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OVERVIEW

- Important Phone Numbers
- Hours of Operation
- Building Description
- Management Office
- Rent Payments
- Insurance Requirements
**Important Phone Numbers**

**CBRE New England MANAGEMENT**  (617) 951-0630  
33 Arch Street, Suite 3130  
Boston, MA 02110  
Web: [www.33archstreet.com](http://www.33archstreet.com)  
Fax: (617) 951-0639

- **General Manager**  Jack Hurley  (617) 951-0637  
- **Operations Manager**  Mark Leone  (617) 951-0635  
- **Tenant Coordinator**  Maria Gebelein  (617) 951-0630  
- **Engineering**  (617) 951-0632  
- **Leasing Information:**  617) 912-7000  
- CBRE-New England Partners, LP

**33 ARCH STREET SECURITY**  
24/7 HELP  (617) 737-1171

**PARKING GARAGE OFFICE**  
(617) 204-9268

**POLICE AND FIRE**  
911  
- **Emergency**  
- Boston Police Department  (617) 343-4240  
- Massachusetts State Police  (617) 523-1212  
- Boston Fire Department  (617) 343-3550

**MEDICAL**  
911  
- **Emergency**  
- Nearest Hospitals:  
  - Massachusetts General Hospital- 55 Fruit Street  (617) 726-2000  
  - Brigham & Women’s Hospital- 75 Francis Street  (617) 732-5500  
  - Boston Medical Center- 930 Commonwealth Ave  (617) 638-8000  
  - Beth Israel Deaconess- 330 Brookline Ave  (617) 667-7000  
  - Poison Control  (800) 222-1222

In a medical emergency, direct the ambulance, physician, or paramedics to the Arch Street Entrance of 33 Arch Street. Alert the lobby security desk to hold an elevator ready to expedite the response team’s arrival to your floor.
**Hours of Operation**

**33 Arch Street** is open to the general public from 7:00 A.M. to 7:00 P.M. Monday through Friday, and from 7:00 A.M. to 3:00 P.M. on Saturdays and Sundays, except on building holidays. Tenant employees with a valid building photo identification card can access the property at any time. Please see “Access Procedures” in the Security Section of this Tenant Manual for more information.

CBRE’s Management office, located on the 11th Floor, is open from 8:00 A.M. until 5:00 P.M. Monday through Friday, except on building holidays. After normal business hours, please call the Security Main Line, (617) 737-1171, if you need to contact Property Management.

For your convenience, the hours of operation for the building departments are listed below, as are the hours of essential services. Additional information can be found under the individual sections that correspond with each service within this Tenant Manual.

<table>
<thead>
<tr>
<th>Department</th>
<th>Hours</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>T-C 33 Arch Street Lobby</td>
<td>7:00 A.M. – 7:00 P.M.</td>
<td>Monday – Friday</td>
</tr>
<tr>
<td></td>
<td>7:00 A.M. – 3:00 P.M.</td>
<td>Saturday</td>
</tr>
<tr>
<td>CBRE Management</td>
<td>8:00 A.M. – 5:00 P.M.</td>
<td>Monday – Friday</td>
</tr>
<tr>
<td>Building Maintenance</td>
<td>7:00 A.M. – 11:00 P.M.</td>
<td>Monday – Friday</td>
</tr>
<tr>
<td></td>
<td>6:00 A.M. – 2:00 P.M.</td>
<td>Saturday</td>
</tr>
<tr>
<td>Building Security</td>
<td>24 Hours</td>
<td>365 Days per Year</td>
</tr>
<tr>
<td>Evening Janitorial Services*</td>
<td>5:30 P.M. – 10:00 P.M.</td>
<td>Monday – Friday</td>
</tr>
<tr>
<td>Day Porter*</td>
<td>7:00 A.M. – 5:00 P.M.</td>
<td>Monday – Friday</td>
</tr>
<tr>
<td>Parking Garage</td>
<td>24 Hours</td>
<td>365 Days per Year</td>
</tr>
</tbody>
</table>

*Unless previously arranged within provisions of your lease

The building recognizes the following holidays:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Patriots Day</th>
<th>Columbus Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>Memorial Day</td>
<td>Veterans’ Day</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>Independence Day</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>Labor Day</td>
<td></td>
<td>Christmas Day</td>
</tr>
</tbody>
</table>

During normal business hours, free access to 33 Arch Street is possible through both the Hawley and Arch Street Entrances. After normal business hours, on weekends, and on the holidays listed above, access will be restricted to only those with valid building access cards, and / or parking tickets for garage access. Any tenant requiring services to be performed on weekends or on building holidays should notify CBRE Management in advance in order to make proper arrangements. Costs for these services will be charged in accordance with the terms of your lease.
33 Arch Street is a 33 story Class A commercial high rise building located in downtown Boston. The structure offers 25 office floors, an 822 vehicle parking facility, a beautiful lobby, and spectacular views of the city.

LOCATION AND ACCESS

33 Arch Street is located in the heart of the city between the busy financial district and the active Downtown Crossing Shopping Area. Arch Street passes the property on its east side, while Hawley Street passes underneath the building on its western boundary. Franklin Street and Milk Street run perpendicular to Hawley and Arch to complete the building’s boundaries. New Hawley Place, a private alley, connects Arch Street and Hawley Street on the south side of 33 Arch Street. Please consult the maps included in this Tenant Manual to familiarize yourself with the immediate area.

Entrances on both Hawley and Arch Street allow pedestrians access to the lobby. The vehicle entrance to the parking garage is located underneath the building on Hawley Street. Elevators that service the garage floors are located in two places: the 33 Arch Street lobby and the Marshall’s Store lobby on Franklin Street.

33 ARCH STREET PARKING GARAGE

There are two sections to the 33 Arch Street Parking Garage. The “Blue Garage” is the part of the facility located in 33 Arch Street. Parking levels P-2 through P-7 are part of the “Blue Garage.” The “Red Garage” is the section of the parking garage located above the retail stores at 350 Washington Street. Parking levels P-5 through P-10 are part of the “Red Garage.” The building cantilevers over Hawley Street to connect the two parts of the garage on levels P-5, P-6, and P-7.

33 Arch Street Parking Garage is a “Pay-On-Foot” parking facility. Please take your parking ticket with you when you leave the garage and pay at the “Pay-On-Foot” stations in the 33 Arch Street Lobby or Marshall’s lobby before returning to your vehicle. After proper payment is received, a second ticket will be administered from this “Pay-On-Foot” machine for you to put into the ticket machine at the exit of the garage.
# Tenant Manual

**Management Office**

CBRE MANAGEMENT

33 Arch Street is managed by CBRE New England. The Management Office is located in Suite 3130, on the 31st floor. Office hours are Monday through Friday, 8:00 A.M. to 5:00 P.M.

If you require assistance outside of normal business hours, please contact the Security Control Center at (617) 737-1171, and they will call building management.

<table>
<thead>
<tr>
<th>CONTACT INFORMATION</th>
<th><a href="http://WWW.33ARCHSTREET.COM">WWW.33ARCHSTREET.COM</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>CB Richard Ellis</td>
<td>CB Richard Ellis</td>
</tr>
<tr>
<td>33 Arch Street, 31st Floor</td>
<td>33 Arch Street, 31st Floor</td>
</tr>
<tr>
<td>Boston, MA 02110</td>
<td>Boston, MA 02110</td>
</tr>
<tr>
<td>Attn: Management Office</td>
<td>Attn: Management Office</td>
</tr>
</tbody>
</table>

**PROPERTY MANAGEMENT**

General Manager          Jack Hurley        (617) 951-0637
Operations Manager       Mark Leone         (617) 951-0635
Tenant Coordinator        Maria Gebelein     (617) 951-0630

**BUILDING MAINTENANCE**

Engineering              (617) 951-0632

**33 ARCH STREET SECURITY**

24/7 Help Line           (617) 737-1171
Concierge                (617) 737-4280
ONLINE PROPERTY MANAGEMENT

For your convenience, CBRE Management has put all of our services right at your fingertips, through the Arch Street Website at www.33archstreet.com. You do not need to leave your desk of even pick up your phone! You can use Arch Street Website for any of the following:

- To make a Service Request
- To Pre-Register a visitor
- To Schedule a delivery

Please see the Tenant Services section of this Tenant Manual for information on how to make a service request and schedule a delivery. Please see the Security Section for further information on how to register a visitor.

ACCOUNT SET UP

Before you move into your new premises (or as soon as possible) complete the Tenant Web Account Form (located in the Property Management Forms section of this Tenant Manual) and return it to the CBRE Management office (fax to (617) 951-0639 or mail to the address on the previous page). We will set up your tenant account(s) so that you can log right in and begin making tenant requests, registering your guests, and scheduling deliveries right away!

ACCOUNT INFORMATION AND PASSWORD

When you’re account is set up, you will receive an email with your account information and a secure password. You may wish to change this password the first time you log in to something that you will remember easily. For security reasons, CBRE Management asks that you keep this information confidential and do not share it with others.
TO LOG IN:

1. Go to www.33archstreet.com

2. Select “Tenant Services” from the toolbar at the top of your screen

3. Enter your email address and password (this will be sent to you when your account is set up)

** Please contact the management office if you need to add a new employee to the system or if you need your password rest.
Rent Payments

All rent and other tenant charges are due and payable on the first day of each month. Fees for services and late fees will be assessed according to the provisions of your lease.

All checks should be payable to “T-C 33 Arch Street LLC” and should be mailed to the following address:

T-C 33 Arch Street LLC
PO Box 417363
Boston, MA 02241

All payments being wired should go to:

Bank: Bank of America
Address: 4400 West 78th Street, Suite 200, Minneapolis, MN 55435
Account Name: T-C 33 Arch Street LLC # 6949- Coll
Account Number: 385012582435
ACH Routing Number: 011900571
Wire Transfer Routing Number: 026009593

**If you are making a wire transfer, please use ABA# 026009593. If you are making a payment via ACH, please use ABA# 011900571

Please do not hesitate to contact the management office if you have any questions (617) 951-0630
Insurance Requirements

TENANT INSURANCE REQUIREMENTS

Waiver of Subrogation:

All tenant insurance policies must contain a waiver of subrogation endorsement in favor of the additional insured. This is applied to Commercial General Liability, Excess Liability, and Worker’s Compensation.

Cancellation:

All policies must provide no less than thirty (30) days’ notice of cancellation, termination, material change or lapse of insurance to the certificate holder.

Coverage:

All tenant insurance policies must show a minimum of six million dollars ($6,000,000) in total coverage divided between Commercial General Liability and Excess Liability (Umbrella). Any combination is acceptable as long as the minimums for General Liability and Excess Liability specified below are met.

Commercial General Liability: minimum of $1,000,000 per occurrence
Excess Liability (Umbrella) Insurance: minimum of $2,000,000 per occurrence
Worker’s Compensation: $500,000 per accident and disease; $500,000 policy limit

If a blanket additional endorsement is provided, Teachers Insurance and Annuity Association of America (TIAA) and/or the TIAA ownership entity will no longer be required to be named specifically on the policy or by endorsement as additionally insured.

Additional Insured:

T-C 33 Arch Street LLC, Teachers Insurance and Annuity Association of America (TIAA), CB Richard Ellis-N.E. Partners, LP and CBRE, Inc. are listed as additional insured.

Certificate Holder:

T-C 33 Arch Street LLC
c/o CB Richard Ellis – N.E. Partners, LP
33 Arch Street, 31st Floor
ATTN: Management Office
Boston, MA 02110
VENDOR INSURANCE REQUIREMENTS

Waiver of Subrogation:

All vendor insurance policies must contain a waiver of subrogation endorsement in favor of the additional insured. This is applied to Commercial General Liability, Excess Liability, and Worker’s Compensation.

Cancellation:

All policies must provide no less than thirty (30) days’ notice of cancellation to the certificate holder, or ten (10) days’ notice in the event of nonpayment of premium.

Coverage:

Commercial General Liability: $1,000,000 per occurrence

Excess Liability (Umbrella): $3,000,000 per occurrence

Automobile Liability: $1,000,000 per occurrence

Worker’s Compensation: $500,000 per accident and disease; $500,000 policy limit

Additional Insured:

T-C 33 Arch Street LLC, Teachers Insurance and Annuity Association of America (TIAA), CB Richard Ellis-N.E. Partners, LP and CBRE, Inc. are listed as additional insured.

If a blanket additional endorsement is provided, Teachers Insurance and Annuity Association of America (TIAA) and/or the TIAA ownership entity will no longer be required to be named specifically on the policy or by endorsement as additionally insured.

Certificate Holder:

T-C 33 Arch Street LLC
c/o CB Richard Ellis – N.E. Partners, LP
33 Arch Street, 31st Floor
ATTN: Management Office
Boston, MA 02110
SECURITY

- Security Overview
- Security Services
- Security Precautions
- Access Procedures
- After Hours Access
- Visitor Access
Security Overview
SECURITY CONTROL CENTER................................................................. (617) 737-1171

33 Arch Street takes security procedures very seriously. In order to ensure that all tenant employees, building personnel, visitors and guests are safe and secure at all times, CBRE Management asks that all tenants and their employees cooperate with Security Officers and their procedures.

SECURITY SYSTEM OVERVIEW

SECURITY OFFICERS

Uniformed security officer coverage is provided 24 hours per day, 365 days per year. Officers are posted in the lobby and Security Control Center and patrol garage floors at all times. During normal business hours, officers are also posted in the loading dock and inside the freight elevator. A Shift Supervisor is onsite every day, 24 hours per day. Security staff is trained to respond to all emergencies and is authorized to contact the CBRE Management Office whenever necessary. Any unusual conditions or activity will be investigated by security and reported to the Management Office. If you need to contact security, please call the Control Center at (617) 737-1171.

CLOSED CIRCUIT CAMERAS

Security cameras have been installed at all building entrances as well as at other important locations throughout the property. Security Officers monitor these cameras at all times from both the lobby security desk and the Security Control Center.

ELEVATORS

Every elevator cab is equipped with two-way communication linked directly to the Security Control Center. If the elevator experiences difficulties, press the call button to signal the Security Control Center. Security will notify the building engineer or elevator service technician for immediate assistance.

STAIRWELLS

All stairwell doors are locked from the inside and are not intended to accommodate travel between floors. Motion detectors and door contact sensors at each stairwell door inform security officers of all activity within the stairwells.

Stairwells exit doors are for emergency egress only. Please do not block or prop open any stairwell doors.
Security Services
For the safety and convenience of its tenants, 33 Arch Street Security is proud to offer the following services. Please call the Security Control Center at (617) 737-1171 or email pcrowley@nesecurity.com to request these services:

GARAGE ESCORTS
Security Officers are available to escort you to or from your vehicle in the 33 Arch Street Garage. The garage is well lit and patrolled 24 hours per day by Security, but should you ever desire the additional protection of a Security escort, simply call to arrange one.

ABUSE PREVENTION ORDERS
Should you need special protection from an estranged individual, please alert Arch Street Security and they will cooperate to ensure that the individual is not granted access to the premises at any time. You may wish to file a copy of any restraining orders or similar documents with Security for your protection.
Security Precautions
SECURITY PATROLS & INVESTIGATIONS

If you ever see or suspect suspicious activity on or near the property, please call the Security Control Center at (617) 737-1171 immediately.

Every precaution will be taken to guarantee that only legitimate tenant employees and approved visitors and guests gain access to the elevator lobbies that service the office floors. To further increase security, CBRE Management recommends that all tenants take the following precautions to help make certain that the building is a safe and secure business environment.

- Keep all doors, with the exception of the main entrance or receptionist area, locked at all times. All visitors and guests must clear the security turnstile checkpoint before progressing into tenant space. Nonetheless, never leave a reception area unattended, so that visitors are always met by an employee of your company.
- Be aware of all repair and delivery personnel who enter your office. If the person appears suspicious, obtain identification and telephone for his or her verification. Do not be fooled by a uniform. Uniforms are easily obtainable and often used as a disguise.
- Institute a check-in/badge policy for all delivery and repair personnel.
- Wallets, purses, and all other valuable should ALWAYS be placed in a locked drawer or cabinet. Do not leave valuables in coat pockets on the back of office doors or in plain site within the office.
- Never leave a rear or side entry door propped open, including emergency stairwell doors. Immediately close any door you encounter which is propped open and report this information to your tenant representative or CBRE Management.
- Report any lost or stolen suite keys immediately to CBRE Management.
- Report any lost or stolen articles immediately to Security. A Lost & Found is maintained by security.
- Always lock your door when working before or after building hours.
- When entering the building or your suite, do not allow any unauthorized persons to enter behind you.
- Do not walk alone to your vehicle if it is dark or late. Security escorts are available to accompany you through the garage. Please call (617) 737-1171 to arrange one.
Access Procedures

PHOTO IDENTIFICATION ACCESS CARDS

33 Arch Street will issue tenant employees a photo identification card that will allow them access through the exterior lobby doors, the security turnstiles, and into the mid and high-rise elevators. Please contact CBRE Management to arrange a procedure to create identification cards for all employees prior to your move to 33 Arch Street.

To activate a new Photo ID Card (new employee, etc.), please fill out the Photo ID Card Activation Form, located in the Property Management Forms section of this Tenant Manual, and bring it to the management office during badge hours.

Badging hours are Monday and Thursday, 10A.M. to 12:00 P.M.

To deactivate a Photo ID Card, please fill out the Photo ID Card Deactivation Form, also located in the Property Management Forms section of this Tenant Manual, and fax it to the CBRE Management Office at (617) 951-0639. For security reasons, it is essential that the ID Cards of all terminated employees be deactivated.

LOST OR STOLEN PHOTO ID CARDS

Please notify CBRE Management and/or Security immediately if your Card is lost or stolen. We will issue you a new card and deactivate your old one.

LOBBY TURNSTILES

Four optical turnstiles guard the entrances to the two elevator lobbies that service the tenant office floors. The mid-rise elevator bank, located to the right of the Lobby Security Desk, services floors 8 through 22. The high-rise elevator bank, located to the left of the Lobby Security Desk, service floors 22-33. Both elevator banks are only accessible through the optical turnstiles located on either side of the Security Desk. You must use your Photo ID Card to pass through these turnstiles. Persons without an ID card will be required to sign in as a guest and must show a valid photo ID (driver’s license, passport, etc.).

ELEVATOR ACCESS

During normal business hours, all elevator cars in both the mid-rise and high-rise banks will allow free access to all of the tenant floors that they service. All ID card bearing building tenants and employees can access the tenant floors without restraint.
PARKING GARAGE ACCESS

The parking garage elevators are open to the public 24 hours per day, 365 days per year. There are also two elevators in the Marshall’s Lobby on Franklin Street that service levels P5 through P10 of the Red Garage. Whenever the lobby is open garage patrons can access the garage elevators without restraint.

AFTER HOURS ACCESS

33 Arch Street is open on Monday through Friday from 7:00 A.M. to 7:00 P.M. and Saturday and Sunday from 7:00 A.M. to 3:00 P.M. The lobby hours are longer to accommodate those parking in the garage. After 7:00 P.M. Monday through Friday and after 3:00 P.M. on Saturdays and Sundays, the lobby is closed. All main lobby doors are locked and only those with valid Photo ID Cards or valid Parking Garage Tickets can gain access.

LOBBY ACCESS

After 7:00 P.M. on weekdays and 3:00 P.M. on Saturdays, only tenant employees with valid Photo ID Cards can freely access the lobby through the entrances on Hawley Street and Arch Street.

When entering the building or your own floors please be aware of any individuals attempting to piggy-back into the space, trying to enter a controlled area by following an individual closely that has used a badge to gain access. If you observe someone piggy-backing either ask the person to display their badge or contact the Security Control Center immediately (617) 737-1171.

Persons using the parking garage can exit the facility through the lobby at will but will have to present their Parking Ticket in order to be granted access to the lobby. They will not be granted access to the tenant floors unless they have a valid Photo ID Card or are a registered guest of a tenant employee.

ELEVATOR ACCESS

*Outside of the normal building hours (after 6:00 P.M. Monday – Friday, and throughout the weekend)*, the elevators will switch to card access mode. In order to use the elevator, you will have to swipe your Photo ID Card at the card reader located in the elevator cab just below the floor selection panel. The car will only take you the floors where you have been granted access (usually only the floors of your suite). *All elevator cabs allow free access DOWN from the tenant floors to the lobby; access is only restricted from the lobby level upward.*
PARKING GARAGE ACCESS

Parking garage patrons will be granted access to the lobby upon presentation of their parking ticket. Two-way communication with the Lobby Security Officer is possible through the call stations at both the Hawley and Arch Street doorways. Parking patrons should call the Officer and request entry, present their parking ticket, and proceed to the Pay-On-Foot stations in the Garage Elevator Lobby. If they do not have a ticket they will be escorted by security to the LAZ Parking Office.

Visitor Access

Tenants and their employees are welcome to invite guests and visitors to 33 Arch Street. In order to expedite check-in procedures and maintain building security, Security and Management ask that all guests be pre-registered.

GUEST PRE-REGISTRATION

In order to use the Guest Pre-registration feature of the 33 Arch Street website, you must first set up your tenant account. Please see the “www.33archstreet.com” page in the General Information section of this Tenant Manual for instructions on how to do this.

To register an expected guest online:
1. Go to www.33archstreet.com
2. Enter your email address and password
3. Select the “Visitor Security” tab
4. Select the “New Visit” tab
5. Fill in the information and select “Save”
6. You will receive a confirmation email when your registration is complete

To register an expected guest offline:
If you should encounter any difficulties with the online system, guest registration can also be done by telephone:
1. Call the Security Control Center (617) 737-1171.
2. Give the officer your name, company name, suite number, name of your guest and expected time of arrival. Security will note the guest in their system and prepare a visitor badge.

If you need assistance with guest registration, do not hesitate to contact CBRE Management at (617) 951-0630.
GUEST CHECK-IN PROCEDURES

All visitors and guests must show a valid photo ID to Arch Street Security before they will be granted access to the building. Please alert your visitors of this policy so that they can arrive prepared. Acceptable forms of ID include:

- Valid State Driver’s License
- U.S. Passport
- Similar Photo Identification (State ID, School ID Card, etc.)

If the guest is pre-registered, a visitor badge will be waiting for him or her. Upon inspection of a valid ID, security will hand the guest his or her badge and allow access to the appropriate elevator bank.

If the guest is NOT pre-registered, Security will ask for a valid photo ID, sign the guest into their Guest Log, and call the person whom the visitor has come to see. Only upon receiving verbal approval of the guest will security print a visitor badge and allow the person access to the elevator banks. To expedite this check-in process it is strongly encouraged that all tenants pre-register their guests.

AFTER NORMAL BUSINESS HOURS

After normal business hours (weekdays after 6:00 P.M., Saturdays after 1:00 P.M. and all-day Sunday) no guest (pre-registered or not) will be allowed access to 33 Arch Street unless escorted by a tenant employee. If you are expecting a guest after hours, please arrange for him or her to call you upon arrival so you can greet them in the lobby and accompany them to your floor.
LIFE SAFETY

- Emergency Response Plan
- Emergency Evacuation Notification List
- Emergency Telephone Numbers
- Evacuations
- Disasters/Medical Emergencies
INTRODUCTION

33 Arch Street was designed with safety in mind. In the event of an emergency situation, please listen for instructions from CBRE Management and 33 Arch Street Security over the building’s public address system.

The landlord-tenant relationship is one of mutual dependence and responsibility. This relationship is most important when discussing fire and safety issues. You depend on the building management to provide you with information and instructions on how to respond during an emergency situation. Similarly, we depend on you—and all of the tenants to become familiar with that information, and participate in evacuation drills and training sessions.

Throughout the following Emergencies section we will refer to the safety/evacuation director, floor wardens, and monitors. These are people in the building who have been assigned specific duties to perform during an emergency situation. Please refer to the Evacuation section of this manual for more information on the responsibilities of each of these positions.

If you have any questions about the procedures and plans in this manual, do not hesitate to contact the management office at 617-951-0630

TENANT EMERGENCY RESPONSE PLAN

Please read and familiarize yourself with all of the information contained within the following Tenant Emergency Response Plan. Feel free to reproduce this document and distribute it to all of your employees.

EMERGENCY PREPARATION

CBRE Management takes Life Safety very seriously. We will perform periodic drills and tests of the Fire & Life Safety System and ask that you and your employee cooperate fully.

Please select a Life Safety Coordinator from within your company. This person will perform the following duties:

- Attend Life Safety Coordinator training and learn about all of the Life Safety systems and procedures at 33 Arch Street
- Educate the employees of your organization about these systems and procedures so that they are aware of what to do in an emergency situation.
- Lead your organization in evacuation drills from time to time (both those organized by CBRE Management AND additional company specific drills too)
• Perform other duties as listed within Tenant Emergency Preparedness & Evacuation Plan
• Please also select Area Leaders to assist the Life Safety Coordinator in these duties. As a guideline, we recommend there be one Area Leader for every thirty employees within your organization.

Emergency Response Plan
33 Arch Street
Boston, MA 02110

Emergency Contact Numbers

Management Office................................................................. (617) 951-0630
Security ................................................................. (617) 737-1171
After Hours Building Emergency Number/Security.......................... (617)-737-1171

POLICE AND FIRE

Emergency................................................................. 911
Boston Police Department.............................................. (617) 343-4200
Massachusetts State Police................................................. (508) 820-2300
Boston Fire Department..................................................... (617) 343-3550

MEDICAL

Emergency................................................................. 911

Nearest Hospitals:

Massachusetts General Hospital......................................... (617) 726-2000
Brigham & Women’s Hospital........................................ (617) 732-5500
Boston Medical Center................................................. (617) 638-8000
Beth Israel Deaconess....................................................... (617) 667-7000
Poison Control................................................................. (800) 222-1222
Emergency Evacuation Notification List

Building Management:

Property Management Office.................................................................,(617) 951-0630

Building Security (24/7).............................................................................,(617) 737-1171

POLICE AND FIRE

Emergency.................................................................................................911

Boston Police Department................................................................. (617) 343-4240

Massachusetts State Police................................................................. (508) 820-2300

Fire Station- Boston Fire Department .................................................. (617) 343-2880

Tenant Contact List:

31st Floor- CBRE New England Management..............................(617) 951-0630

Life Safety Coordinator- Mark Leone...................................................(617) 951-0635

Area Leader- Maria Gebelein.................................................................(617) 951-0630
Emergency Telephone Numbers
All Emergencies......................................................................................................................911
Fire Department .........................................................................................................................911
Police Department .....................................................................................................................911
Management Office ..................................................................................................................(617) 951-0630
After Hours Building Emergency Number/Security..............................................................(617) 737-1171

Evacuations
GENERAL INFORMATION

Each tenant is obligated to follow the Emergency Preparedness and Evacuation Plan established by 33 Arch Street. The tenant shall provide responsible personnel to assist the management office and be responsible for controlling the movement of tenant employees during an evacuation of the building.

The Emergency Preparedness and Evacuation Plan include the following people:

- The property manager, who is in complete charge of the procedures and the specific responsibilities of those assigned in the plan.
- Floor Wardens are aware of all emergency plans and emergency preparedness. Ensure that the tenants of each floor have assigned employees who will take charge in the event of an emergency.
- Sufficient alternates assigned for each position specified in the plan, so that a principal or alternate is in the building at all times during working hours to supply leadership under the plan.

TENANT RESPONSIBILITIES

Each tenant should establish an emergency team based on the positions described above. A floor warden serves as the contact point between the management office and the tenant’s employees and ensures that every employee of the tenant is aware of all emergency procedures and plans. The floor warden will also coordinate tenant response in an emergency.

Each tenant should assign a floor/fire warden, assistant floor warden and an alternate. We recommend one floor warden for every 30 employees.
EVACUATION DRILLS

- The property manager conducts emergency evacuation drills, at least annually, in accordance with the approved plan.
- All occupants of the building are required to participate in the emergency evacuation drill. The occupants may be required to leave the building and assemble in an area designated by the property manager.
- A written record of the drills are kept on the premises and readily available for inspection by the fire department.

SPECIAL INSTRUCTIONS FOR PERSONS IN NEED OF ASSISTANCE

Persons with need of assistance must be identified and considered prior to any emergency evacuation. It is necessary for the floor/fire warden to notify the property manager of any persons with disabilities who may require special assistance during an evacuation. A list must be maintained by the floor/fire warden and updated as necessary.

Please designate a “buddy” for each person in need of assistance. The buddy will escort the person in need of assistance to the Arch Street Stairwell where they will wait for assistance. The stairwells on each floor are pressurized so that smoke will not enter, and are fire-rated for two hours.

EMERGENCY EVACUATION TEAM RESPONSIBILITIES

Property Manager

1. Be familiar with the written Emergency Preparedness and Evacuation Plan.
2. Organize, train and supervise the management staff.
3. Ensure the availability and state of readiness of the safety team.
4. Organize, train and supervise the floor wardens.

Floor Wardens

1. Be familiar with the Emergency Preparedness and Evacuation Plan, the location of exits and the location and operation of any available fire alarm system.
2. Ensure that the tenant(s) of each floor have assigned responsible and dependable employees as wardens and searchers / monitors. For specific tasks, refer to the emergency sections listed under Fire, Bomb Threats, Severe Weather, Tornadoes, Hurricanes & Floods, Earthquakes, Power Failures and Medical Emergencies.
3. Organize, train, and supervise the searchers, monitors and special assistants.
4. Direct the evacuation of occupants in the event of emergency.
Tenant Manual

Tenant Fire Wardens

1. Find and evacuate all personnel from the suite, specifically from remote areas such as storerooms, file rooms, computer rooms, core areas, etc.
2. Make sure all persons in need of assistance are accounted for and inform BFD what floor they are waiting on.
3. Maintain an up-to-date list of persons with disabilities in your suite. If possible, a buddy system will be implemented in which one or two special assistants will be responsible for evacuating specific co-workers.

FIRE

General Information

The building must be evacuated when a fire alarm signal is sounded. An effective evacuation depends on the orderly ‘phasing’ of floor clearance, which means that the emergency floor is evacuated first and immediately. The next floor to evacuate should be the floor above the emergency floor, followed by the floor below. The property manager will be in charge of the evacuation until the fire chief arrives.

Each tenant office manager or supervisor must predetermine priorities for the safety of records, classified material and/or securities. Supervisors also must cooperate with tenant wardens to ensure that all employees are well informed and instructed on evacuation procedures.

Procedure

The person who discovers a fire or smells smoke, takes the following action immediately:

- Dials 911 and reports the fire to the fire department.
- Calls the management office at 617-951-0630 to report the location of the fire.
- Activates the fire alarm pull station (FAPS).
- Leave the fire area, closing doors behind you.
- Evacuate the floor by way of the nearest emergency stairwell and proceed to the meeting place established by your Floor Warden.
- Do not use elevators.
- Remain calm, quiet and alert for additional instructions.

Audible alarm and visual strobe lights alert building occupants when the fire alarm system is activated. There are speakers located in each tenant’s space, lobby and all common areas. The alarm provides instructions on what to do in case of an emergency from pre-recorded
messages. Please listen to emergency announcements and respond calmly. The sequence of operation of the voice alarm signaling system is as follows:

1. The Initial alert is four beeps and will sound throughout the building four times.
2. Activate the recorded message regarding the evacuation procedure. The alarm and communications system shall provide a pre-recorded message to all required areas. The message shall contain the following information: “May I have your attention please. The signal tone you have just heard indicated a report of an emergency in this building. If your floor evacuation signal sounds after this message, walk to the nearest stairway and leave the floor. While the report is being verified occupants on other floors should await further instructions.” This message will repeat three times.
3. Activate the evacuation signal on the floor of the incident, and the floors above and below. The evacuation alert is three beeps and will sound after the prerecorded message.
4. The orderly phasing of floor clearance continues until all occupants are evacuated to the outside safety area, which is located no less than 300 feet from the building. Take the time before an emergency to designate an area that can accommodate all of your employees and always keep an up to date roster of your employees.
5. When the “all clear” is announced, the floor wardens lead the employees in an orderly fashion back to their work places. If available, elevators will be back in service.
6. The intermittent Alarm Signal is silenced when the “all clear” is announced. (The alarm signal continues throughout the state of emergency.)

NOTE: Upon arrival, the fire chief is in charge.

IF YOU DISCOVER SMOKE OR FIRE

1. Dial 911 immediately and also activate manual pull station located by stairwells.
2. Inform the fire department dispatcher that you are calling to report a fire at (building, address). Tell the fire department dispatcher:
   a. Your name
   b. Your company’s name
   c. Your suite/floor number
   d. What is on fire
   e. The location of the fire
   f. Your telephone number
3. Listen to the dispatcher for any additional instructions before hanging up.
4. Call the management office at (617) 951-0630.
5. Activate the nearest manual fire alarm pull-station at the location shown on the attached floor plan.

BOMB THREATS

General information

Fortunately, the vast majority of bomb threats are false alarms. Unfortunately, it is difficult to differentiate false alarms from genuine threats. As little publicity as possible should be given to the incident, since the objective of the caller is usually to disrupt normal business functions by causing the building to be evacuated.

There are at least two reasons why bomb threats are a serious problem:

1. Serious personal injury can result if an explosive or fire-generating devise is set off.
2. Valuable work time is lost during building evacuations.

The office staff will endeavor to control unauthorized access to this facility. The success of the preventative strategy requires full cooperation from all tenants. All suspicious individuals or situations should be reported at once to the management office at 617-951-0630 or to security at 617-737-1171.

PROCEDURE

1. The person who receives the bomb threat call:
   - Gets as much information from the caller as possible using The Bomb Threat Checklist as a guideline.
   - Calls the management office at (617) 951-0630 or security at (617) 737-1171.

2. If a non-descriptive general bomb thread is received (no description of bomb, no detonation time, no location, etc.), the building will remain open. The decision to evacuate is then the responsibility of each tenant. Total evacuation may be necessary when the threat is specific in nature, the call cannot be resolved as a hoax, or a suspicious object is located. If total evacuation is necessary, the Bomb Threat Notification Procedure will be executed. For evacuation procedures, please see the Fire section.

NOTE: Two-way radios may detonate some explosive devices. Therefore, two-way radios should not be used during bomb threats.
3. The management office contacts the evacuation brigade and all floor wardens. The property manager and floor wardens confirm the need to notify company employees of the threat and to evacuate the building.

4. Floor wardens notify employees in a calm and deliberate manner.
   - Carefully worded pre-planned statements can convey the urgency of the situation without causing panic. And appropriate statement might be, “Employees are directed to immediately cease work, gather their personal belongings and proceed to (the emergency stairwell or floor [x]). This is not a drill.”

5. Tenant wardens execute their bomb threat search plan, making sure they:
   - Search for objects that seem out of place.
   - Do not touch anything! Suspicious objects MUST NOT be tampered with.
   - Notify the management office immediately at 617-951-0630 if you have found a suspicious object. (The management office will then notify the fire department, which will subsequently assume full control of the operation.)

6. The evacuation brigade reports to the affected area of the building and begins a search of the following areas:
   - Public areas
   - Stairways
   - Elevators
   - Equipment rooms
   - Cleaning closets
   - Restrooms
   - Air handler rooms
   - Any other areas designated by the police

7. Floor wardens search the common areas of their floor including the following areas:
   - Public Areas
   - Stairways
   - Restrooms

**NOTE:** If your company decides to evacuate the building, use the stairways to evacuate.

1. Evacuation. If a non-descriptive general bomb threat is received, the building will remain open. The decision to evacuate is then the responsibility of each tenant.
2. Search leased space for bombs.
3. Develop a Bomb Threat Search Plan to be executed upon receipt or notification of a threat and select people to participate in it.


**Building Staff Responsibilities**

**Property Manager**

1. Assist tenants who have received a bomb threat. Requesting:
   - Specifics of the threat.
   - If 911 has been called. (If not, the property manager will call 911.)
   - If a bomb search has been initiated. (The property manager will remind the tenant that it is their responsibility to search their own leased space.)
   - If employees have been notified of the threat.
2. Notify the floor wardens and security.
3. Execute the Bomb Threat Notification Procedure.

**Preventative Measures**

- Conduct regular inspections in every suite for suspicious objects. Net offices that are free from debris and boxes and make a foreign object easier to detect.
- Encourage all employees to report any suspicious persons wandering about the offices, corridors and restrooms to the management office at 951-0630.
- Monitor all delivery people and repairmen while in your office. Do not leave your office unattended and unlocked for any reason. All drawers, cabinets, compartments, closets, etc. fitted with locks should be kept locked.
- Encourage all employees to comply with the building security access control measures.

**Reminder:** Security will not accept any packages for tenants.
IF YOU RECEIVE A BOMB THREAT OVER THE PHONE

1. Complete Bomb Threat Checklist, if possible.
2. Call the management office at 617-951-0630
3. Inform the dispatcher that you are calling from (name of building) at (address) and that you have received a bomb threat. Tell the dispatcher:
   - Your name
   - Your company’s name
   - Your suite/floor number
   - Your telephone number
   - Any information from your Bomb Threat Checklist
4. Listen for instructions.
5. Wait for further instructions from your floor warden.

Disasters/Medical Emergencies

SEVERE WEATHER

The US Weather Service reports the movement of severe weather that may present a threat to the metropolitan area. Tenants have the choice of evacuating or remaining in the building during a severe weather alert. If the US Weather Service gives an early alert, certain steps can be taken to prepare for the severe weather if the decision is to remain.

General Information

All Tenants

1. Maintain an inventory of emergency equipment to be used during severe weather.
   - Flashlights and fresh batteries
   - First aid kits to treat minor injuries
   - Portable radios—useful for keeping abreast of severe weather conditions.
2. If informed by the US Weather Service that severe weather is imminent, follow the steps below (if necessary):
   - Clear desks, tables and windowsills of books, papers or other items and secure them in boxes or drawers.
   - Move easily moveable furniture away from windows.
   - Store all easily moveable office equipment in inside offices.
Floor Wardens

1. Move all occupants to the core areas of the building (corridors, elevator lobbies).
2. If your company decides to evacuate the building, notify the property manager of your intention to do so. The evacuation stairway is the only stairway to be used in severe weather evacuation.
3. Confirm with the (property manager / lobby security officer / lobby monitor, etc.) that your company has totally evacuated its space and the building.
4. Notify the property manager of all severe leaks, fires, and structural or other damage during or after the storm (617-951-0630).

HURRICANES AND FLOODS

General Information

When the United States Hurricane Center issues a Hurricane Warning, the building will close to the public and all tenants will be requested to secure their offices and leave the premises. A hurricane warning is defined as follows:

- A warning indicates that hurricane winds of 74 mph and higher, or any combination of dangerously high water and very rough seas, is expected in specified coastal areas. When a hurricane warning is announced, hurricane conditions are considered imminent and may begin immediately or at least within the next 12 to 24 hours.

When a hurricane warning has been issued, it is of the utmost importance that all precautionary measures and actions are taken immediately for the protection of life and property.

Procedure

1. Keep abreast of all weather conditions via radio or television.
2. Remove all papers, pictures, plaques, hanging objects, calendars, desktop items, and other loose objects from perimeter offices and store in interior rooms.
3. Close all doors and windows of perimeter offices. Close all drapes and blinds.
4. Move all expensive equipment and important documents to interior rooms.
5. Notify the alarm system company (if your company has one) of the probable discontinuance of electrical service during the storm.
6. Leave all interior doors open in order to prevent atmospheric pressure problems.
7. Notify the management office at 617-951-0630 of all severe flooding, leaks, fires, and structural damage.
Someone from the management office will contact you with further instructions.

EARTHQUAKES

In the event of an earthquake, do not attempt to leave the building. You are safer within the building until the initial tremors subside. If evacuation is necessary, know where the locations of possible safe refuge areas are outside and away from the building. Beware of falling glass and electrical lines.

It is recommended that you have available in your tenant space:

- A first aid kit
- Transistor radio and flashlight with extra batteries
- Heavy gloves in case of broken glass
- Rubber soled shoes
- A 72-hour minimum supply of medication (if on medication)
- One or two bottles of water per employee – rotate regularly
- Have a plan for reuniting with your family. Have an out-of-state contact person for your family members to contact.

For more information on earthquake preparedness, contact the American Red Cross or your local fire department.

Earthquake Procedures

During

1. Remain calm. Do not exit the building. Do not use elevators. If you are in an elevator, exit as soon as possible.
2. Take cover under a desk or another sturdy object or against the wall in the core of the building. Protect your head. DUCK, COVER and HOLD.
3. Move away from the building exterior. Stay away from windows, bookcases, filing cabinets and any objects that may fall or shatter.
4. Do not take cover in any emergency stairwells.

After

1. Check for injured and assist if possible. Do not move a seriously injured person unless they are in immediate danger.
2. Inspect your floor for damage. Check for fires. Check for gas and water leaks and electrical shorts. If you suspect a gas leak, DO NOT use matches or cigarette lighters or
turn on electrical switches or appliances. If you smell gas, contact engineering or security immediately 671-737-1171.

3. Open doors carefully. Watch for falling objects.
4. Wear shoes for protection from debris and broken glass.
5. Stay away from windows/glassed areas.
6. Replace telephone receivers, in case the telephone system works. Use telephones for emergency calls ONLY.
7. Listen to radio for emergency reports.
8. Do not spread rumors regarding the building condition, extent of damage and injuries. This may cause a panic.
9. Cooperate with the public safety officials.
10. Be prepared for aftershocks.
11. Notify the management office or security of any damage to the building.

POWER FAILURE

General Information

In the event the building sustains a power failure, emergency lighting is available in the stairwells. The stairwell emergency lighting is battery backup, which has a two-hour battery life. All HVAC equipment lights, receptacles, elevators and most telephone equipment will not be operational.

Procedure

1. Building Management contacts the electric company to find out the duration of the power outage.
2. Floor wardens check the elevators on their floors to see if people are trapped inside. If there are people trapped, the floor wardens will ask them to remain calm and then notify the property manager of their location.
3. If the power is not restored after 15 minutes, all floor wardens proceed to main floor lobby.
4. The property manager meets the floor wardens at main floor lobby and informs them of the situation.

NOTE: If the electric company does not know how long the power will be out, or if power will be out for longer than one hour, the building may need to be totally evacuated.

If total evacuation is necessary, it is conducted according to the fire procedure. (For greater detail on the fire procedure, refer to the Fire section of this manual.)
MEDICAL EMERGENCIES

Time is extremely important in the case of a medical emergency. 33 Arch Street recommends that all tenants keep a first aid kit unlocked and fully stocked in their suite. It is the tenant’s responsibility to also make sure that the employees are aware of its location. The management office requests that tenants provide a list of any office personnel who are trained in CPR. This list is extremely valuable and will be used by building management to locate trained individuals to assist in an emergency. A copy of this list is available to each tenant.

Procedure

The person who discovers the emergency:

- Dials 911, telling the paramedics:
- Building address – [33 Arch Street, Boston MA 02110]
- Your name
- Your company name
- Your floor/suite number
- Your telephone number
- Calls the management office at 617-951-0630

The management office directs the emergency personnel to the medical emergency.

**NOTE:** It is crucial that the injured person is not moved. Try to keep the injured person comfortable without moving him/her.
RULES AND REGULATIONS

- General Rules and Regulations
- Lobby Rules and Regulations
- Common Area Rules and Regulations
- Bicycle Rules and Regulations
- Tenant Office Space Rules and Regulations
- Parking Garage Rules and Regulations
33 Arch Street and CBRE Management are committed to providing quality space managed with professionalism and an experienced eye for detail. Your help is crucial for us to meet these standards, and is therefore greatly appreciated. The following rules and regulations protect you, your employees, and your guests.

The landlord reserves the right at any time to change or rescind any one or more of these Rules and Regulations as in Landlord’s judgment may from time to time be necessary for the Management’s safety, case and cleanliness of the Premises and Building, and for the preservation of good order therein, as well as for the convenience of other occupants and tenants. Landlord shall not be responsible for Tenant or to any other person for the non-observance of the Rules and Regulations and Tenant shall agree to abide by these rules as a condition of its occupancy of the Premises.

The following General Rules & Regulations are to be observed at all times:

**General - Rules & Regulations**

- **Smoking is NOT permitted in any area of 33 Arch Street**, including office spaces, common areas, exterior entrances, vestibules, corridors, restrooms, and stairwells. Additionally, smoking is not allowed in front of **any** entrance to the building. Please inform all of your employees about this strict rule.
- **Gambling and other such immoral or unlawful practices are strictly forbidden**.
- **No intoxicating liquor shall be sold in any part of the building**. The Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of the Landlord or its employees, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation to these Rules & Regulations.
- **No animals**, except “seeing-eye” trained dogs or birds, are permitted on the property. Caged or leashed pets may be transported to and from the garage. No animals should EVER be left unattended in the garage at any time.
- **Bicycles, skateboards, in-line skates or other vehicles shall NOT be allowed in or around the building**.
- **Canvassing, soliciting or peddling in the building is strictly prohibited** and each Tenant shall cooperate to prevent these activities.

**Lobby - Rules & Regulations**

- No solicitors
- No bicycles, roller-blades, roller skates, or skateboards.
- **No handcarts or 2-wheel carts**. All deliveries should come through the loading dock.
- Shoes and shirts must be worn at all times.
• No disorderly conduct.

**Common Area - Rules & Regulations**

• Tenants are not to obstruct sidewalks, doorways, vestibules, halls, stairways, and other similar areas. These areas are not to be used by any tenant for purposes other than ingress and egress to and from their respective leased premises, and/or for going from one part of the building to another.

• Corridor doors, when not in use, should always be kept closed.

• Nothing shall be swept or thrown into corridors, halls, elevator shafts, or stairways.

• No consumption of alcohol is permitted in any common areas of the building without the prior written consent of CBRE Management.

• Tenants shall not use or keep in the building any flammable or explosive fluids or substances.

• No acids, vapors, or other material shall be discharged into the waste lines, vents or ductwork of the building. The water closets and other plumbing fixtures in or serving any Tenant’s Premises shall not be used for any purpose other than that for which they were designed or constructed, and no floor sweepings or other debris shall be deposited therein. Any damage resulting to the same from misuse by Tenant, its agents, licenses, or guests shall be repaired by the Building Management at the sole expense of the Tenant.

**Bicycle - Rules & Regulations**

• Bicycle racks exist on the sidewalk adjacent to the building along New Hawley Place. Bicycle racks are for the use of 33 Arch Street building tenants **ONLY**.

• **New Hawley Place is a fire lane and as such must be kept clear at all times. All bicycles need to be kept on the sidewalk and off the street.**

• Overnight bicycle parking is **NOT** permitted (11pm- 5am).

• The building owner and the building manager are **NOT** responsible for lost, stolen or damaged property. Bicyclists should park at their own risk.

• Management encourages all riders to fully and completely secure their personal property. Building security staff will take notice of suspicious or foul activities near the bike rack but also assumes no responsibility for lost, stolen or damaged property.

• Bicycles are **NOT** permitted inside the building at any time (this includes the lobby, garage and loading dock)

• **Bicycles must have a bike permit. Please stop by the management office to register your bike.**

• **All bicycle users must sign a bicycle rack user agreement prior to receiving a bike permit.** See the Bicycle user agreement in the Tenant Forms section of this manual.
Tenant Office Space - Rules & Regulations

- Tenants shall not install window shades, blinds, drapes, or any other window treatment of any kind whatsoever in addition to or instead of the building standard blinds without the prior written approval of the Management Office.
- No birds or animals shall be brought into or kept in, on, or about any tenant’s leased premises (with the exception of “seeing-eye” animals).
- No part of a Tenant’s premises shall be occupied at any time as sleeping quarters.
- Tenants shall not employ any person other than the building’s cleaning and maintenance personnel for the purpose of cleaning. Tenants shall cooperate with CBRE’s employees in keeping the building neat and clean.
- Tenant shall not make or permit any vibration or improper, objectionable, or unpleasant noises or odors in the building, or otherwise interfere in any way with other tenants or persons having business with them.
- No machinery of any kind (other than normal office equipment) shall be operated by any tenant on his leased area without Landlord’s prior written consent.
- No vending or dispensing machines of any kind may be maintained in any leased premises without the prior written permission of the Landlord.
- Should a Tenant’s Premises become infested with vermin, such Tenant, at its sole cost and expense, shall be responsible for exterminating its Premises by such exterminators as shall be approved by Building Management, at such times and to such extent as the Landlord deems necessary – unless it is clearly demonstrated that such infestation is caused by another party.
Parking Garage – Rules & Regulations

- The 33 Arch Street Parking Garage is a public garage open 24 hours per day, 7 days per week. Entry gates are closed at night and on weekends for security purposes but open immediately whenever an automobile approaches.

- The 33 Arch Street Parking Garage is a Pay-On-Foot Facility. Please take your parking card with you and pay at one of the machines located in the 33 Arch Street lobby or the Franklin Street Lobby before returning to your vehicle. These machines accept cash and most major credit cards.

- Transponders are given to monthly parkers to allow access in and out of the garage. Please place the transponder on your windshield in accordance with the instructions distributed with it.

- If you have any questions about monthly parking, parking rates, or the 33 Arch Street Garage in general, please contact the LAZ Parking Garage Office at (617) 204-9268.
TENANT SERVICES

- Lost and Found
- Energy Conservation/Sustainability
- HVAC
- Service Areas/Work Orders
- Mail/Deliveries
- Loading Dock
- Signage/Directories
- Waste Removal/Recycling
Lost and Found
Please report any lost or missing items to CBRE Management. Items found on the premises will be kept in a “Lost & Found” in the CBRE Management office on the 31st floor. If you wish to claim or report a lost or stolen item, please call (617) 951-0630.

Energy Conservation/Sustainability
33 Arch Street and CBRE are committed to providing an eco-friendly environment wherever possible. Some of our methods include “Green Cleaning”, purchasing of Green Seal products, and a full recycling program. We are happy to partner with your organization in assisting you to achieve your own sustainability objectives. We are an EnergyStar building and a candidate for LEED-EBOM Gold Certification.

CBRE Management strives to reduce operating costs for both the entire building and each individual tenant. Please encourage your employees to turn off all lights, computers, coffee makers, and other electronic devices upon leaving the building. Our intelligent management coupled with your cooperation will poise 33 Arch Street as a leading property in energy conservation.

HVAC
Heating and air conditioning are provided Monday through Friday from 7:00 AM until 6:00 PM (unless your lease specifies otherwise). To request additional hours for these services, please fill out a service request on the 33 Arch Street website (see instructions below). This request must be received at least 24 hours in advance. The cost for additional HVAC will be charged in accordance with the terms of your lease.

Work Orders/Service Areas
SERVICE AREAS

Mechanical rooms, telephone and electrical closets, and other building infrastructure are strategically located within the building to minimize interference with use of its office space. These service areas are an integral part of the building’s mechanical system and are not to be used for storage or any other purpose other than their designated use. Should any contractor need access to these areas, you must contact Building Management.
**SERVICE COSTS**

Unless explicitly stated otherwise within the terms of your lease, service calls will be charged as follows:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>SERVICE</th>
<th>COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC</td>
<td>Additional Air Conditioning</td>
<td>As stated in your lease</td>
</tr>
<tr>
<td>Electric</td>
<td>Bulb/ballast Replacement</td>
<td>Cost plus 20%</td>
</tr>
<tr>
<td>Engineering &amp; Maintenance</td>
<td>Sprinkler shut-down, light replacement, carpentry, and other non-base building requests</td>
<td>$60.00 per hour regular (30 minute minimum) plus materials</td>
</tr>
<tr>
<td>Chief Engineer</td>
<td>Same as above</td>
<td>$75.00 per hour overtime (4 hour minimum) plus materials</td>
</tr>
<tr>
<td>Janitorial</td>
<td>Day Porter Services (extra cleaning during day, etc.)</td>
<td>$30.00 per hour (30 minute minimum)</td>
</tr>
<tr>
<td>Janitorial</td>
<td>Extra Trash or Recycle Removal</td>
<td>$25.00 per large hamper</td>
</tr>
<tr>
<td>Janitorial</td>
<td>Additional Cleaning Services</td>
<td>Contact Property Management Office for quote</td>
</tr>
<tr>
<td>Security</td>
<td>Additional / Special Details</td>
<td>$35.00 / hour</td>
</tr>
<tr>
<td>Security</td>
<td>Photo ID Card</td>
<td>$20.00 / card</td>
</tr>
</tbody>
</table>

33 Arch Street employs a skilled and responsive team of Maintenance personnel. The Chief Engineer and his team strive not just to respond promptly and thoroughly to every tenant request, but to also maintain the building and its systems in such impeccable condition as to prevent any problems that might affect you.
ONLINE SERVICE REQUEST SYSTEM

In order to use the Tenant Request feature of the 33 Arch Street website, you must first set up your tenant account. Please see the www.33archstreet.com page in the General Information section of this Tenant Manual for instructions on how to do this.

To make a service request online:

1. Go to www.33archstreet.com
2. Select the “Tenant Services” Tab from the top toolbar
3. Enter your email address and password
4. Click the “New Request” option and you will see the following screen:
5. Fill in the location, subject and priority of the request, along with a brief description of the issue.
6. Click ‘Submit’

You can come back to the Tenant Services page on the www.33archstreet.com website at any time to track the status of your service request. When your request has been filled, you will receive an email notification.

To make a service request offline:

If you should encounter any difficulties with the online system, service requests can also be made by telephone:

1. Call the Management Office at (617) 951-0630. For emergencies, please call the Security Control Center at (617) 737-1171.
2. If there is no answer, leave a detailed message with your service request.
Mail/Deliveries

U.S. POSTAL SERVICE

The 33 Arch Street Mailroom is located in the lobby, immediately outside of the Freight Elevator.

Please be sure to notify all parties with whom you do business of your new mailing address. All incoming mail should be addressed as follows:

Your Company Name  
33 Arch Street, Suite XXXX  
Boston, MA 02110  
*Please make sure to include your suite number or floor number

Incoming Mail

Incoming mail will be delivered directly into your assigned mailbox. Incoming mail will usually be delivered and sorted by 2:00 PM.

Outgoing Mail

Outgoing mail can be dropped in the Outbox located in the 33 Arch Street Mailroom. Mail can also be taken to the Post Office on Milk Street or dropped in any of the convenient local post office boxes.

Other Mail Services

General postal services are not available in the 33 Arch Street Mailroom. The closest post office in proximity of the building for all of your postal needs is:

Milk Street  
31 Milk Street Lobby  
Boston, MA 02109  
800 ASK-USPS (275-8777)  
Hours M-F 7:30 AM to 7:00 PM

Fed Ex and UPS pick up boxes are located near the freight elevator vestibule for your convenience. These boxes are emptied at the end of every business day.

DELIVERIES

ARCH STREET SECURITY WILL NOT SIGN FOR ANY PACKAGES OR DELIVERIES.

UPS, FEDEX, DHL, ETC.
Personnel from nationally recognized delivery companies are the only delivery persons who will be allowed access to Tenant floors in 33 Arch Street. During normal business hours, these delivery persons will be treated as general contractors and can go to the office floors to make deliveries and pick-ups from your suite. Please make arrangements with one of these vendors for all of your package and overnight mailing needs.

**COURIERS**

Courier delivery persons will NOT be granted access to the tenant office floors at 33 Arch Street. Security will call a representative of your company to come to the lobby and greet the courier, sign for the delivery, and take it upstairs. Please have a designated person or persons ready to perform this task. After normal business hours, if no one from your company is present to sign for a delivery, the courier will be turned away and asked to return on the next business day. Security will not under any circumstances sign for a delivery.

**FOOD & FLOWER DELIVERIES**

Large food deliveries (i.e. catered events that require set-up or food service) should be pre-scheduled with the security manager or building management. Large food deliveries should enter the building through the loading dock and utilize the freight elevator to access the appropriate tenant floor. DELIVERIES

**ALL OTHER DELIVERIES**

All deliveries to 33 Arch Street (other than those listed on the previous page) must be pre-scheduled and come through the loading dock. The loading dock is open Monday to Friday from 6:00 AM until 7:30 PM. Deliveries can also be scheduled for after hours and weekends when arranged in advance with CBRE Management. The tenant receiving such deliveries will be responsible for the overtime charges for security and management personnel. **Space in the loading dock is limited and no vehicle will be allowed to park for more than 30 minutes at a time. This rule is strictly enforced.**

**Loading Dock**

33 Arch Street shares its loading dock with its retail neighbor, 350 Washington Street. Due to limited space and security concerns, all vehicles and persons who enter the loading dock must be pre-cleared by security. If you are expecting a delivery that must come through the loading dock, please pre-schedule it (see procedure under “Deliveries”).

**Vehicles that are not pre-cleared by security will be turned away.**
The Loading Dock is open from 6:00 A.M. to 7:30 P.M. Monday through Friday. All deliveries to 33 Arch Street (other than those listed on the previous pages) must be pre-scheduled and come through the loading dock. Vehicle access to the loading dock is possible via the entrance on Arch Street only. Security patrols this entrance whenever the building is open and will only allow pre-registered or pre-cleared vehicles into the loading dock.

**To schedule a delivery online:**

Please email the director of security, Pat Crowley at pcrowley@nesecurity.com

**To schedule a delivery offline:**

Please call Pat Crowley directly at (617) 737-1171

Pat Crowley will return your call or email to confirm that your delivery is scheduled or will suggest alternative times if there is a conflict.

**Maximum Truck Size Allowed in Loading Dock:**

Max Length (truck & trailer): 28 feet

Max Height: 13 feet 6 inches

*Note: if your delivery requires special assistance from building management, or security please call the security manager at (617) 737-1171 or the CBRE Management Office at (617) 951-0630 to make arrangements.*

**SERVICE ELEVATOR**

Elevator car #13, located off of the high-rise elevator bank, is the freight /service elevator. This car should be utilized for all deliveries, particularly those that require a handcart or dolly (as such items are not allowed in the lobby at any time). During normal business hours a uniformed security officer attends the freight elevator.

**Dimensions**

The dimensions of the freight elevator are:

5’0” deep by 7’0” wide with a max height of 11’0”

3,500 lb. Weight Limit

4’6” wide by 7’11” high Door Opening
Scheduling

The freight elevator is open for the use of delivery personnel, Monday through Friday from 6:00 A.M. until 6:00 P.M. If you expect a delivery that will tie up the freight elevator for more than 15 minutes, or if you need to reserve the freight elevator for after-hours or weekend use, please do so in advance by calling CBRE Management at (617) 951-0630. Please give at least 24 hours’ notice prior to the required start time.

Signage and Directories

Only building standard signage is permitted on any multi-tenant floor in areas that can be seen by the public. All other signage on full-floor tenant floors is left to the discretion of the tenant, but must be approved by the Landlord before installed.

For the privacy and protection of our tenants, 33 Arch Street has elected to omit lobby directory signage except where tenant leases dictate otherwise. Should you desire such directory information, please contact the CBRE Management Office at (617) 951-0630.

Waste Removal/ Recycling

All waste removal is provided by the cleaning service on a nightly basis. Please label any boxes or large items with “Trash” if they are to be removed at night. Otherwise, the cleaners will not know to take them away.
RECYCLING

33 Arch Street is proud to be an active participant in the “go green” movement. Together with our tenants and vendors, we strive to create a more eco-friendly workplace. The cleaners will empty your recycling into our single stream receptacle which is then recycled by our vendors.

The following is a list of recyclable items:

- Copy Paper
- Cardboard
- Colored Paper
- Envelopes
- Fax Paper
- File Folders
- Magazines
- Manila Folders
- Newspapers
- White Paper
- Plastics (No. 1 through 7)
- Aluminum and Foil Cans
- Glass
- Paper/Styrofoam Plates & Cups
Moving Procedures
To ensure the safe and orderly removal and delivery of personal property at 33 Arch Street, please follow the guidelines specified below. The delivery and removal of property will be prohibited without the proper notification to CBRE Management, as described below. Access to the property for the moving contractor will also be prohibited without evidence of proper insurance, as outlined under the Insurance Requirement Section.

NOTIFICATION REQUIREMENTS
To ensure the proper scheduling of the freight elevator and loading dock, CBRE Management requests that arrangements be made with the management office at least two weeks in advance of any tenant moving activity. All moves are scheduled on a first come, first served basis.

Please provide the following information to the management office at least two weeks prior to your move:

1. Date and time of the proposed move and all of its phases (if applicable)
2. Anticipated duration of move and each of its phases (if applicable)
3. Tenant contact name and telephone number
4. Name of the Moving Company
5. Certificate of Insurance for Moving Company

The freight elevator is available during the following times only:

Monday through Friday: Before 6:00 AM or after 10:00 PM
Saturday and Sunday 6:00 AM until 12:00 Midnight

Please work with your moving contractor to provide evidence of liability insurance. The moving company must be bonded and carry a minimum of $2 million combined single limit, property damage and public liability insurance.
BUILDING ACCESS INFORMATION- SIZE RESTRICTIONS

<table>
<thead>
<tr>
<th>Loading Dock Dimensions</th>
<th>Maximum Truck Size</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maximum Length (truck &amp; trailer): 28 ’</td>
</tr>
<tr>
<td></td>
<td>Maximum Height: 13 ’ 6 “</td>
</tr>
</tbody>
</table>

| Freight Elevator Dimensions | Interior Dimensions: 5’0” deep, 7’0” wide |
|                            | Maximum Height: 11’ |
|                            | Door Opening: 7’11” high, 4’6” wide |

TENANT RESPONSIBILITY

Moves must be handled by a union moving company. If you are having difficulty making arrangements with a union company, please call CBRE Management and we will assist you.

The tenant is responsible for any and all damage that occurs to the building as a result of the moving company. The tenant is responsible for the removal of all moving boxes and other debris from the building and the site. If necessary, CBRE Management can make arrangements for the disposal of such materials at the sole cost of the Tenant. It is recommended that the tenant arrange for the mover to dispose of all debris.

MOVING COMPANY RESPONSIBILITY

The Moving Company must provide a Certificate of Liability Insurance to the Management Company. Please see the “Insurance” section of this Tenant Handbook for Insurance Guidelines and Instructions for Submitting Certificate.

The moving company is responsible for providing floor protection and other materials necessary to protect 33 Arch Street during the move. The mover will pad and otherwise protect all entrances and common areas. Damages incurred during all moves are the responsibility of the Tenant.

The building has a strict NO SMOKING policy. Moving crewmembers are not permitted to smoke in any area of the building.
PARKING

Parking Site Office..................................................................................................................617) 204-9268

The 33 Arch Street Parking Garage is an 815 vehicle parking facility. Vehicles can enter and exit
the garage from Hawley Street immediately underneath 33 Arch Street. The garage consists of
two parts, the Blue Garage (within 33 Arch Street) and the Red Garage (above 350
Washington). Two elevator banks allow pedestrian access to the garage: the Arch Street Lobby
Garage Elevator Bank and the Franklin Street Lobby Garage Elevator Bank.

The maximum clearance in the garage is 6’7”

Pay-On-Foot Facility

The 33 Arch Street Parking Garage is a “Pay-On-Foot” facility. Please take your parking ticket
with you when you exit the garage and use it to pay in either the Arch Street Lobby or the
Franklin Street Lobby before returning to your vehicle. Parking machines are located in both of
these locations. Machines accept cash and most major credit card and can print customer
receipts.

Parking Site Office

The 33 Arch Street Parking Site Office is located on level P-2 of the Blue Garage, just outside of
the vehicle entrance and exit. Should you have any trouble within the parking garage or with
the parking system, please contact the Garage Manager at (617) 204-9268 or stop into the site
office for a visit. Monthly parking passes and rates are available as well – contact the site office
for more details.
CONSTRUCTION MANUAL

• Requirements
  o Landlord Requirements
  o Insurance Requirements

• Building Access & Procedures
  o Parking
  o Building Access
  o Security

• Building Information
  o 33 Arch Street Hours of Operation
  o Management Office
  o Questions and Further Information
  o Elevators
  o Access to Other Building Areas

• Deliveries
  o Loading Dock
  o Scheduling Deliveries
  o Delivery Procedures

• Labor Policy
  o Labor Supervision
  o Workers

• Specific Work Requirements
  o Housekeeping
  o Material & Debris
  o Demolition
  o Air Conditioning / Ventilation
  o Plumbing
  o Ceiling
  o Electrical
  o Sprinkler / Fire Alarm Systems
  o Life Safety System / Fire Alarm Procedure
Requirements
Prior to the commencement of any work within 33 Arch Street, Tenant must submit the following items to:

Deliver to:

CBRE Management
33 Arch Street, 31st Floor
Boston, MA 02110
Phone: (617) 951-0635
Fax: (617) 951-0639

1. Cover letter of intended construction, alteration, and installation including the proposed construction schedule from Tenant
2. List of all Contractors and Sub Contractors (for Landlord approval), and the specific persons who will be working on site
3. List of all vehicles that will park in the 33 Arch Parking Garage during construction, including vehicle, owner, and plate information
4. Two (2) complete sets of plans with specifications, for approval.
5. Certificate of Liability Insurance from general contractor and all sub-contractors. (Please be sure that these meet the requirements outlined below).
6. Copies of all building electrical fire alarm, smoke detector bagging, etc permits (City of Boston Building Permits must be posted conspicuously on the job site)
7. Prior to work commencement all Sub Contractors / Contractor personnel must obtain Building Identification Cards from 33 Arch Street Management. Please call (617) 951-0630 to arrange a time for all workmen to take their ID card pictures, if applicable.

INSURANCE REQUIREMENTS

All policies must be taken out with insurers acceptable to CB Richard Ellis – N.E. Partners, LP and its institutional partners. The contractor shall provide and deliver certificates of insurance to CB Richard Ellis – N.E. Partners LP at least 10 days prior to any work commencing. All policies shall state that at least thirty (30) days prior written notice will be delivered to CB Richard Ellis – N.E. Partners, LP by the insurer prior to termination, cancellation, or material change of such insurance.

Each certificate is to bear an original signature of an authorized representative of the insuring firm. If a computer printed or other non-standard form is used, it must bear the title “Certificate of Insurance” and provide all the required data, including the original signature.
PLEASE NOTE THAT OUR REQUIREMENTS HAVE RECENTLY CHANGED.

Waiver of Subrogation:
All vendor insurance policies must contain a waiver of subrogation endorsement in favor of the additional insured. This is applied to Commercial General Liability, Excess Liability, and Worker’s Compensation.

Cancellation:
All policies must provide no less than thirty (30) days’ notice of cancellation to the certificate holder, or ten (10) days’ notice in the event of nonpayment of premium.

Coverage:
Commercial General Liability: $1,000,000 per occurrence
Excess Liability (Umbrella): $3,000,000 per occurrence
Automobile Liability: $1,000,000 per occurrence
Worker’s Compensation: $500,000 per accident and disease; $500,000 policy limit

Additional Insured:
T-C 33 Arch Street LLC, Teachers Insurance and Annuity Association of America (TIAA), CB Richard Ellis-N.E. Partners, LP and CBRE, Inc. are listed as additional insured.

If a blanket additional endorsement is provided, Teachers Insurance and Annuity Association of America (TIAA) and/or the TIAA ownership entity will no longer be required to be named specifically on the policy or by endorsement as additionally insured.

Certificate Holder:
T-C 33 Arch Street LLC
c/o CB Richard Ellis – N.E. Partners, LP
33 Arch Street, 31st Floor
ATTN: Management Office
Boston, MA 02110
Building Access & Procedures

Parking

- NO parking is allowed in the loading dock, on Arch Street, or on Hawley Street.
- Contractors should park off site or in 33 Arch Street Parking Garage. Reduced rate contractor parking passes may be available – please contact our Garage Manager, Habtom Hadgu at (617) 204-9268 to inquire about availability.
- Contractors should supply a full list of all vehicles that will be parking in the 33 Arch Street Garage to the Management Office before work commences.
- Any vehicle illegally parked is subject to ticketing or towing at the owner’s expense.
- No Oversize Vehicles In Parking Garage (6’7” Maximum Height).
- Oversized vehicles will be turned away or towed from garage.

Building Access

- All construction workers (contractor and subcontractors) must enter the building ON FOOT through the loading dock.
- All constructions workers must obtain a Building ID Card from the Security Officer posted at the top of the Loading Dock Ramp before starting to work at 33 Arch Street. This Building ID Card must be carried at all times while on site.

Note: A more permanent card can be provided for workers here for days / weeks at a time. This card need not be turned in every day. Please call Building Management at (617) 951-0630 to inquire about this option.

- The loading dock entrance is located on Arch Street. If parking in the garage, please exit the blue garage elevators in the 33 Arch lobby and exit through the Arch Street doors to access the loading dock.
Security

ALL CONTRACTORS AND SUBCONTRACTOR PERSONNEL MUST CHECK IN & OUT WITH SECURITY EVERY DAY.

CONTRACTOR BADGES MUST BE VISIBLY WORN AT ALL TIMES.

Contractor Check In

- All workers must sign in with Dock Ramp Security Officer at top of Loading Dock Ramp at the start of each day.
- Workers must obtain Building ID Card from Dock Officer and wear in a visible location at all times while on-site.

Contractor Check Out

- Before leaving the site, please return Building ID Card to the Dock Ramp Security Officer and sign out.
- No Contractor ID Cards may leave the premises.
- Failure to return ID card before leaving the premises will result in having to surrender a driver’s license or similar photo identification card at the start of each day in exchange for Building ID Card. Photo ID will be returned at the end of the day when Building ID is returned.

Contractors must adhere to all building rules & regulations and cooperate fully with Security, Management and Maintenance personnel. Failure to follow these rules will result in the Contractor, Sub-Contractors and the specific personnel being denied access to the building.
Building Information
33 Arch Street Hours of Operation*

Except on building holidays*, 33 Arch Street is open during the following hours:

<table>
<thead>
<tr>
<th>Time Duration</th>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Hours**</td>
<td>Monday – Friday</td>
<td>6:00 A.M. – 3:30 P.M.</td>
</tr>
<tr>
<td>Material Loading/Delivery Hours**</td>
<td>Monday – Friday</td>
<td>10:00 P.M. – 6:00 A.M.</td>
</tr>
<tr>
<td>Business Hours</td>
<td>Monday – Friday</td>
<td>6:00 A.M. – 8:00 P.M.</td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>8:00 A.M. – 1:00 P.M.</td>
</tr>
<tr>
<td>Lobby Hours</td>
<td>Monday – Friday</td>
<td>7:00 A.M. – 7:00 P.M.</td>
</tr>
<tr>
<td></td>
<td>Saturday &amp; Sunday</td>
<td>7:00 A.M. – 3:00 P.M.</td>
</tr>
<tr>
<td></td>
<td>Sunday Closed</td>
<td></td>
</tr>
<tr>
<td>33 Arch Street Cleaning Hours</td>
<td>Monday – Friday</td>
<td>6:00 A.M. – 10:00 P.M.</td>
</tr>
<tr>
<td>Garage Hours</td>
<td>Monday – Sunday</td>
<td>24 Hours</td>
</tr>
</tbody>
</table>


** Demolition Work will be required to take place after hours.

*** All hours are subject to change at Building Management’s discretion

Weekend work will be reviewed on a case-by-case basis.

The 33 Arch Parking Garage is open 24 hours per day, 7 days per week. Since the lobby and garage are open to the public at all times, it is imperative that the following rules be followed:

Unless prior written permission is obtained from the CBRE Management disruptive work (demolition, etc.) must be done After Business Hours.

NO EXCEPTIONS!

Questions and Further Information

Should you have questions about the building, its systems, or the rules and regulations presented in this Construction Manual, please feel free to contact the management office at (617) 951-0630, or by email at Maria.Gebelein@cbre-ne.com.
ELEVATORS

Passenger Elevators:

The passenger elevators in both high and mid-rise elevator banks are for building tenants and their guests only and should not be used by contractors, unless specifically provided otherwise.

Interior Dimensions: 5’6” deep, 7’0” wide.

Door Opening: 7’0” high x 3’6” wide

Freight Elevator:

The Security Manager will coordinate use of the freight elevator for material loading and deliveries. Use of the freight elevator other than in times specified below, should be pre-arranged with the Management Office. Please call the management office at (617) 951-0630.

Interior Dimensions: 5’0” deep, 7’0” wide.

Maximum Height: 11’

Door Opening: 7’11” high x 4’6” wide

Maximum Capacity: 3,500 lbs.

Freight Elevator Schedule*:

<table>
<thead>
<tr>
<th>Tenant Use</th>
<th>Monday – Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction / Contractor**</td>
<td>6:00 AM – 3:30 PM</td>
<td>6:00 PM – 10:00 PM</td>
</tr>
<tr>
<td>33 Arch Street Cleaning</td>
<td>6:00 AM – 3:30 PM</td>
<td>6:00 PM – 10:00 PM</td>
</tr>
<tr>
<td>Material Loading / Delivery</td>
<td>10:00 PM – 6:00 AM</td>
<td></td>
</tr>
</tbody>
</table>

*All hours are subject to change at Building Management’s discretion

** Contractors must relinquish use of the freight to building tenants during these hours

BUILDING MANAGEMENT MUST APPROVE ANY EXTRA LONG OR OVERSIZED MATERIALS THAT MUST BE HANDLED OR TRANSPORTED IN THE ELEVATOR. MANAGEMENT WILL COORDINATE WITH THE ELEVATOR COMPANY TO HELP WITH THESE PROCEDURES. THERE WILL BE A CHARGE TO THE TENANT AND / OR CONTRACTOR FOR THIS SPECIAL SERVICE.

No material or equipment is to be carried underneath the elevators at any time.
Access to Other Building Areas

Please contact John Whalen at (617) 951-0632 if you require access to other floors, mechanical rooms, or other building areas.

Deliveries

LOADING DOCK

The 33 Arch Street Loading Dock is shared with the retail building at 350 Washington Street. In order to ensure efficient management of deliveries for both properties, the following rules and regulations MUST BE FOLLOWED.

1. MAXIMUM TRUCK SIZE:
   - Max Length (truck & trailer): 28 ‘
   - Max Height: 13 ‘6’’
   - Larger Vehicles WILL NOT fit into the loading dock and will be turned away.

2. For security purposes, All Deliveries must be scheduled with the Security Manager. Please see below for procedure.

3. ALL deliveries to 33 Arch Street must enter / exit the building through the loading dock. The driver MUST first check in with the Security Officer stationed at the top of the Loading Dock Ramp before proceeding into the Loading Dock.

4. ALL deliveries to tenants must be delivered via the freight elevator only, which can be accessed only via the loading dock.

5. NO deliveries will be allowed to enter or exit the lobby area or via the passenger elevators.

6. If a delivery is properly scheduled it will be on the daily list with the Dock Ramp Security Officer. NO delivery will be allowed unless the name is on the daily list.

SCHEDULING DELIVERIES

Unless prior written approval from the Landlord is obtained,

NO deliveries will be accepted between

6:00 am – 10:00 pm Monday through Friday.

Please see Freight Elevator Schedule above.

The Contractor / Tenant are expected to bear any and all additional costs incurred from the use of overtime security and / or management personnel. The following rates apply:
Overtime Hours

<table>
<thead>
<tr>
<th>Overtime Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>10:00 PM – 6:00 AM</td>
</tr>
<tr>
<td>Saturday</td>
<td>After 1:00 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>24 Hours</td>
</tr>
</tbody>
</table>

Overtime Rates: Please Contact the management office

To Schedule a Delivery:

All deliveries must be scheduled with and approved by the Dock Master. Please do not assume that a delivery is scheduled until you have confirmation from the Dock Master. You may schedule a delivery in any of the following ways:

1. Call (617) 737-1171 and speak directly to Pat Crowley, Security Manager or leave a voice message.
2. Email pcrowley@nesecurity.com
3. Visit the Dock Master’s office in the loading dock

The Security Manager checks messages frequently and will always return messages with a confirmation or to suggest an alternative day and time should there be a conflict.

Materials or debris should NEVER be left unattended in the loading dock.

Delivery Procedures

Protect all finished floor, walls, and doors with appropriate materials, and maintain this protection as needed throughout the entire construction period. Protect doors and walls on material handling routes. Remove all protection when work is completed.
Labor Policy

Only union contractors and personnel may work at 33Arch Street. In order to avoid labor disputes, contractors shall employ only union labor as will, to the satisfaction of the building manager, work in harmony with other contractors and individuals employed by the building and shall not use materials or means which might cause labor disputes or work stoppages at any time.

LABOR SUPERVISION

1. General contractor must have a superintendent or foreman on the premises at all times when work is in progress. NO EXCEPTIONS.

2. The project and building areas having anything to do with the project shall be policed at all times. Such areas shall be continually kept clean and orderly. If necessary, please vacuum the public lobby / lobbies on the floors where work is taking place.

3. The Contractor is responsible for the cleanliness of all areas in which work is in progress, including the elevators and any affected lobbies. The building will charge the Tenant for any cleaning made necessary as a result of construction activities.

Workers

1. NO SMOKING anywhere on the premises at any time.
2. Workers shall not loiter or eat in the main lobby.
3. Workers should not pass through main lobby if it can be avoided.
4. Workers shall only use the freight elevator when moving between floors or accessing the Loading Dock.
5. Workers shall only use stairwells in the case of a building emergency.
6. Workers shall only use the restrooms assigned.
7. Workers shall be in designated work areas only.
8. Workers shall keep out of all occupied areas.
9. Do not clean paint brushes, tools, or similar items in any plumbing fixtures, with the exception of the sink in the janitor’s closets, and even then only with the explicit permission of building management.
10. Contractor shall make arrangements with building management to obtain necessary security passes for all personnel prior to performing work on the premises.
Specific Work Requirements

Housekeeping

1. Work and access areas are to be maintained in broom clean condition.
2. Use of doormats at doorways is required.
3. Containers and trash from food / beverages shall be emptied daily.

Material and Debris

Construction Dumpsters may only be in loading dock area during scheduled cleaning times. **Do not leave construction debris in the loading dock for any period of time.** Please schedule cleaning hours during Material Loading / Delivery Hours. Dumpster delivery and removal must be scheduled with the Dock Master.

Other Rules:

1. Please schedule all material deliveries and removals with the Dock Master. No materials are to be left unattended in the loading dock at any time.
2. All removal of construction debris and/or stocking of materials must be done during Material Loading / Delivery Hours. Please see Hours of Operation section.
3. All construction materials must be recycled accordingly, with documentation provided to the management office.

DEMOLITION

Unless explicit approval from the Landlord is granted to do such work at other times, **all demolition is to be done from 6:00 PM to 6:00 AM Monday through Friday.**

1. **Air Conditioning / Ventilation**
   1. All construction areas must be properly ventilated with either temporary HEPA type filters or fresh air, as the weather allows. No odors (i.e. paint, adhesives, etc.) shall leave the construction area.
   2. The permanent HVAC system (PAC units on each floor, VAV boxes, etc.) shall not be used until there is no possibility of dust (such as that generated by drywall taping and sanding, sweeping, etc) entering the system.
   3. System must be balanced at completion of job.
   4. Tenant must furnish a balancing report to the Landlord.
   5. All unused ductwork must be removed.
   6. All condensate lines are to be insulated rigid copper tubing.
   7. As-built H.V.A.C. drawings must be giving to Landlord upon completion.
Plumbing

1. Plumbing risers **CANNOT** be shut down during Building Hours.
2. Exposed plumbing is **NOT** permitted.
3. All unused fixtures and piping must be removed and/or capped at their respective risers.
4. Plastic/PVC piping is **NOT** permitted.
5. Contractor must provide lead or fiber shields between hangers and clamps for copper pipe.
6. Sleeves are to be provided for each pipe passing through walls, partitions, floors or slabs and must be fire sealed if required.
7. All fixtures installed must have a local shutoff valve, and wherever two or more fixtures are in the same area, there must be a valve to control all fixtures as well as a shut-off valve at the riser.
8. All piping exposed to exterior elements or conditions must be insulated and heat traced.

Ceiling

1. All ceilings shall meet all building department requirements.
2. All ceilings are to be installed in strict accordance with the manufacturer’s specifications.
3. Access panels are to be provided wherever necessary for inspection, maintenance, and/or controls relating to air-conditioning, plumbing, or other building services.

Electrical / Telephone / Fire Alarm

1. Landlord will reasonably approve where and how power, telephone, data and other wires are to be installed in the Premises. No boring or cutting for wires shall be allowed without the Landlord’s consent.
2. Under no circumstances will wiring be allowed above the beams or between the deck flutes **NO EXCEPTIONS**.
3. Access to building electrical / telephone / fire alarm closets will be restricted. Coordinate all access requirements with building management.
Sprinkler / Fire Alarm Systems

Shutdows of the sprinkler or fire alarm systems shall be coordinated with the Chief Building Engineer. Please call (617) 951-0632 to schedule. Any overtime work requiring the building systems to be shut down will require Building Engineer to be present. The tenant/contractor will pay the cost of the Engineer at the rates provided in this document. The building’s fire alarm contractor will tie-in all additional devices to the building fire alarm system.

Fire Alarm Contractor

J&M Brown Company
267 Amory Street
PO Box 237
Jamaica Plain, MA 02130
(617) 522-6800
Fax: (617) 522-6422

Life Safety System / Fire Alarm Procedure

- Construction activity may cause smoke detectors to activate, causing disruptions and a possible false fire alarm fine. Therefore, the system must be disarmed daily when work is being done and then re-armed for the remainder of the day. Contractors should NOT tamper with or bag smoke detectors without the specific permission of Building Management and a permit from the City of Boston Fire Department.
- Forty-Eight hour (two days) notice is required to disarm the system.
- Five days notice is required whenever the Life Safety System will need to be tested. This will usually be scheduled after Normal Business Hours.
- Permission to disarm or bag any fire alarm device will NOT be granted unless a copy of a Boston Fire Department Permit is on file in the Management Office.
- All arrangements should be made through CBRE Management and the Building Engineer. Any associated costs for a false alarm will be charged to the Tenant / Contractor.
- NO EXCEPTIONS
PUBLIC TRANSPORTATION

- Subway
- Commuter Rail
- Bus Service
- Driving Directions
  - From Points West
  - From Logan Airport
  - From Points North
  - From Points South
  - From 33 Arch to Major Highways
33 Arch Street is just a short walk from all four MBTA Subway Lines.

**From Park Street Station (Green and Red Lines):** Exit station onto corner of Boston Common. Walk up Tremont Street away from the Park and turn right onto Bromfield Street just past Suffolk Law School. Cross Washington Street through Downtown Crossing and turn left onto Hawley Street. Enter 33 Arch Street.

**From Downtown Crossing Station (Orange and Red Lines):** Exit station onto Washington Street. Turn right and walk along Washington Street until you see Marshall’s. Turn right onto Franklin Street and then left onto Hawley Street. Enter 33 Arch Street.

**From State Station (Blue and Orange Lines):** Exit station onto Washington Street. Turn left and walk along Washington Street. Turn left onto Franklin Street and then left onto Hawley Street. Enter 33 Arch Street.
33 Arch Street is just a short walk from both North Station & South Station

From North Station: Walk along Causeway Street toward Lancaster Street. Turn left onto Merrimac Street. Merrimac becomes Congress Street. Follow for about half a mile and then turn right onto Franklin Street. From Franklin turn left onto Arch Street.

From South Station: Walk along Summer Street away from South Station. Turn right onto Devonshire Street and then left onto Franklin. Follow Franklin and turn right onto Arch Street.
Bus Routes #92, 93, 459, 7, 504, 553, and 558, among others, are easily accessible from 33 Arch Street. Also, South Station is less than half a mile away, offering long distance bus service to Cape Cod, New Hampshire, New York and points beyond.

Bus Stops are located on Franklin Street, Milk Street, Devonshire Street, Washington Street, Federal Street, Otis Street, and Summer Street – all of which are within easy walking distance from 33 Arch Street.

Please visit the MBTA Website for complete schedules and station information.

Helpful Transportation Websites:

- www.mbta.com
- www.massport.com/logan Logan Airport Website
- www.amtrak.com Amtrak Website
- www.masspike.com Mass Turnpike Website
- www.p-b.com Plymouth & Brockton Bus Lines (South Shore/Cape Cod)
- www.peterpanbus.com Peter Pan Bus Lines (Multiple Destinations)
- www.bonanzabus.com Bonanza Bus Lines (Multiple Destinations)
- www.greyhound.com Greyhound Bus Lines (Multiple Destinations)
Driving Directions:

From Points West
TAKE THE MASS TURNPIKE (I-90) EASTBOUND TOWARD BOSTON/LOGAN AIRPORT.
Take the I-93 exit (Exit 24 A-B-C) on the left toward Concord NH / South Station
Take Exit 24A toward South Station
Turn left onto Kneeland Street
Turn right onto Lincoln Street
Turn left onto Summer Street
Turn right onto Devonshire Street
Turn left onto Franklin Street
Turn right onto Hawley Street
Enter 33 Arch Street Garage

From Logan Airport
TAKE THE MASS TURNPIKE (I-90) WESTBOUND
Take Exit 24-25 toward I-93 North / South Boston
Keep right at the two forks in the ramp
Turn slight right onto Congress Street
Turn slight right onto D Street
Turn right onto Summer Street
Turn right onto Devonshire Street
Turn left onto Franklin Street
Turn right onto Hawley Street
Enter 33 Arch Street Garage

From Points North
TAKE I-93 SOUTH TOWARD BOSTON
Take the Purchase Street exit, Exit 23 toward South Station
Stay straight to go onto Purchase Street
Turn right onto Pearl Street
Turn left onto Franklin Street
Turn right onto Hawley Street
Enter 33 Arch Street Garage

From Points South
TAKE RTE 3 NORTH TO RTE I-93 NORTH (SOUTHEAST EXPRESSWAY)
Take Exit 20 toward 1-90 Logan Airport / Worcester / South Station
Take the Frontage Road exit on the left toward South Station
Turn slight right onto New Frontage Road North / Frontage Road
Take the Kneeland Street ramp
Take the ramp toward South Station / Downtown
Turn left onto Kneeland Street
Turn right onto Lincoln Street
Turn left onto Summer Street
Turn right onto Devonshire Street
Turn left onto Franklin Street
Turn right onto Hawley Street
Enter 33 Arch Garage

Driving Directions

From 33 Arch to Major Highways
To Routes 90 (Mass Pike) and 93:
Turn right out of parking garage onto Hawley Street
Turn right onto Milk Street
Turn right onto Congress Street
Continue straight on Congress and follow signs to both Rte 90 (Mass Pike) and Rte 93 which lead you to a tunnel entrance for both
AREA AMENITIES

- Area Restaurants
- Boston Business Improvement District
Area Restaurants

*These vendors are not formally endorsed by 33 Arch Street but rather are recommendations – some of CBRE Management’s preferred vendors!*

*If you need help locating local vendors or amenities, please do not hesitate to contact Tenant Services Coordinator, Maria Gebelein at (617) 951-0630 AREA AMENITIES*

- Restaurants in the Area:
  - Cosi - 14 Milk Street (617) 426-0539
  - Milk Street Café - 50 Milk Street (617) 542-3663
  - Elephant & Castle - 161 Devonshire Street (617) 350-9977
  - Sam LaGrassa’s - 44 Province Street (617) 357-6861
  - Scholars American Bistro - 25 School Street (617) 248-0025
  - The Merchant- 60 Franklin Street (617) 482-6060

*If you need more recommendations, please do not hesitate to call the management office at 617-951-0630.*
Clean and Hospitality Ambassador Program
The BID’s mission is to create a vibrant and welcoming environment for everyone who experiences downtown. To improve conditions to standards that will make downtown a premier destination, the BID has allocated 62% of its budget to the Cleaning and Hospitality Ambassador Program.

Friendly ambassadors wearing bright orange shirts and green jackets are on the streets, seven days a week, 6 am to 10 pm providing services that target the needs of the district. Ambassadors work to:
- Remove graffiti from public spaces
- Sweep and power wash sidewalks
- Remove litter and weeds
- Water flower baskets and planters
- Assist pedestrians who need directions
- Connect homeless individuals to social services programs
- Visit business owners regularly to extend the BID’s outreach

Our ambassadors reflect Boston’s rich diversity and collectively they speak eight languages in addition to English. All are trained in first aid and CPR.
Stepping Up Downtown!

Markets, Music, and Events

To create a vibrant environment for district residents, workers, and visitors, the Downtown Boston BID schedules regular programming all year round.

Summer Series (May through October)

The Boston Phoenix / WFNX Thursday Night Block Parties Boston’s biggest patio party with DJ’s and live music, prizes, beer and wine, and food from local restaurants.

Art Fridays Downtown’s largest weekly outdoor arts and crafts market, with thousands of patrons shopping for original jewelry, clothing, accessories, and objects in wood, metal, and fiber handmade by local artisans. Enjoy live music performances while you shop.

Classic Car Shows View beautifully restored classic cars from the 30s, 40s, 50s, 60s, and 70s every Saturday in May and August.

Jazz in July Enjoy live performances of fine jazz music afternoons and evenings throughout July while you shop, meet friends, and dine downtown.

Kitchen and Garden Specialties Market (Upcoming)

Holiday Market and Winter Festival (November and December)

Downtown Marketplace (Year-round)

Upcoming Events

No other neighborhood has within walking distance the range of amenities, unique retail options, dining and entertainment choices that Downtown Boston offers. The Downtown Boston BID will debut special events this summer and fall to provide a wide variety of entertainment and showcase the best downtown has to offer.

• Theater District: Behind the Scenes
• Restaurant Crawl
• Women’s Shopping Event
• Home Tour
• Retail Treasures
• Downtown Book Fest
• Antiques & Appraisals Fair

Beautification and Capital Improvements

The BID works to improve and maintain the physical space through landscaping, consistent design, new street furniture, and way finding.

Community Service As part of its commitment to creating job opportunities, the BID partners with Project Place workers, who perform sidewalk power washing and plant maintenance services. Project Place promotes hope and opportunity for homeless and low-income individuals by providing skills, education, and resources to obtain stable employment and housing. The BID is proud that Project Place workers are part of the BID services team.

BID Funding and Oversight The BID is funded by commercial property owners who pay a special assessment based on each property’s value. BID members represent over 500 properties and a wide cross-section of Boston’s business community. An elected board of
directors made of 34 business and civic leaders governs the BID. A staff manages daily operations.

**Key Partnerships** | A successful BID would not be possible without our Neighborhood Advisory Board, a collaborative partnership of property and business owners; city officials and agencies; educational, cultural, historical, and religious institutions; social services organizations; real-estate professionals, and residents.

**Let the Downtown Boston BID be your resource.**

**Contact the Downtown Boston BID**

101 Arch Street, Boston MA 02110
617-482-2139
info@bostonbid.org
www.bostonbid.org
FORMS

- Bomb Threat Report Form
- Building Emergency Response Team
- Tenant Information Form
- Service/Visitor System Form
- Signage Request
- Photo ID Activation
- Photo ID Deactivation
- Property Removal Pass
- Bicycle User Agreement Form
Bomb Threat Form

Keep a copy of this report under your telephone. Report any bomb threat IMMEDIATELY to Arch Street Security or the CBRE Management Office.

Floor: _____________________
Date: ______ / ______ / ______
Exact Words of Caller:

Questions to Ask:
1.) When is the bomb going to explode? ____________________________________
2.) Where is the bomb right now? _________________________________________
3.) What kind of bomb is it? ______________________________________________
4.) What does it look like? ________________________________________________
5.) What will cause it to explode? __________________________________________
6.) Why did you place the bomb? __________________________________________
7.) Where are you calling from? ___________________________________________
8.) What is your name? ___________________________________________________

Caller’s Voice (circle):

<table>
<thead>
<tr>
<th>Male</th>
<th>Calm</th>
<th>Deep</th>
<th>Disguised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>Angry</td>
<td>Crying</td>
<td>Loud</td>
</tr>
<tr>
<td>Old</td>
<td>Nasal</td>
<td>Laughing</td>
<td>Soft</td>
</tr>
<tr>
<td>Young</td>
<td>Nervous</td>
<td>Lisp</td>
<td>Rapid</td>
</tr>
<tr>
<td>Middle-Aged</td>
<td>Serious</td>
<td>Stutter</td>
<td>Slow</td>
</tr>
</tbody>
</table>

Type of Accent: ______________________________________________________________
Who did it sound like? _________________________________________________________

Caller’s Language (circle):

<table>
<thead>
<tr>
<th>Well-Spoken</th>
<th>Irrational</th>
<th>Sober</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foul</td>
<td>Drunk</td>
<td>Taped</td>
</tr>
</tbody>
</table>

Other Remarks:
___________________________________________________________________________
___________________________________________________________________________

Person Receiving Call: _______________________________________________________

Telephone Number: ___________________________________________________________

Time Call Ended: ____________ Time Call Reported: ____________

PLEASE REPRODUCE THIS FORM AND DISTRIBUTE TO ALL BUILDING OCCUPANTS BOMB THREAT REPORT FORM
Emergency Response Team
CBRE Management (617) 951-0630

General Manager Jack Hurley
Operations Manager Mark Leone
Tenant Coordinator Maria Gebelein

Engineering
Arch Street Security (617) 737-1171
Account Manager Pat Crowley
Shift Supervisor Various

Floor Warden(s)
__________________________________________  ______________________________
__________________________________________  ______________________________
__________________________________________  ______________________________

Special Assistants (Monitors for Persons with Disabilities)
__________________________________________  ______________________________
__________________________________________  ______________________________
__________________________________________  ______________________________

Persons with CPR Training
__________________________________________  ______________________________
__________________________________________  ______________________________
__________________________________________  ______________________________

(A copy of this page should be returned to building management.)
Tenant Information Form

Date: ______________________________

Tenant Name: _______________________

Floor(s): __________________________

Suite #: ___________________________

**PRIMARY CONTACT INFORMATION**

Main Telephone Number: __________________________

Main Fax Number: __________________________

Website: ______________________________________________________________________

**TENANT REPRESENTATIVE**

Name: __________________________

Title: __________________________

Telephone: ________________________

Fax: __________________________

Email: ______________________________________________________________________

**LIFE SAFETY COORDINATOR**

Name: __________________________

Title: __________________________

Telephone: ________________________

Fax: __________________________

Email: ______________________________________________________________________

**OTHER ENTITIES**

(Please provide a list of all other entities that might receive mail)

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

**AUTHORIZED SIGNATURES** (verification for items Requiring Authorized Approval)

Name: __________________________ Signature: __________________________

Name: __________________________ Signature: __________________________

Name: __________________________ Signature: __________________________

TENANT
# EMERGENCY INFORMATION FORM

**DATE UPDATED:**

**COMPANY INFORMATION:**
Company Name:
Floor/Suite:
Main Phone Number:

**EMERGENCY INFORMATION:**
Primary Rally Point:
Secondary Rally Point:

**FIRE WARDEN INFORMATION:**
Please list anyone who is involved in the emergency response plan for your company. Keep this list updated and inform the Management Office of any changes. (Duplicate this section as many times as needed to fit all of your information).

<table>
<thead>
<tr>
<th>Name:</th>
<th>Role: (Fire Warden, Assistant, Alternate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor/Office Location:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Cell Phone:</td>
<td></td>
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<tr>
<td>Cell Phone:</td>
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</table>
Please list anyone who is unable to evacuate the building using the stairwells. Keep this list updated and inform the Management Office of any changes. Each PNA is required to have an assigned Buddy that ensures they safely exit the office and position themselves in the Arch Street Stairwell vestibule. (Duplicate this section as many times as needed to fit all of your information)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Permanent/Temporary:</th>
<th>Floor Number:</th>
<th>Cell Phone:</th>
<th>Assigned Buddy:</th>
<th>Buddy Cell Phone:</th>
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Service/Visitor System

At 33 Arch Street, Maintenance Requests, Guest Registration, and Delivery Scheduling are all possible online. A separate account must be set up for each employee who will access the Online Property Management system through the www.33archstreet.com webpage. Please provide the following information for each employee.

Name: _____________________________
Title: ______________________________
Floor: ______________________________
Suite: ______________________________
Phone: ____________________________
Fax: _______________________________
Email: ________________________________________________________________

Name: _____________________________
Title: ______________________________
Floor: ______________________________
Suite: ______________________________
Phone: ____________________________
Fax: _______________________________
Email: ________________________________________________________________

Name: _____________________________
Title: ______________________________
Floor: ______________________________
Suite: _____________________________
Phone: ____________________________
Fax: _______________________________
Email: ________________________________________________________________

Name: _____________________________
Title: ______________________________
Floor: ______________________________
Suite: ______________________________
Phone: ____________________________
Fax: _______________________________
Email: ________________________________________________________________

Please replicate this form as necessary. Upon acceptance of this form, CBRE Management will create these accounts and each user will receive an email with their user name and password for login. Their username will be their email address and a password will automatically be created for them. Once the user logs into the system for the first time, he or she can change this password.
Signage Request

TENANT INFORMATION:
Tenant Name: _________________________________________________________________
Suite / Floor: __________________________________________________________________
Contact Name: __________________________________________________________________
Telephone: _____________________________________________________________________

REQUESTED SIGNAGE
Description:___________________________________________________________________________
                                                                                      ______________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________  
                                                                                      ______________
Location:_____________________________________________________________________________
                                                                                      _____________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
Details: Please use this space to draw or describe sign details

MANAGEMENT APPROVAL (OFFICE USE ONLY)
Name: ______________________________________ Date: ___________________________
Signature: _____________________________________________________________________
Photo ID Activation

Please complete this form for each new photo ID card request. Replicate and distribute as needed. This form can be faxed to CBRE Management at (617) 951-0630.

**EMPLOYEE INFORMATION**

Employee Name: ________________________________________________________
Tenant Name: ____________________________________________________________
Department: ____________________________________________________________
Phone Number: __________________________________________________________
Start Date: ______________________________________________________________
End Date (if applicable): ________________________________________________

**STATUS (PLEASE CIRCLE)**

PERMANENT  TEMPORARY  CONTRACTOR

**AUTHORIZED**

Badge Requested By: _____________________________________________________
Name: ________________________________ Date: ____________________________
Authorized Signature: ____________________________________________________

**MANAGEMENT APPROVAL ((OFFICE USE ONLY))**

Name: ________________________________ Date: ____________________________
Signature: _______________________________________________________________
Issue Date: ________________________________
Print Date: ________________________________
Access Level Assigned: ________________________________
Badge # Issued: ________________________________
Photo ID Deactivation

If an emergency situation requires that an employee ID be deactivated immediately, please call CBRE Management immediately at (617) 951-0630 to expedite this process. Otherwise, please complete this form for each ID card to be deactivated. Replicate and distribute as needed. This form can be faxed to CBRE Management at (617) 951-0639.

EMPLOYEE INFORMATION

Employee Name: ____________________________________________________________

Tenant Name: ______________________________________________________________

Department: ________________________________________________________________

Phone Number: ____________________________________________________________

REASON FOR DEACTIVATION (PLEASE CIRCLE)

Termination Other __________________________________________________________

AUTHORIZATION

Deactivation Requested By: ______________________________________________________

Name: ______________________________ Date: ______________________________

Authorized Signature: _______________________________________________________

MANAGEMENT APPROVAL ((OFFICE USE ONLY))

Name: ______________________________ Date: ______________________________

Signature: ________________________________________________________________

Deactivation Date: __________________________________________________________

Badge # Deactivated: _________________________________________________________
Property Removal Pass

When you need to remove property from the building, please fill out this form and submit it to the Security Officer in the lobby. Please replicate and distribute as necessary. This procedure helps us to reduce the possibility of theft and to provide a high level of building security for all tenants. Thank you for your cooperation.

Tenant Name: ___________________________ Date: ______________________

Employee Name: ________________________

Property Description: Serial Numbers (if applicable):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

The employee above is authorized to remove listed property from the building premises.

________________________________________
Authorized By (Please Print)

________________________________________
Title

________________________________________
Authorized Signature
Bicycle Rack User Agreement

I acknowledge that I am utilizing the bicycle rack voluntarily in the alley located on Hawley Place at 33 Arch Street, Boston, MA 02110. In exchange for use of the bicycle rack, I agree to the following:

1. The term “Provider” refers to TIAA-CREF and/or its managing agent CB Richard Ellis of 33 Arch Street. The term “participant” refers to

2. No one other than the above referenced “participant” is permitted to use the bicycle rack.

3. Participant expressly and voluntarily assumes all risks of personal injury and/or death and/or property damage sustained while using the bicycle rack. Participant further releases, discharges and covenants no to sue Provider and the officers, directors, employees or agents of Provider from any and all liability, claims, causes of action or damages (including attorney fees, costs, and expenses) for personal injury, property damage or wrongful death arising out of Participant’s use of the bicycle rack. This release extends to all acts of negligence by Provider and Provider’s officers, directors, employees or agents.

4. As of the date of this waiver, the hours are: Monday-Sunday (5am-11pm). These hours may be modified at the Providers discretion. Overnight bicycle parking is NOT permitted.

5. Bicycles are not permitted inside the building at any time (including the lobby, garage or loading dock).

6. Provider may suspend or cancel the privileges of Participant when Provider determines that he/she is causing a nuisance to the other Participants or his/her action is detrimental to the management of the facility.

7. Provider will supply one bicycle permit per participant. This permit must be affixed on the bicycle at all times. Provider is not liable for any lost, stolen, or damaged property stored by the Participant at the bicycle rack.

8. Use of the bicycle rack is free of charge.

9. Any issues related to the use of the bicycle rack should be directed to the CBRE Management office or 33 Arch Street Security (617) 773-1171

10. Provider reserves the right to amend or terminate this program at any time.

For more information please see the Tenant Manual which can be found on our website at www.33archstreet.com or by calling the CBRE Management office at 617-951-0630.

BY SIGNING BELOW, I AM ACKNOWLEDGING THAT I HAVE READ AND I UNDERSTAND THE TERMS OF THIS AGREEMENT AND I UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS BY VOLUNTARILY AGREEING TO ABIDE BY THESE TERMS.

I am aware that this is a release of liability between Provider and myself and represents the entire agreement between Provider and myself. I understand that I can cancel my participation at any time.

__________________________________________________________
Participant’s Signature

__________________________________________________________
Participant’s Printed Name

__________________________________________________________
Date Participant Signed

__________________________________________________________
Participant’s Employer Name

__________________________________________________________
Bike Make/Model

__________________________________________________________
Bike Color

__________________________________________________________
Signature of CBRE Management

__________________________________________________________
Bike Permit Number

Please provide a contact phone number or email: _________________________________

_______________________________
Participant’s Employer Name

_______________________________
Bike Permit Number