

BUILDING OPERATIONS

PROPERTY MANAGEMENT OFFICE

Wright Runstad & Company's property management staff is pleased to have you as a tenant in 1200 12th. We are committed to providing you with professional, responsive, and efficient service.

The property management office is located in Quarters Building 1 and is open from 8:00 am to 5:00 pm, Monday through Friday. The office telephone is answered 24 hours a day, 7 days a week. Outside of office hours, the phone is automatically forwarded to our on-site Security Officer. Please feel free to call, email, or visit with any questions regarding the building operations of 1200 12th.

Wright Runstad & Company

1200 12th Building

1200 12th Avenue South
Quarters Building 1
Seattle, WA 98144

Phone: (206) 328-7627

Fax: (206) 328-7780

Email: 120012thmgmt@wrightrunstad.com

PROPERTY MANAGEMENT STAFF

Gayle Powell, General Manager
Travis Smith, Chief Engineer
Kristen Halberg, Property Administrator
Samy Ma, Property Accountant
Forest Faulkner, Building Engineer
Binh Tran, Building Engineer
Dennis Wilhite, Gardener

LEASING OFFICE

For all your leasing needs, please call Gayle Powell, General Manager, at (206)328-7627 or email GPowell@wrightrunstad.com.

TENANT CONTACTS

Communication is the most crucial element in implementing the policies and procedures in the Tenant Handbook. To ensure effective communication, the Wright Runstad & Company property management staff asks you to designate a “tenant representative” as the contact person between your company and the property management staff. Your representative will be responsible for making requests or reporting problems, as well as conveying important information received from property management. All communication from your company to the property management office should be channeled through your tenant representative.

RENT

In accordance with your lease agreement, rent is due on or before the first of each month. Please remit payment prior to the first of the month to the following address:

WRC.Com Tower, LLC

P.O. Box 84345

Seattle, WA 98124-5645

For information regarding your account or instructions for sending rent via wire services, please contact the property management office.

INSURANCE

All tenants are required to furnish Wright Runstad & Company with a copy of their company's Certificate of Insurance prior to occupancy and annually thereafter, prior to each policy expiration date. Please refer to your lease for specific insurance requirements. For efficiency, ask your insurance carrier to automatically copy Wright Runstad & Company on all renewals or updates.

AMENITIES

SECURITY SERVICES

The security officer, who is available 24 hours a day, can provide information about and assist with all building services, procedures, personnel, access, and policies. To contact the security desk, call (206) 328-7627

TRANSPORTATION

PARKING

The Amazon.com parking garage (West Garage), available for Amazon.com employee parking, is located to the west of the building with access from 12th Avenue South. The North Lot is also available for Amazon.com tenant parkers and is valet assisted. The garage is managed by Standard Parking who is responsible for issuing access cards for tenant monthly parkers and valet services. Standard Parking can be reached at (206)381-8552, or through your Tenant Representative.

The Pacific Medical Center parking garage (East Garage), available for Pacific Medical Center patients, guests, and monthly parkers, is located on the southeast side of the building with access from 14th Avenue South. For information on parking in the East Garage, please contact the Pacific Medical Center Tenant Representative.

Standard Parking, Pacific Medical Center, and Wright Runstad & Company are not responsible for vehicle theft or damage. Please lock your vehicle at all times.

PUBLIC TRANSPORTATION

There are several options available to tenants for public transportation.

Buses: Transportation to and from the 1200 12th building is available on the Metro bus system. The bus stops closest to the building are located along 12th Avenue South and 14th Avenue South. Trip routes and schedules are available online at www.metrokc.gov.

Taxis: Taxis can be requested by calling Farwest Taxi at 206-622-1717 or Yellow Cab at 206-622-6500.

BICYCLE STORAGE

Bicycle storage is available in various areas of 1200 12th. Please contact your Tenant Representative for storage locations and access. Please remember to lock your bike and take all valuables with you. Bicycles should not be left for extended periods of time. Bicycles are not permitted inside the building or elevators.

BUILDING SERVICES

JANITORIAL

If you have questions regarding your suite's janitorial service, or for janitorial services required during business hours, please contact the property management office. There is a Day Porter on site from 8:00 am to 5:00 pm who may be able to service your request, depending on the scope of the work.

Regular janitorial cleaning services are scheduled after business hours from 5:30 pm to 2:00am. If you have any special requests for the night cleaning crew, (i.e., vacuuming, dusting, carpet cleaning), please contact the property management office.

We are eager to hear from you with regard to the service you are receiving. While we are constantly monitoring our janitorial service, we also rely on you for information. If you are unhappy with any aspect of your service, or have a suggestion to improve it, please call the property management office to discuss your ideas and concerns.

TRASH REMOVAL

The janitorial staff is instructed to empty and dispose of everything found in trash containers, without regard for their content. Please make certain that what you dispose of is actually waste.

When discarding cardboard boxes, please break them down and put them in an obvious spot with the word "trash" displayed on the item(s). This goes for other items you need to dispose of that may be too large for the trash receptacle.

RECYCLING

Wright Runstad & Company has instituted a building wide recycling program for paper, cardboard, aluminum, plastic, glass, and compost waste. Property management provides the receptacles you will need to start recycling: small desk-side boxes for paper and cardboard, larger boxes for plastic, glass and aluminum, and green containers for compost materials.

These items are collected by the janitorial service providers, put in special bins located in the loading dock area, and removed as needed by a waste disposal contractor. Please be careful to not mix recyclable materials with normal trash and other forms of waste. For more information about recycling, particularly removal of unusual items like office equipment and electronics, please contact the property management office.

HVAC

Heating, ventilation, and air conditioning (HVAC) systems in the building operate Monday through Friday from 7:30am to 5:30pm. However, the HVAC system can be adjusted to accommodate individual operating times.

If at any time during working hours you experience problems with the temperature within your suite, contact the property management office for assistance. Remember to turn off all lights in areas that are not in use. This conserves energy and helps the HVAC equipment operate more efficiently. Please consider closing blinds/drapes when in direct sunlight or on exceptionally hot days to conserve energy as well.

ROUTINE MAINTENANCE CALLS

If you experience a problem within your suite that requires maintenance or repair, please contact the property management office by phone at (206)328-7627 or by email at 120012thmgmt@wrightrunstad.com. For all emergency issues please call the property management office for an immediate response.

The property management staff will address your work order as soon as possible by sending someone to assist you or by making other necessary arrangements to complete the task. If the item in need of repair or maintenance is not the landlord's responsibility, the tenant will be charged for such work at landlord's cost plus a 10% coordination fee.

PEST CONTROL

The common areas of the building are on a regular maintenance inspection schedule and are treated only as necessary. Please call the property management office to arrange for pest control services within your suite, if necessary. Expenses incurred for this service may be invoiced to the tenant.

COMMON BUILDING AREAS

Wright Runstad & Company takes pride in maintaining the highest possible standards for maintenance at 1200 12th; however, we cannot do the job without everyone's help. Often it is the tenant who first discovers a restroom problem, an elevator malfunction, a burned-out light, or a janitorial issue. Please notify the property management office if you notice any of these concerns throughout the common building areas.

BUILDING DIRECTORY/SIGNAGE

If you wish to display a sign or notice in any public area of the building, prior written approval from the property management office is required. All tenant signage must be ordered through the property management office.

LOST AND FOUND

Please report any lost or missing items to either the security officer or the property management office. Items found are kept on the premises for 30 days after which they are donated to charity.

If you find a suspicious package, DO NOT MOVE OR TOUCH IT. Inform security and the property management office and immediately leave the area.

ELEVATORS

Passenger Elevators: There are 5 elevators that service Amazon.com at 1200 12th, and 1 elevator that services Pacific Medical Center. Standard elevator operating hours are Monday thru Friday from 7:00 am to 7:00 pm. If you would like special hours to accommodate your suite, please contact the property management office to arrange service.

If you find yourself trapped in a stalled elevator please use the emergency phone located in the elevator which will put you in immediate contact with the property management office or on-site Security Officer. They will then be able to dispatch a technician to the site to assist you. If while waiting in an elevator lobby, you become aware of a stalled elevator, please contact the property management office and report the approximate floor location and elevator cab number.

Freight Elevators: The freight elevator is located to the southeast of the elevator lobby and operates 24 hours a day. It is accessible from the loading dock entrance and requires an access card. The freight elevator must be used for all deliveries. Hand trucks and delivery carts are not permitted in the garage and passenger elevators. Please contact the property management office for scheduling any after-hours deliveries that require freight elevator access.

The freight elevator has a weight limit of 4000lbs. The property management office must be informed in advance when heavy items/materials are to be transported.

Freight elevator dimensions are 5'1" wide by 7'7" deep by 7'11" high). Please be aware that the freight elevator door is only 4'0" wide by 7'1" high.

Garage Elevators: There is one garage elevator servicing each parking garage. The garage elevators are operational 24 hours a day, seven days a week.

STORAGE

For the safety of all building occupants, gasoline or other flammable or combustible materials may not be stored within your premises or any storage areas unless special arrangements have been made with the property management office and the proper protective storage units are utilized.

Please refrain from storing items within your premises which block exit doors or exit pathways. Storage (including pallets, machinery, product, and disabled vehicles) is prohibited in the garage, at the loading dock, or along the exterior of the building. If you have a special situation, please contact the property management office.

BUILDING POLICIES

SMOKING

Wright Runstad & Company strives to provide a smoke-free environment for its tenants and visitors. The property management staff strictly enforces Washington State Initiative 901 which prohibits smoking in all interior spaces and an area of “twenty-five feet of minimum distance from entrances, exits, windows that open and ventilation intakes that serve an enclosed area where smoking is prohibited” (Chapter 70.160 RCW, Section 6). NO SMOKING signs are posted throughout the building and surrounding areas. Any persons found in violation of this policy will be asked by security to move.

If you have any questions regarding this policy please contact the property management office.

SOLICITORS AND LOITERING

For the safety of our tenants and the building, property management prohibits soliciting on the premises. As it is difficult to identify solicitors when they enter the building, please encourage your staff to be aware of solicitors and report any they encounter to the property management office. Be sure to provide a description of the solicitor and their current or last known location in the building. Employees should be encouraged to question all strangers within their space and confirm with property management if someone claims to represent the property management office.

Canvassing, peddling, soliciting, posting, and distributing any written materials in the building are prohibited. We appreciate your cooperation in preventing these activities.

SIGNS AND NOTICES

Signage at the entrance to the tenant's space and within the suite are the responsibility of the tenant. These signs along with any advertisements, graphics, or notices visible in or from public corridors, lobby areas, or the exterior of the building are subject to prior written approval from property management. If you have any questions regarding this policy, please contact the property management office.

USE OF BUILDING NAME

Without the written consent of property management, tenants may not use the name of the building in connection with or in promoting or advertising their business, except to provide as their address.

WINDOW SILLS AND LEDGES

To avoid potential damage and assist in the ease of cleaning, please do not attach anything to or place anything on window sills or ledges.

SUSTAINABLE TENANT PRACTICES

Wright Runstad & Company strives to practice and promote sustainable operations. Below is a checklist of various ways to be sustainable in your office:

Energy

Turn off overhead lighting when offices are unoccupied

Install Energy Efficient Lamps in proprietary fixtures

- Minimize direct sunlight by closing blinds
- Keep space heaters out of the building
- Seasonally modify your internal “comfort zone”
- Position workstations to receive natural light
- Program computers/copiers for low-power “sleep mode”
- Turn off computers/equipment when not in use
- Purchase ENERGY STAR office equipment

Administrative Operations

- Replace fax machines with fax modem technology
- Institute paperless record-keeping system
- Default photocopiers/printers to double-sided printing
- Reduce handouts at meetings; use projected presentation for agendas
- Create a “reuse” area for lightly used office supplies
- Minimize newspaper and magazine subscriptions
- Remove your name from catalog or “junk mail” lists
- Have a waste stream audit performed (at night)

Catering & Business Travel

- Eliminate paper plates and plastic forks, spoons and knives
- Stop purchasing bottled water
- Purchase reusable mugs for coffee
- Ask caterers to hold the condiment and sugar packets
- Use a bicycle courier for local deliveries
- Establish a hybrid car policy for business travel
- Plan air travel on large aircraft with few connections

PETS

No pets are allowed in the Pacific Medical Center space or on the south side of the premises except for those that are used as service animals. An official designation vest or identification tag must be worn at all times for the animal to be allowed in these areas. The animal's owner will be liable for any damage or injury caused to the building, grounds, or people.

Amazon employees may bring dogs to work. Dogs are allowed on the North side of the building only and may enter the building through the main North Basement entrance only. Amazon will be responsible for all costs incurred as a result of pets in the building, including but not limited to: damage to floors, walls, lobby areas, and elevators. Ask your Tenant Representative for more details on the Amazon Pet Policy.

TENANT FUNCTION GUIDELINES

If planning a tenant function (i.e., party, reception, or fund-raiser) please notify property management at least two days in advance. Property management maintains certain policies and procedures to assist with event coordination, limit liability for the building, and ensure the safety of all visitors and guests. Property management may require the following information:

- Date and time of event
- Number of guests
- Presence of alcohol
- Over-time HVAC requirements
- Janitorial needs
- Certificates of Insurance for vendors

No function may be held without prior approval from property management.

OUTDOOR EVENT GUIDELINES

If planning an outdoor event, please notify the property management office at least two days prior to the event. This will prevent conflicts with other courtyard users and allow property management to prepare for any special needs before or after the event.

BBQs are permitted, with the following restrictions required by property management and the Fire Department:

- Propane BBQs only, no charcoal is allowed.
- BBQs must be removed after the event.
- Property management will designate the location for BBQs to prevent smoke and/or fumes from entering the building or air intake vents.
- The area under BBQs must be protected from grease and splatter.
- Tenants are responsible for set-up and tear-down of BBQs and outdoor furniture, as well as clean up after the event. Garbage and recycling must be removed and taken to the appropriate receptacles on the Loading Dock. The courtyard must be restored to its original condition after the event.

TENANT USE OF SMALL APPLIANCES IN WORK AREAS

Use of personal heaters, coffee pots, hotplates, fans, refrigerators, microwaves and other small appliances are prohibited for use in individual offices or cubicles. These present both a fire hazard and a safety issue and are against building policy.

MOVING INSTRUCTIONS

All tenant moves – into, out of, or within the building – must be coordinated with the property management office. Please notify the property management office of your proposed move date. Tenants should also contact the property management office so that freight elevators can be scheduled, vendor access can be issued, and security notified.

All moves should take place after normal business hours to simplify access and minimize any inconvenience to other tenants. The property management office will make every attempt to accommodate your schedule if an after-hours move is not possible.

To facilitate orderly moves, property management requires the following:

- Clean, ¼” thick Masonite sections must be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or sled type dollies. If 32” sheets of Masonite are used, they must be taped together to prevent sliding.
- All walls, door facings, elevator cabs, and other areas along the delivery route will be inspected by the moving contractor, accompanied by property management staff, before and after the move. The moving contractor will provide and install protective coverings, as deemed necessary by property management, along the route of the move. Property management reserves the right to be present at all moves.
- Any damage to the building or fixtures caused by the move will be repaired by property management and paid for by the moving contractor and/or tenant.
- Only the freight elevator will be used for moves unless prior approval is granted by the property management office to use designated passenger and/or garage elevators.
- The moving contractor will remove any trash or refuse generated by the move from the building on the same day of the move.

The moving contractor must provide the following proof of insurance coverage at least five (5) days prior to the move:

- **Workmen's Compensation** in statutory limits for the state, with employer's liability of (*insert amount*), and bodily injury, personal injury and property damage liability insurance in comprehensive general liability form. The certificate of evidence must be furnished to property management before any items can be moved onto the premises.
- **Comprehensive General Liability** insurance that includes coverage of operation, elevators, and products, including personal injury and contractual liability coverage and shall designate the assumptions of liability under performance of the act of moving. Such insurance shall be in limits no less than \$2,000,000 per occurrence combined single limit bodily injury or property damage. Property damage insurance shall be in broad form including completed operations.
- **In addition**, the moving contractor must agree to protect, indemnify, and hold the landlord harmless from and against all claims, demands and causes of action of every kind and character, arising in favor of moving contractor's employees, tenant/owner and its employees, or other third parties due to bodily injury, personal injury, death, or damage to property in any way resulting from willful or negligent acts or omissions on the part of the moving contractor, its agents, employees, representatives, or subcontractors. The moving contractor shall be responsible for all damages and losses sustained to tools and equipment utilized in the performance of all work.

HAND TRUCKS AND CARTS

Limited use of hand trucks with pneumatic wheels is permitted in the main lobby, with prior approval. Use of hard wheeled dollies, carts, or related equipment is not permitted in the main lobby due to potential damage to the floors.

Hand trucks, dollies, and large parcels are not permitted on passenger elevators. Tenants and delivery personnel must use the freight elevator for transporting all large parcels. Delivery attempts through the main entry doors will be redirected to the loading dock.

HEAVY EQUIPMENT PLACEMENT

Due to structural limitations throughout the building, the placement of any heavy equipment must be approved by property management prior to installation. Property management reserves the right to prescribe the weight and position of safes and other heavy equipment in the building. Any damage occurring as a result of unauthorized installation of such items will be repaired at the tenant's expense.

SPECIAL EQUIPMENT

Heavy machinery of any kind may not be used in the building without prior written consent from the property management office. Unless approved by property management, gas, kerosene, and other flammable liquids may not be stored or used in the building. Solvents for printers and oil-based paints must be stored in an approved fire rated cabinet and any required jurisdictional permits must be on file in the property management office. Noxious gas and other substances may not be used or kept on the premises.

NOISE AND ODORS

Excessive noise, odors, or other activities that may interfere with tenants and persons conducting business within the building are discouraged.

FUTURE POLICIES

Property management reserves the right to revise these policies and to work in coordination with tenants to make future policies, as required, for the operation and maintenance of the building, and the safety, protection, and comfort of the tenants, their employees, and visitors.

BUILDING ACCESS AND SECURITY

ACCESS – DURING AND AFTER BUSINESS HOURS

Normal operating hours for the building are:

Monday thru Friday	7:00 am to 7:00 pm
Saturday	Closed
Sunday & Holidays	Closed

After-hours and weekend access will only be available with a building access card.

For security purposes, each tenant is required to provide a written set of procedures for authorizing admittance of employees without an access card and an updated list of employees working in the building.

After-hour visitors, contractors, and vendors will not be allowed access to a tenant's premises unless the Tenant Representative has given prior notification to the property management office authorizing access to the tenant's suite.

KEYS

The property management office will provide entry door keys to your premises prior to your move in. Additional keys may be ordered through the property management office at a cost of \$5.00 per key. For optimum security control, duplicate keys can not be made unless requested and purchased through the property management office.

Requests for general lock work/repairs should be made to the property management office.

Approval from property management is required for installation of additional locks or deadbolts in your space.

Upon termination of your tenancy, all keys must be returned to the property management office.

HOLIDAYS

The building observes and is closed for the following holidays:

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve (half-day – office will close at 12:30 pm)
- Christmas Day

Limited property management staff and services are available on the following days:

- Martin Luther King Jr. Day
- Presidents Day
- Day After Thanksgiving

SECURITY

The building provides security 24 hours a day, 7 days a week. Security officers monitor the fire and life safety systems throughout the building and conduct regular patrols of the premises.

To contact security, please call (206)328-7627.

SECURITY ESCORT

The security staff will escort tenants to any location within a two block radius of the building.

To request an escort, please call (206)328-7627.

SECURITY – DURING BUSINESS HOURS

Although we do our best to maintain a secure working environment, we cannot guarantee complete safety. We ask that tenants take these preventative measures to keep their areas more secure:

- Keep all entrance doors other than the main entrance to your suite locked at all times.
- Reception areas should not be left open without someone monitoring the area.
- Instruct employees to keep valuables in secured areas (locked desks, file cabinets, or closets) when leaving them unattended.
- Always keep safes, strongboxes, or similar devices locked, particularly when unattended.
Do not leave combinations where they can be easily found.

- Record serial numbers of all valuable office equipment. If anything is stolen, a record of serial numbers can aid in the recovery of the items.
- Check wastebaskets at the end of the day to ensure that no items of value have been left there.
- Always check the identification of repair persons and confirm the repairs have actually been requested.
- Report all suspicious activity or persons to property management and security. Make note of suspect's description and their last known direction of travel.

SECURITY – AFTER BUSINESS HOURS

After normal business hours, please make certain that all entry doors to your suite are locked.

Do not allow anyone to follow you into the building after business hours. Anyone authorized to enter the building after normal business hours will do so with a programmed access card. If you encounter someone having difficulty gaining entry into the building, do not let them in. Instead, please notify security that they need assistance.

Property management recommends that you keep all personal valuables locked up during non-business hours. Although the security staff patrols the building throughout the night, we cannot guarantee the safety of unsecured valuables.

LOADING DOCK

LOADING DOCK HOURS AND ACCESS

The loading dock area and/or delivery entrance is located on the northwest side of the building at basement level.

A pedestrian ramp to the loading dock height is available.

The loading dock is reserved for loading and unloading of trucks and vans. No personal vehicles are permitted to park in this area. Vehicles blocking access to the garbage compactor or parked in unauthorized areas will be subject to towing. Delivery parking in the loading dock is limited to twenty (20) minutes unless prior approval is obtained from the property management office.

All deliveries should be delivered to the customer immediately – do not leave deliveries in the loading dock area. Do not leave pallets or other packing products on the premises. The building is not responsible for any items left at the loading dock.

USE OF HAND TRUCKS AND CARTS

All hand trucks, delivery carts or other material handling equipment must be equipped with rubber tires/wheels and side guards and are restricted to the freight elevator only. Hand trucks, delivery carts, and large hand carried parcels of any kind, are not permitted in the passenger elevators.

Use of hard-wheeled dollies, carts, pallet jack, hand trucks, or similar equipment is not permitted in the main lobby and any such delivery attempts through the main entry will be directed to the

loading dock. Because of potential damage to the main lobby flooring, very limited use of hand trucks with pneumatic wheels may be used in the main lobby to transport smaller items too heavy or awkward to carry.

Masonite must be placed on floors as necessary to accommodate heavy deliveries and/or furniture moves.

ALTERATIONS AND REMODELING

TENANT ALTERATION PROJECTS

Proposed plans for alterations affecting any physical portion of your suite require prior written consent from property management. This includes all installations affecting floors, walls, woodwork, windows, ceilings, data, and electrical. Requests to make alterations should be sent in writing to property management by your tenant representative. **Alterations must be performed by Wright Runstad & Company staff or an approved contractor.** Property management can provide you with a list of approved contractors for the building.

All contractors and technicians rendering installation or service work of any kind must check in and out with the property management office any time they are performing work in the building. Installation of communications equipment, computer or alarm systems must also be coordinated with the property management office. All contractors and technicians will be informed of building policies and standards for performing work in 1200 12th and provided necessary access to service areas, telephone closets, etc.

COMMUNICATIONS INSTALLATIONS

When changes or additions to your communications network are necessary, your selected telephone installation contractor must contact the property management office prior to the day on which the work is due to start to ensure that house cabling lines are properly assigned and code requirements are met.

ATTACHMENTS TO BUILDING WALLS, DOORS, CEILINGS OR LIGHT FIXTURES

In order to avoid accidents, damage or disruption of building utility services, nails, screws, or other attachments to the walls must be installed by property management staff. Only tack boards and bulletin boards will be used for posting notices. Nothing may be attached to or hung from the light fixtures, ceilings, or doors. Push pins, staples, or tape are not permitted on walls, doors, or ceilings. Please reserve use of these items to tack boards and bulletin boards.

INSTALLATION OF BURGLAR AND INFORMATIONAL SERVICES

If a tenant requires a burglar alarm, or telegraphic, telephonic or similar services installed, property management must be notified prior to installation, so correct procedures and instructions are followed.

FLOOR LOADS

Tenants shall not place any loads anywhere in the building which exceed the load per square foot the floor was designed to carry and which is allowed by law. Property management has the right to prescribe the weight, size and position of all equipment, materials, furniture or other property brought into the building. If considered necessary by property management, heavy objects will stand on platforms to properly distribute the weight; such platforms will be provided at tenant's expense. Business machines and mechanical equipment belonging to tenants which cause noise or vibration that may be transmitted to the structure of the building or to any space within the building, to such a degree as to be objectionable to property management or to any tenants in the building, must be placed and maintained, at the tenant's expense, on vibration eliminators or other devices sufficient to eliminate noise or vibration. Property management will not be responsible for loss of, or damage to, any such equipment or other property from any cause, and all damage done to the building by maintaining or moving such equipment or other property shall be repaired at the

expense of the tenant. The persons employed to move such equipment in or out of the building must be acceptable to property management.

UNAPPROVED EQUIPMENT

Tenant shall not install, operate or maintain any electrical equipment which does not bear the U/L (Underwriters Laboratories) seal of approval, or which would overload the electrical system beyond its capacity for proper, efficient and safe operation as determined by property management. Tenant shall not furnish any cooling or heating to the premises, including, without limitation, the use of any electronic or gas heating devices, fans or space heaters, without property management's prior written consent.

FLOOR COVERING

The installation methods for linoleum, tile, carpet, or other similar floor coverings must be approved by property management. The expense of repairing any damage resulting from a violation of this rule or removal of any floor covering will be at the tenant's expense.