investigated. Provide specific information about the location where the odor was noticed.

POLICIES AND PROCEDURES

Air Quality

Tenant shall not cause or permit any gases, liquids or odors to be produced upon or permeate from the Demised Premises, and no flammable, combustible or explosive fluid, chemical or substance shall be brought into the Building.

Animals

No animals, except "service animals" as defined under the Americans with Disabilities Act (as the same may be amended from time to time), shall be brought into the Building or kept in or about the Premises.

Bell or Buzzer System

If Tenant requires wiring for a bell or buzzer system, such wiring shall be done by the electrician of the Landlord only, and no outside wiring men shall be allowed to do work of this kind unless by the written permission of Landlord or its representatives.

Bicycles and Motorized Vehicles in the Building

Bicycles and other vehicles are not permitted inside the Building or on the walkways outside the Building, except in areas designated by Landlord.

Building Directory

Tenant shall be entitled, at Landlord's cost and expense, to have the name of Tenant's company listed on (a) the Building directory situated in the lobby of the Building and (b) the Tenant directory on each floor of the Building. After Tenant's name is initially listed on the directories, Tenant requests a change in Tenant's name as printed thereon, Tenant shall reimburse Landlord for Landlord's cost of reprinting Tenant's name for the directories.

Care of Tenant Space and Building

All glass, locks and trimmings in or upon the doors and windows of the Demised Premises shall be kept whole and in good repair. Tenant shall not injure, overload or deface the Building, the woodwork or the walls of the Demised Premises.



Change to Building Name and Address

Landlord shall have the right to change the name of the Building and to change the street address of the Building; provided that in the case of a change in the street address, Landlord shall give Tenant no less than 180 days prior notice of the change, unless the change is required by governmental authority.

Corridor Doors Kept Closed

Corridor doors, when not in use, shall be kept closed.

Electrical and Gas Connections

No connection shall be made to the electric wires or gas or electric fixtures, without the consent in writing on each occasion of Landlord.

Electrical Capacity

Tenant agrees that its use of electrical current shall never exceed the design capacity of existing feeders, risers, or wiring installation.

Electronic Waste Recycling

Electronic waste (e-waste) contains hazardous material that must NOT be disposed of in the building's trash or recycling stream. E-waste must be collected and disposed of via a certified e-waste recycler. The Property Management Office has more information about collection times and/or the e-waste collection location at the building. All drop off of personal or business e-waste for recycling at the building is at your own risk. Before dropping off the equipment for reuse/recycling, it is your responsibility to: (a) delete the data on the hard-disk drives and any other storage devices in the equipment; (b) back up or transfer any data prior to deletion; and (c) remove any removable media, such as diskettes, CDs, or PC cards. Neither the Owner nor Owner's Agent will verify removal of confidential data that may be stored on Tenant's personal or business electronic equipment before being recycled. Owner and Owner's Agent accept no liability for loss of confidential data or software.

Furnishing Ice, Water, and Towels

Only persons authorized by the Landlord may furnish ice, drinking water, towels and other similar services within the Building and only at hours and under regulations fixed by Landlord.

General Building Rules and Regulations

Management strives to create the most positive environment possible for you and your employees. In order to maintain the positive business environment and minimize the interference by others, we anticipate your cooperation in observing the following Rules and Regulations prescribed by the Landlord.

Please note that the term 'Tenant' as used in these Rules and Regulations includes its officers, agents, servants, employees, licensees, and invitees.

Installation of Heavy Articles

Landlord shall have the right to prescribe the weight, position, and manner of installation of heavy articles such as safes, machines, and other equipment brought into the Building. Tenant shall not allow the building structure within the Demised Premises, nor shall Tenant because the elevators of the Building to be loaded beyond rated capacities. No safes, furniture, boxes, large parcels or other kind of freight shall be taken to or from the Demised Premises or allowed in any elevator, hall or corridor except at times allowed by Landlord. Tenant shall make prior arrangements with Landlord for use of freight elevator for the purpose of transporting such articles and such articles may be taken in or out of said Building only between or during such hours as may be arranged with and designated by Landlord. The persons employed to move the same must be approved by Landlord. Landlord reserves the right to inspect and, where deemed appropriate by Landlord, to open all freight coming into the



Building and to exclude from entering the Building all freight which is in violation of any of these Rules and Regulations and all freight as to which inspection is not permitted. No hand trucks, mail carts, floats or dollies used by Tenant or its service providers for the delivery or receipt of any freight shall be equipped with rubber tires.

Janitorial

The work of cleaning personnel shall not be hindered by Tenant after 6:00 p.m., and cleaning work may be done at any time when the offices are vacant. Windows, doors and fixtures may be cleaned at any time. Tenant shall provide adequate waste and rubbish receptacles to prevent unreasonable hardship to the cleaning service.

Unless agreed to in writing by Landlord, Tenant shall not employ any person other than Landlord's contractors for the purpose of cleaning and taking care of the Demised Premises.

Keys and Locks

Tenant shall not place any lock(s) on any door in the Premises or Building without Landlord's prior written consent, which consent shall not be unreasonably withheld, and Landlord shall have the right at all times to retain and use keys or other access codes or devices to all locks within and into the Premises. A reasonable number of keys to the locks on the entry doors in the Premises shall be furnished by Landlord to Tenant at Tenant's cost and Tenant shall not make any duplicate keys. All keys shall be returned to Landlord at the expiration or early termination of the Lease.

Landlord Approval of Contractors

All contractors, contractor's representatives and installation technicians performing work in the Building shall be subject to Landlord's prior approval, which approval shall not be unreasonably withheld, and shall be required to comply with Landlord's standard rules, regulations, policies and procedures, which may be revised from time to time.

Landlord's Reservation of Rights

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

Landlord reserves the right to make such other and reasonable Rules and Regulations as in its judgment may from time to time be needed for the safety, care, and cleanliness of the Project, and for the preservation of good order therein.

These Rules and Regulations are supplemental to and shall not be construed to in any way modify or amend, in whole or in part, the terms, covenants, agreements and conditions of any lease of any premises in the Building.

Lost or Stolen Items

Landlord shall not be responsible for any loss, theft, mysterious disappearance of or damage to, any property, however occurring.

Merchandise Sales, Lodging, Cooking, Vending Machines, Sale of Alcohol

The Demised Premises shall not be used for storage of merchandise held for sale to the general public. The Tenant shall not do or permit to be done in or about the Demised Premises or the Project anything which shall obstruct or interfere with the rights of other lessees of Landlord (including without limitation making loud or unseemly noises). The Demised Premises shall not be used for lodging by any person at any time. No cooking or related activities shall be done or permitted by Tenant in the Demised Premises except with permission of Landlord. Tenant will be permitted to use for its own



employees within the equipment for brewing coffee, tea, hot chocolate and similar beverages, provided that such is in accordance with all applicable federal, state, county, and city laws, codes, ordinances, rules and regulations.

Tenant may install vending machines in the Demised Premises, but only for the primary use by Tenant's employees and the incidental use by Tenant's business visitors. No part of the Project or the Demised Premises shall be used for gambling, or for immoral or unlawful purposes. No intoxicating beverages shall be sold in the Project or Demised Premises without prior written consent of the Landlord. No area of the Project outside of the Demised Premises shall be used for storage purposes at any time.

Movement of Large Items In/Out of Building

Movement in or out of the Building of furniture or office equipment, or dispatch or receipt by Tenant of merchandise or materials requiring the use of elevators, stairways, lobby areas or loading dock areas, shall be performed in a manner and restricted to hours reasonably designated by Landlord. Tenant shall obtain Landlord's prior approval by providing a detailed listing of the activity, including the names of any contractors, vendors or delivery companies, which approval shall not be unreasonably withheld. Tenant shall assume all risk for damage, injury or loss in connection with the activity.

Landlord shall have the right to approve the weight, size, or location of heavy equipment or articles in and about the Premises, which approval shall not be unreasonably withheld; provided that approval by Landlord shall not relieve Tenant from liability for any damage in connection with such heavy equipment or articles

Obstructions

Sidewalks, doorways, vestibules, halls, stairways and other similar areas shall not be obstructed by Tenant or used by Tenant for any purpose other than ingress and egress to and from the Premises. No rubbish, litter, trash, or material shall be placed, emptied, or thrown in those areas. At no time shall Tenant permit Tenant's employees to loiter in Common Areas or elsewhere about the Building or Property.

Parking and Traffic Regulations

Tenant and its employees and invitees shall observe and obey all parking and traffic regulations as imposed by Landlord. All vehicles shall be parked only in areas designated therefore by Landlord.

Plumbing Fixtures and Appliances

Plumbing fixtures and appliances shall be used only for the purposes for which designed and no sweepings, rubbish, rags or other unsuitable material shall be thrown or placed in the fixtures or appliances.

Quiet Enjoyment

Upon the Demised Premises, Tenant shall not produce any noisome, noxious, noisy or offensive business.

Recycling

Tenant agrees to participate in the waste recycling programs implemented by Landlord for the Building. Recycling at 2 & 3 Miami Central is a major part of what we do to enhance building performance and reduce our environmental impact. Instructions on how to recycle in your area are provided when you move in, and are typically posted in break rooms, and on or near recycling bins throughout the property. Recycling Guidelines will also be posted on your properties website under the sustainability section. In general, there will be bins for trash and recycling which will be color coded with Black for trash and Blue for recycling. If your property has composting available, the bin color will be Green.

Participating in and promoting our building's recycling program is the most valuable contribution you can make to our building's sustainability each day.

Security and Life Safety

Landlord may from time to time adopt systems and procedures for the security and safety of the Building and Property, its occupants, entry, use and contents. Tenant, its agents, employees, contractors, guests and invitees shall comply with Landlord's systems and procedures.

Sharing Telecom

Tenant shall not use more than its proportionate share of telephone lines and other telecommunication facilities available to service the Building.

Signs, Advertising, and Notices

No signs, advertisements or notices shall be painted or affixed to windows, doors or other parts of the Building, except those of such color, size, style and in such places as are first approved in writing by Landlord. All tenant identification and suite numbers at the entrance to the Premises shall be installed by Landlord using the standard graphics for the Building. Except in connection with the hanging of lightweight pictures and wall decorations, no nails, hooks or screws shall be inserted into any part of the Premises or Building except by the Building maintenance personnel without Landlord's prior approval, which approval shall not be unreasonably withheld. Landlord, at Landlord's sole cost and expense, shall provide Tenant with a sign identifying Tenant's business at the entrance to the Premises, provided that the design, size, color and location of the sign shall be subject to Landlord's prior reasonable approval.

No sign, picture, advertisement, nor notice visible from the exterior of the Demised Premises shall be installed, affixed, inscribed, painted or otherwise displayed by Tenant or any part of the Demised Premises or the Building unless the same is first approved by Landlord. No awnings, curtains, blinds, shades or screens shall be attached to or hung in or used in connection with any window or door of the Demised Premises without the prior written consent of the Landlord, including approval by the Landlord of the quality, type, design, color and manner of attachment.

Smoking

Neither Tenant nor its agents, employees, contractors, guests or invitees shall smoke or permit smoking anywhere in the Building (including the Premises) or in the Common Areas. The Building (including the Premises) has been designated as a non-smoking building and is subject to F.S. 386.204 et seq., which statute includes a prohibition on smoking within 10 feet of all entrances, exits, windows and air intake vents of the Building.

Soliciting and Peddling

Canvassing, peddling, soliciting, and distribution of handbills or any other written materials in the Building are prohibited, and Tenant shall cooperate to prevent the same.

Special Work and Service Requests

Any special work or services requested by Tenant to be provided by Landlord shall be provided by Landlord only upon request received at the Building Management Office. Building personnel shall not perform any work or provide any services outside of their regular duties unless special instructions have been issued from Landlord or its managing agent.

Telephone Service

If fax or telephone service is desired, the wiring for the same shall be approved by Landlord, and no boring or cutting for wiring shall be done unless approved by Landlord or its representatives, as stated. The electric current shall not be used for space heaters unless written permission to do so shall first



have been obtained from Landlord or its representatives in writing, and at an agreed cost to Tenant. For access into telco rooms, please contact the Building Management Office.

Tenant and Visitor Access

Every person, including Tenant, its employees and visitors, entering and leaving the Building may be questioned by security personnel as to that person's business therein and may be required to produce a valid picture identification and to sign such person's name on a form provided by Landlord for registering such person; provided that, except for emergencies or other extraordinary circumstances, such procedures shall not be required between the hours of 7:00 a.m. and 7:00 p.m., on all days except Saturdays, Sundays, and Holidays. Landlord may also implement a card access security system to control access to the Building during such other times. Landlord shall not be liable for excluding any person from the Building during such other times, or for admission of any person to the Building at any time, or for damages or loss for theft resulting therefrom to any person, including Tenant.

Smoking

Neither Tenant nor its agents, employees, contractors, guests or invitees shall smoke or permit smoking anywhere in the Building (including the Premises) or in the Common Areas. The Building (including the Premises) has been designated as a non-smoking building and is subject to F.S. 386.204 et seq., which statute includes a prohibition on smoking within 10 feet of all entrances, exits, windows and air intake vents of the Building.

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Window Coverings

Landlord shall have the right to designate and approve standard window coverings for the Premises and to establish to assure that the Building presents a uniform exterior appearance. Tenant shall ensure, to the extent reasonably practicable, that window coverings are closed on windows in the Premises while they are exposed to the direct rays of the sun.

INSURANCE REQUIREMENTS

Certificate of Insurance

Equity Office requires all service contractors to carry insurance. Property Management collects certificates of insurance, which contain information about the Vendor's insurance. This insurance must meet certain minimum requirements and name Equity Office Management, LLC and other related parties as additional insureds.

All Policies shall name the following entities as Additional Insured as well as any successor in interest thereto (each of the foregoing, "Landlord"), any mortgage lender or ground lessor or Landlord, any managing agent of Landlord, and (direct or indirect) owner of any of the foregoing, and any beneficiary, officer, director, employee or agent of any of the foregoing.

The certificate must reflect the following information:

All of the following Additional Insured and their respective Members, Partners, Officers, Directors and Shareholders must be listed as Additional Insured on your Certificate of Insurance:

- BREP 9 Miami Office Holdco LLC
 - BREP 9 Miami Office Parent LLC
 - BREP 9 Miami Office Mezz LLC
 - B9 2MC Owner LLC
 - B9 3MC Owner LLC
 - B9 3MC Retail Owner LLC
- o No cancellation of the policy without a 30-day written notice
 - o The Lessee and its insurer waive the right of subrogation against the Lessor, its Agent(s) and the Additional Insured.
 - o Lessor's insurance is primary to any insurance provided by the Additional Insured's and is non-contributory.

MOVING PROCEDURES

Notification

Tenant and Tenant's Contractor need to provide the following information to the Building Management Office three (3) weeks prior to the intended move date.

Move Date

For the benefit of all Tenants, major moves/deliveries can only be accommodated on weekends or after 6:00 p.m. on weekdays. Please specify the date and time desired as soon as possible to avoid conflicts with the reservations of the Loading Dock and Service Elevators.

Moving Company

The moving contractor shall be responsible for all damages and losses sustained to tools and equipment utilized in the performance of all work there under. When moving into the building, please contact the Building Management Office for assistance. The Building Management Office will issue your tenant representative an access card/key, which grants access to the building. Additional cards will be issued upon request. Management requires that the moving contractor provide protection for building flooring, walls and elevators during loading and unloading. If you are not using a moving contractor, please call the Building Management Office for assistance in coordinating the use of the elevator and protection of flooring. Please use designated loading zones for unloading. DO NOT PARK



IN FIRE LANES. Please ask the moving contractor to contact the property manager well in advance of the moving date to schedule use of the elevator. The elevator is available for moving during non-business hours only with the approval of the Building Management Office. Approval is also required for moves that are scheduled to take place during the weekend.

Move-In Rules & Regulations

Please contact your Building Management Office for specific moving requirements.

TENANT ALTERATIONS AND CONSTRUCTION

Construction firms and personnel providing tenant improvement services must be approved in advance by the Building Management Office. Adequate insurance, evidenced by Certificates of Insurance reflecting public liability, property damage and workmen's compensation in amounts equal to those required under the applicable leases, must be provided to the Building Management Office. Please refer to this handbook in Section "6.0 Insurance Requirements" for information of Insurance Requirements and naming Additional Insured.

