

TENANT HANDBOOK

**CLPF – Cambridge Science
Center, LLC**
245 First Street, Cambridge

 CLARION PARTNERS



Welcome To CLPF – Cambridge Science Center

On behalf of building ownership and the management team at Lincoln Property Company – welcome to your new offices at the CLPF - Cambridge Science Center! We look forward to having you here with us and hope to enjoy a long and productive relationship. At the CLPF - Cambridge Science Center with Lincoln Property Company managing we strive to provide our tenants with quality service and responsive attention. You are our priority and we want to ensure you receive the best experience possible. With that in mind; we encourage you throughout your tenancy to provide us with feedback and suggestions on how we might improve your environment.

As you start your lease at the CLPF - Cambridge Science Center we are providing you with this Tenant Handbook to answer many of the questions you may have about building regulations, policies and operating procedures. We have included important contact information on property personnel and emergency contact phone numbers, as well as a listing of building amenities.

Information contained in this handbook is general in nature and may differ from your lease. In all cases, the lease takes precedence over the Tenant Handbook.

We hope this Tenant Handbook is a useful guide to your new surroundings. Please direct any questions, concerns or suggestions about the contents of this handbook to the Lincoln Property Company management office.

CLPF – Cambridge Science Center, LLC

The CLPF – Cambridge Science Center, LLC is a 6 –story lab connected to an 18-story tower. The tower floors 1-8 are a parking garage and floors 9-18 commercial office space. Combined the building is 299,224 square foot. The combined Lab and office tower is unique in the Kendall square area and useful to many companies. Add in the covered parking, newly renovated locker rooms and lobby café this building is a hidden gem.

In addition, the 8- story covered parking garage offers reserved parking at a set rate, day parking, overnight parking, validated parking with prepaid vouchers from your company, and valet parking on high traffic days. We have two bike parking areas: one open to the public with a bike repair station and one accessible only to tenants with a building key card.

With its location steps from Kendall square, CLPF - Cambridge Science Center offers convenient access for a myriad of transportation options, including: Interstate-93; Route 16;



Route 38; Route 1; Logan Airport; the MBTA commuter rail; the Green line, The Red Line, Cambridge Blue Bus system, as well as city buses.

In addition, a number of area amenities are just minutes away - from the MIT, Charles River Canoe and Kayak Rentals, The Charles River, Kendal Square Ice skating rink (open in the winter months), Kendal Square farmers market (open spring/summer/fall), Charles River Boat House, Galleria Mall, The Charles Hotel, Courtyard Cambridge, Hyatt Cambridge, Museum of Science, Courthouse, a number of restaurants: Commonwealth, Rivercreek Oyster, Abigail's, and Fuji At Kendal to name a few.



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Move-In Information

In preparation for your move to the CLPF - Cambridge Science Center, we have included the following checklist of forms and other information required by Lincoln Property Company. These forms, as well as others you will need over the life of your tenancy, can be found in the last section of this manual.

Upon completing these forms; please keep one copy for your files and return the original to us at the following: gianetta@lpc.com, with a copy to: wwilliams@lpc.com.

It is required that you complete the forms below and return them to Lincoln Property Company at least two weeks prior to your scheduled move-in. If you have any questions, please contact the Management Office.

Forms Required Prior to Move-In

- ❑ Tenant/Vendor Certificate of Insurance
- ❑ Move-In Day Information
- ❑ Access Card Request
- ❑ Electronic Directory Signage Order Form
- ❑ Mailbox Signage Order Form
- ❑ Tenant Contact Information – including:
 - Authorized Individuals for Work Orders
 - After-Hours Emergency Contact List
 - Tenant Administrator for the Splan Visitor Management System
- ❑ Tenant Emergency Response Team Form
- ❑ Physically Impaired Individuals
- ❑ Emergency Procedures Acknowledgement



Moving Rules & Regulations

Major moves may be conducted only during off hours - Monday through Friday and must be completed before 8:00 a.m. or started after 5:00 p.m. Move in can also be completed anytime on Saturday or Sunday.

The loading dock and freight elevators are reserved on a first come, first served basis. To reserve for your initial move to the building, please contact us in writing with the date and time requested to: gianetta@lpc.com or submit a work order via the Electronic Tenant Portal. We encourage you to reserve as soon as the move from your current office is confirmed and we will make every effort to accommodate your schedule.

Tenants must provide the Management Office with at least 48 hours written notice before proceeding with work which requires management supervision (i.e. after hours move-ins, plumbing shutdowns, welding, coring, etc.)

Contractors shall provide, at their own expense, adequate protection to all carpets, wall surfaces, doors, trim in all public areas through which materials, fixtures and furniture are transported. Contractors shall continuously clean all such areas.

Protective measures shall include runners over carpet, Masonite over floors, padding in elevators and any other measure deemed appropriate by Lincoln Property Company.

All waste materials must be properly disposed of in contractor's container. Contractor/Tenant will be assessed for any waste removal fees for leftover debris from contractor or tenant.

All damages caused to the loading dock, freight elevator or common areas of the building are to be promptly reported to the Property Management office. The contractor or tenant will be responsible for the cost to repair all damages.

Parking is not allowed in the dock area or loading zone without the express written permission of the Property Management office. Vehicles so parked will be towed at the expense of the tenant.

The tenant's moving company will also be required to provide a Certificate of Insurance with coverage for General Liability, Worker's Compensation and Auto Liability as specified in the Certificate of Insurance requirements in the Forms section of this handbook.



Loading Dock / Freight Elevator Dimensions

The building's loading dock can accommodate straight body trucks up to 32 feet in length and 13 feet high and or any box truck, NO SEMI TRUCKS can fit and or allowed. Freight elevator service is provided from 8:00 a.m. to 6:00 p.m. for tenant deliveries. There is a Freight located in the Lab portion of the building having a maximum capacity of 4,500 pounds and dimensions are as follows: Length 8 feet 4 inches; width 5 feet 10 inches and height 8 feet. The tower freight has a maximum capacity of 3,000 pounds and dimensions are as follows: length 5 feet; width 6 feet 8 inches and height 11 feet 5 inches. Deliveries after business hours and freight elevator use must be requested via our on-line work order system.

Tenant Personal Move-In Checklist

For your convenience, we have provided the following checklist as a reminder of items you will need to complete as you transition to your new offices:

- ❑ Reserve freight elevator and loading dock at current office location
- ❑ Select a mover
- ❑ Contact the telephone company regarding installation of phone service to your suite
- ❑ Contact internet/data company regarding installation of internet service to your suite
- ❑ Order stationery, envelopes and business cards with new address and numbers
- ❑ Notify the US Post Office of your change of address
- ❑ Send a change of address card or note to clients, vendors, and friends
- ❑ Submit Tenant and Vendor Certificate of Insurance forms to Lincoln Property Company
- ❑ Furnish your moving company with a copy of the required limits and language for the building Certificate of Insurance and follow up to ensure they submit to Lincoln Property Company
- ❑ Obtain building and suite keys and access cards



- **Complete required forms. Keep a copy for yourself and return the originals to : gianetta@lpc.com - or send via mail to: CLPF – Cambridge Science Center c/o Lincoln Property Company, Management Office, 245 First Street, Cambridge, MA 02142**

Building Staff

Building Staff

Lincoln Property Company maintains an on-site office at 245 First Street, along with a dedicated engineering office at 25 First Street staff to assist. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, excluding major holidays, and engineers are available from 6:00 a.m. to 6:00 p.m. to respond to tenant needs. Additionally, the 245 First Street has security 24 hours a day 7 days a week in the main lobby on the 1st floor.

Office Contact Information:

Senior Property Manager	Wesley Williams	617-401-9209	wwilliams@lpc.com
Assistant Property Manager	Gerry Ianetta	617-401-9212	gianetta@lpc.com
Lead Engineer	Michael Doneghey	617-401-9213	mdoneghey@lpc.com
Security Desk	1 st Floor Lobby	617-592-2792(cell)	617-621-1468(desk)

Leasing

CBRE New England serves as the leasing agent for CLPF – Cambridge Science Center, LLC. Please contact a member of the leasing staff below with any questions regarding leased or available space at the Cambridge Science Center.

Eric Smith

Executive Vice President
CBRE
99 High Street, 30th Floor
Boston, MA 02109
O 617.933.0176
M 617.921.3519
Eric.Smith2@cbre.com

McKenna Teague

Vice President
CBRE
99 High Street, 30th Floor
O 617.936.2295
M 617.842.8901
mckenna.teague@cbre.com



Parking

245 First Street has an 8-Story parking garage with first come first serve fee parking and reserved parking spaces at a premium rate. LAZ Parking manages the garage and also runs valet parking on overflow days. Parking in the city for visitors to the building is available on a monthly, daily or hourly basis. Questions regarding parking rates and leasing may be directed to Syed Jafri at Laz Parking sjafri@lazparking.com or 617-621-6081.

Building Services

Hours of Operation

Building services in the office tower- including HVAC, security and building staff - are provided during the following business hours:

Monday- Friday 8:30 a.m. to 5:00 p.m. (Holidays excepted) Management

Monday- Friday 6:00 a.m. to 6:00 p.m. (Holidays excepted) Engineering

Monday – Friday 8:00 a.m. to 6:00 p.m. (Holidays excepted) Tower HVAC

24 hours a day, 7 days a week (Security)

Weekly 24 hours a day, 7 days a week (Holidays included) Lab
HVAC

Services outside of these hours including HVAC may be arranged for by requesting via our on-line Work Order system (see details in Angus section of this handbook).

Building Management Holidays

The building will be closed on the following major holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

The Day after Thanksgiving

Christmas Eve

Christmas Day



However, each Tenant should consult their specific lease clause. If any conflict arises as to the above Holiday schedule and your lease, your lease terms prevail. Please call the Management Office to make sure the appropriate building services are provided.

Work Order Requests

At the 245 First Street we utilize an on-line Work Order system called, Electronic Tenant Portal. Shortly after move-in, your Tenant Liaison(s) will be setup by a Lincoln Property Company staff member on how to use this web-based site. All requests, including: building access cards; freight, loading dock reservations, OT HVAC, events to be held in the lobby, parking requests and common area maintenance should be made via ETP. Please see additional section on ETP within this handbook for information on how to use the ETP system.

Tenant Additional Services Cost Schedule

Our staff is available to handle or help coordinate all of your service needs. Certain requests, however, may be billable for parts, overtime or outside vendors. When this is the case; the authorized requestor from your company must first approve the Work Order before we can complete.

For your convenience, listed below is our cost schedule for some of these services. If you are interested in a service not identified in the list below, please contact the Management Office for assistance.

Service	Rate*	Unit	Minimum
Engineering/Miscellaneous	\$77.00	/hour	
Access FOBS	\$10.00	each	Replacement
Keys & HID Key Cards	\$15.00	each	Standard Key
Light Replacement	Varies – depending on product & amount		

* Rates based on current pricing and subject to change from time to time

** Typical pricing for Overtime HVAC – consult your lease for specific rate



Engineering Services

Engineers are on-site daily for maintenance and oversight of all common area equipment. Additionally, engineers respond to individual tenant requests submitted via Angus. For all Work Orders; our engineers will respond and assess the request and will resolve in-house whenever possible. For certain requests, however, an outside vendor or parts may be required. In these instances – if the cost is determined to be outside of the lease requirements – the tenant will be advised in advance of the cost before the request is completed. Examples include: repairs to non-building standard fixtures or lighting; replacement of non-building standard ceiling tiles; installation of additional thermostats. The tenant is billed at established rates for engineering services. See chart above for typical expenses.

Carpentry Services

The engineering department can provide a variety of minor carpentry services, including installing shelves, hanging pictures, and repairing chairs or cabinets. See chart for rates.

HVAC Services

Each tower tenant space is controlled by their own specifications in regard to air. Please reference your lease. Each lab tenant Space is controlled by the tenant due to it being a triple net lease. Should you need additional help and have trouble acquiring a vendor Lincoln Property Company and our engineers can be of service. The building systems are designed to keep the temperature between 70 and 74 degrees during open building hours. Again, lab tenants' temperature would vary upon their desire due to the specifications of their lease.

Keys and Locks

Upon moving into the building, tenants receive keys for their entrance doors. Additional keys can be purchased for a fee. All locks and keys must be building standard and adjustments to building standard doors will be made by property personnel. Non-standard building door repairs can be completed by property personnel or by an approved outside contractor.

Installation of new locks or changes to existing locks must be coordinated with the Property Manager to ensure compatibility with the building system. Twenty-four hours' notice is needed to process and issue keys.

Access FOBS

Tenant

Security access FOBS are required for admittance to the building perimeter doors and tenant floors after hours, as well as multi-tenant floors throughout the day. To obtain a security access Fob, change the name assigned to the FOB, or delete a FOB, a Work Order must be submitted by a tenant's authorized requestor via Electronic Tenant Portal. A minimum of twenty-four hours' notice is required to process FOBS. Fobs can be picked up when getting at the 1st floor Security Desk, after showing proper ID. All tenants must have their photo taken for our records.



Key FOBS that are provided for a fee. See chart above.

Visitor

Vistors are allowed access to the building after checking in with security and should include the name, date and approximate time the visitor is expected. In the event that a visitor is not pre-registered through Security and or Property Management, a tenant may come down to the lobby and escort a visitor upstairs.

See additional details on the SPLAN Visitor/ Access Control program in the Security section of this handbook to preregister visitors for ease of access.

Mail Service

The mailing address for CLPF – Cambridge Science Center, LLC is:

[Your Company Name]

245 First Street, [Your Suite Number]

Cambridge, MA 02141

The Mail Room is located on the first floor, just off the front lobby behind security. Each tenant is assigned a separate mailbox in the mailroom and two keys are issued for each box. Additional keys may be requested for a fee. At the start of your tenancy you will be requested to provide the name of your firm as you would like it written on your mailbox (see Forms).

USPS - Incoming mail is delivered daily via the United States Postal Service (USPS) to the mailbox bank. Outgoing USPS mail may be deposited in the collection box located in the mail room.

Deliveries / Loading Dock / Freight Elevator

The building's loading dock is located off of Athenaeum Street, which is to the right when facing the front of the building. This area may be used for deliveries and pickups only. During business hours deliveries are limited in the dock to no more than 20 minutes in duration. Any deliveries taking longer than this must be completed before 8:00 a.m. or after 6:00 p.m. weekdays, or anytime on weekends. The building's loading dock can accommodate straight body trucks up to 32 feet in length and 13 feet high and or any box truck, **NO SEMI TRACTOR TRAILER TRUCKS** can fit and or allowed. Freight elevator service is provided from 8:00 a.m. to 6:00 p.m. for Office Tower tenant deliveries. There is a Freight located in the Lab portion of the building having a maximum capacity of 4,500 pounds and dimensions are as follows: Length 8 feet 4 inches; width 5 feet 10 inches and height 8 feet. The Office Tower freight has a maximum capacity of 3,000 pounds and dimensions are as follows: length 5 feet; width 6



feet 8 inches and height 11 feet 5 inches. Deliveries of furniture or large items must take place after business hours and freight elevator use must be requested via our on-line work order system.

Signage

Floor Signage

Multi-tenant floor signage includes tenant identification in the main lobby electronic directory of the office floor. Full-floor tenants are responsible for all tenant identification signage on their floor. All tenant signage must be submitted to the Management Office for approval prior to installation (see Forms).

Directory

The building's office directory can be found in the 1st floor lobby. Lobby directory and multi-tenant elevator lobby directory signage will be provided at no cost for the tenant at the time of the initial move in. However, changes to the elevator lobby listing on the multi-tenant floors are the responsibility of the tenant after the initial listing. Updates to the directory listings should be requested via work order system.

Tenants should refrain from taping temporary or non-building standard signs to the building walls, suite doors, building or elevator lobby doors, or elevator walls.

Cleaning Services

CLPF - Cambridge Science Center provides cleaning for the building common areas with a Day Porter Monday through Friday 7am-4pm and evening cleaning of all Office Tenant t spaces per their lease requirements. Lab building tenants maintain the cleaning and waste removal of their spaces. Building Janitorial service is provided Monday-Friday (excluding holidays) per the following:

Day Porter – a Porter is on site eight hours daily to maintain the common areas of the building: lobbies, restrooms, corridors and the building exterior perimeter. If you observe any janitorial issues in any of these areas please submit a notification via work order system. If you feel the matter is of some urgency, please feel free to contact the Management Office.

Nightly Janitorial – CLPF - Cambridge Science Center provides cleaning to Office Tenant spaces at night. General duties include vacuuming, dusting and trash removal. Lab tenants maintain cleaning to their space.

Trash – trash is removed nightly from the Office Tower but occasionally a receptacle can be missed. If this is ever the case, please submit a request via Electronic Tenant Portal work order system and the Day Porter will promptly respond. As a reminder, please refrain from placing objects that are not meant to be thrown out near the trash or recycling bins; this will avoid mistaken disposal of items. For your convenience, trash stickers may be requested via the work order system. Also, cardboard boxes will be removed by the night staff. Items should be broken down and left near the trash or recycling bins and well-marked as, "Trash". The building is single stream recycling, see below for more information. Lab tenants may place their trash in the compactor at the loading dock.



Special Services – from time to time tenants have cleaning needs beyond the scope of regular services. Our cleaning vendor is always available to provide a quote. Please send your special requests via work order system and we will assist in coordinating with the vendor.

Single Stream Recycling

CLPF - Cambridge Science Center Management encourages all tenants to reduce, reuse, recycle and recover where possible. We can all make a positive impact by working together to manage our waste stream effectively.

At CLPF – Cambridge Science Center, LLC we utilize Single Stream Recycling. Single Stream allows for more than just paper in the blue recycling bins, which means more waste is recycled and the volume of trash in regular wastebaskets is reduced. Please see the Single Stream chart below on Single Stream and please don't hesitate to contact us with any questions in this regard.

Single Stream – Made Easy

It's as easy as...

1.
Throw all recyclables* in blue recycle container. This includes:
ALL paper
ALL cardboard
Plastics #1-7
Glass
Metals

and..

2.
Throw all waste in trash container. This includes:
ALL wet waste
Broken glass
Contaminated cardboard (ex. pizza boxes)
Tissues and toilet paper
Paper towels

*Batteries and electronic waste must be recycled separately. Please see your property manager for more details.

Single Stream Recyclable materials include:

- Opened Mail
- File Folders
- Magazines, brochures etc.
- Newspapers (no bags)
- Corrugated cardboard & paper bags
- White or pastel office paper



-
- Paperboard boxes
 - Plastic bottles & jugs
 - Glass bottles & jars (rinsed)
 - Cans (rinsed)
 - Metal – aluminum, tin
 - Paper milk/juice cartons (rinsed)
 - All metal or plastic with recycling symbols 1 through 7

Composting

A composting container is located on the loading dock for tenant use and is serviced weekly by our provider. Composting waste must be placed in biodegradable bags before being placed in the container. Tenants are responsible for their collection and disposal of composting.

Security

Security Overview

A security officer is on duty daily 24 hours a day 7 days a week at the building's main lobby desk on the 1st floor and tours are conducted throughout the building on a regular basis. The building also employs electronic surveillance devices throughout certain common areas.

While security officers, closed circuit cameras and the maintenance staff can provide basic protection for the building, security is everyone's responsibility and your cooperation and vigilance is essential.

Each tenant can be effective in preventing the loss of valuable personal and company property by careful observance of these common-sense procedures:

Be particularly observant of strangers in your area and if their identity cannot be readily established, advise the Management Office immediately. Our ability to take positive action may be wholly dependent on speedy notification.



Establish and use, within the occupied premises, a secured area for packages, purses, salable and transportable property, etc., and particularly any form of a negotiable instrument or petty cash. We recommend a GSA approved fire safe.

At the end of each working day, store small personal and company items of value, such as hand-sized dictating machines, calculators, etc., in a locked desk, credenza, file cabinet or other secured location.

Word processors, personal computers and large calculators should be bolted to the desk. Particular care should be taken for the security of lap top computers; they are easily transported and readily marketable.

File cabinet drawers should be closed at the end of the working day and all file cabinets that are provided with locks should be secured nightly.

Be certain that all public corridor egress doors are locked after 5:00 p.m. on each business day and when your receptionist leaves the premises.

Enforce strict control of keys and access cards. Please notify the Management Office when any employees are terminated.

Promptly report to Property Security the loss of property or any suspicious event. Serial numbers of all valuable items should be recorded and retained in a file to aid police in recovering property in the event of a loss or theft.

Articles of value (handbags and coats) should not be left in open, unattended reception areas, or on desks in offices at any time.

Never leave a vault or safe open while out of the office. Thoroughly spin the combination lock when closing a vault or safe. Do not leave a vault or safe combination in a desk.

Special care should be taken during certain times best suited for pilferage, i.e., the first 30 minutes after opening, lunch hours and just before closing. These are the times of maximum movement of personnel and absence from work areas and offices.

Access Control

We strive to provide a safe environment for tenants and their employees, guests, customers, and visitors. For this reason, access to the building is restricted. The Cambridge Science Center front door and the small door off the reserved 1st floor parking in the garage are open to tenants Monday through Friday from 7am-6pm. Please note that all other exterior doors are locked 24/7. Only an authorized building access card will allow a tenant into the building after normal business hours. Please refer to the Hours of Operation section of this handbook for these times. Additionally, elevator lobby access is limited on each single tenant floor; only employees of that company on those floors are allowed access via the authorized building card.

PLEASE NOTE: Should a tenant employee forget or misplace his or her card and request access; building security will require another form of picture ID and will call the designated tenant liaison to verify access may be granted. We recommend that each tenant provide us



with at least two individuals within the company who may authorize access for individuals who request without their building card.

Also note that the initial employee access fob is provided free of charge. Should a key fob become permanently lost or stolen a replacement may be obtained for a fee of \$10.00.

Visitor Access

All visitors must be registered in the SPLAN Visitor Management System in order to obtain access to upper floors of the building. Registration is completed by the tenant in SPLAN and should include the name, date and approximate time the visitor is expected. In the event that a visitor is not pre-registered through Security, a tenant may come down to the lobby and escort a visitor upstairs. Please email Gianetta@LPC.com if you need assistance setting up an employee to use the SPLAN system.

Vendor/Contractor Access

There may be instances when vendors or contractors need to perform work in your suite during non-business hours. In such cases, we require written notification via work order system. Information should include:

- Vendor name

- Foreman or supervisor

- Names of all people who will be doing the work

- Date(s) the work will be performed

- Time the contractor will arrive and depart

- Description of the work being done

- Certificate of Insurance with required limits and language

Property staff will not admit your contractor into your suite. Please make arrangements to meet the vendor or provide them with keys.

Lost and Found

Lost and found items can be claimed or turned in at the security desk on the 1st floor.

Property Removal/Stolen Property

Property Removal

To prevent unauthorized removal of material or equipment from the building, the “Property Removal Authorization” form, included in the forms section of this manual, must be completed by an authorized tenant representative and be retained by the individual



authorized to remove the material. Security personnel will request this form when an individual is removing materials or equipment from the building after normal business hours.

Stolen Property

If property belonging to a tenant, employee, or visitor is stolen; notify the Cambridge Police Department and the building management office immediately. (After normal business hours, the call on site security cellphone and they will inform the Management team.) A security officer will respond as quickly as possible to take an in incident report and assist the Cambridge Police Department.

Solicitation

For the privacy of our tenants, solicitation and hand-billing is not allowed in the building. To report solicitation, please call the Lincoln Property Company Management Office.

Tenant Security Services

Tenants may require security services in addition to those typically provided on a day-to-day basis by security personnel. If extra security measures are required, tenants should contact the Lincoln Property Company Management Office to discuss these needs and the best way to fulfill them.



Emergency Procedures

Important Phone Numbers

Emergency – Police/Fire/Ambulance:	911
Cambridge Police Department (Non-Emergency):	617-349-3300
Cambridge Fire Department (Non-Emergency):	617-349-4900
Senior Property Manager- Wesley Williams:	617-401-9209
Assistant Property Manager- Gerry Ianetta:	617-401-9212
Security Cell:	617-529-2792
Security Desk :	617-621-1468
24 Hour Answering Service :	617-424-9414



Bomb Threats

The purpose of having a bomb threat procedure is to ensure an orderly, safe and rapid response to: conducting searches; providing prompt and necessary information to authorities; rendering assistance to tenants, and evacuating and returning personnel in a timely manner.

Telephone Bomb Threat

In the event of a bomb threat either through a telephone call or by other means, the following procedure should be followed:

CALL 911 IMMEDIATELY: (If possible, have someone else call 911 during the call.) After calling 911, immediately contact the Management Office and Security at 617-592-2792.

All employees, especially those answering phones, should keep a copy of this checklist on their desk or near their phone at all times in the event a bomb threat is received.

Tenant Company Name: _____
Name of Person Taking Call: _____ **Title:** _____
Date: _____ **Phone number call came in on:** _____
Time call was received: _____

IF POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What will cause the bomb to explode? _____
4. Did you place the bomb? _____
5. Why did you place the bomb? _____
6. Sex of caller: _____
7. Approximate length of call: _____

PLEASE CHECK THE ADJECTIVES THAT APPLY TO THE SOUND OF THE CALLER'S VOICE:

- Calm
- Laughing
- Lisp
- Disguised
- Angry
- Crying
- Raspy
- Accent
- Excited
- Normal
- Deep
- Familiar (if so, who did it sound like?) _____
- Slow



-
- Cracking Voice
 - Slurred Voice
 - Loud
 - Nasal
 - Rapid
 - Clearing Throat
 - Stutter
 - Deep Breathing
 - Soft

Describe Threat Language:

- Well spoken
- Educated
- Foul
- Irrational
- Incoherent Taped

Describe Any Background Sounds Heard:

- Street Noises
- Crockery
- Voices
- PA System
- Static
- House Noises
- Motor
- Factory or Machinery
- Local
- Long Distance
- Telephone Booth
- Clear
- Cell Phone
- Music
- Animals
- Office
- Other

REMARKS:

Letter Bombs

Letter bombs are designed to travel safely but to explode when opened, triggered by either mechanical (spring loaded) or electrical means. One common type of postal bomb consists



of 2 to 5 ounces of plastic explosive with a pencil-shaped metal fuse pressed in its center. Envelopes usually measure approximately 5-3/4" by 4" by 3/16" thick and weigh between 2 and 5 ounces.

Some signs to look for:

Size - Is the letter unusually thick?

Weight - Is it heavy? An effective letter bomb will weigh over two ounces. Few first class letters weigh as much.

Balance - Is it heavier on one end?

Appearance - Are there grease marks on the envelope or wrapping caused by sweating of an explosive? Is the envelope sealed more tightly than usual or taped shut? Does it bear an unusual style of writing?

Odor - Is there a smell of almonds or marzipan?

If you consider a parcel or letter suspicious, DO NOT OPEN IT. Immediately inform the Police Bomb Squad by calling 911 and then notify Security at 617-592-2792.

Identifying and Handling a Suspicious Package

A suspicious letter or parcel might have some of the following indicators:

Origin - Postmark or name of sender is unusual, unknown, or no further address is given.

Postage - Excessive or inadequate postage.

Balance - The letter is lopsided or unusually thick.

Weight - The letter or package seems heavy for its size.

Contents - Stiffness or springiness of contents; protruding wires or components; oily outer wrapping or envelope; feels like it contains powdery substance (When checking, do not bend excessively.)

Smell - Particularly almond or other suspicious odors.

Writing - Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient. Common words or names are misspelled.

Rub-on block lettering.

Do not excessively handle or open a suspicious package.

Immediately segregate it in an unused room or space.

Attempt to verify the sender and/or the legitimacy of the package (i.e. ask the recipient if he/she was expecting a package that matches the suspect package's size and shape.)

If the letter or parcel remains suspect, call the police.



Incident Response Protocol for Suspect Nuclear or Biological Release

Contain the material to minimize the impacted area

Contain the material to minimize the number of individuals exposed

Contain the potential impacted individuals to ensure that they receive proper medical attention

Remove non-impacted individuals from the area as quickly as possible

Maintain control of all potentially impact materials.

Notification

Notify Supervisor

Notify local Emergency Response Authorities (Call 911)

Notify the Security Cell: 617-592-2792

Notify the Lincoln Property Company Management Office

Notify Co-Workers in area

Containment

If material is released, impacted or potentially impacted individuals should move from immediate area to adjacent control area. Minimize activities until appropriate response staff arrives. If absolutely necessary, move impacted individuals into nearest bathroom facility on floor.

Non-impacted individuals on the impacted floor should be evacuated, and await further instructions from response team.

HVAC system (heating and ventilation system) for impacted and adjacent areas, and bathrooms will be immediately turned off by the building engineers.

Isolate impacted area(s), e.g. shut door during exit. Do not allow any unprotected personnel into the impacted area.

Retain all impacted material for response team.

Should evacuation become necessary, the authority and responsibility rests with the local officials of government. The Management Office; Managing Agent or Owner cannot assume responsibility for any consequences resulting from the decision to evacuate or not to evacuate.



Civil Unrest

Should a riot or civil disturbance start outside the building, the security guards will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be turned off at the first floor and the police will be summoned.

Elevator Malfunction

Occasionally elevator service can be interrupted when the elevator controls detect a possible malfunction. The building's elevator equipment is designed to stop at the slightest hint of an unsafe condition occurring, which may impact service to the passengers.

If elevator service is interrupted while you are a passenger, remain CALM. Do not attempt to force the elevator doors open or leave the cab.

Press the HELP BUTTON on the elevator panel which will summon assistance via a telephone connection directly to our elevator vendor. Also press the ALARM button; this will sound in the elevator lobbies and notify building security that someone is in the elevator and requesting help.

Floor Evacuation Maps

Emergency evacuation maps are located in the elevator lobbies of each floor. In the event of an emergency – remember to use the emergency stairwells. Elevators will be recalled to the lobby and unavailable for use.

Fire Preparedness

At Lincoln Property Company we are proud of our efforts to provide the highest possible levels of fire and life safety protection; this includes fire and life safety education, as well as planning for emergencies. It is important that each tenant is well informed on all issues related to fire and life safety. The building's **Evacuation Plan** contains more additional detailed information regarding preparedness in the event of a fire and or building emergency. **Please refer to the Evacuation Plan for important additional information on our building fire safety plan.**



Floor Evacuation Maps

Emergency evacuation maps are located in the elevator lobbies of each floor. In the event of an emergency – remember to use the emergency stairwells. Elevators will be recalled to the lobby and unavailable for use.

General Evacuation Procedure

In the event of an emergency or disruption to the building's normal operation the first reaction should be to REMAIN CALM and CALL THE MANAGEMENT OFFICE to report the emergency this will set in motion several events simultaneously:

The immediate dispatch of qualified assistance for fire, medical or other emergencies.

A call to municipal assistance organizations, i.e., fire, police, EMS.

In the event it is necessary to evacuate part or all of the building, remain CALM and LISTEN to the instructions being given over the public address system and by the property staff. Emergency Exit stairwells are to be used for evacuation. DO NOT USE ELEVATORS unless instructed to do so over the public address system, or by Cambridge Police or Fire Department representatives. Stairwell entrances are located on the east, west and center of the building's core in close proximity to the lavatories.

When using the Emergency Exit stairwell, keep to the right so that incoming emergency personnel can utilize the stairwell.

An up-to-date listing of all personnel who may need assistance should be kept by the Floor Marshal and be on file with the Management Office. In the event of an evacuation, those individuals should assemble near stairwell #2 to await evacuation by Rescue Personnel.

Please refer to the Evacuation Plan for important additional information on our building fire safety plan.

Plans For After Any Emergency

Pre-assign a Company Coordinator who will act as liaison between your company and officials from the Fire Department and building personnel. Keep the Management Office updated, should the Coordinator change.

Establish a communications network in writing for all employees for passing-on important information. It should include names and telephone numbers of the people each employee is assigned to call. Employees should keep this information at home.

Fire Prevention



The following recommendations are made to assist you in disseminating a fire prevention program to your employees:

Never leave electrical appliances unattended.

Never use immersion-type heating devices.

Never use portable space heaters.

Avoid electrical overloading and multiple plugs.

Do not use undersized or lightweight extension cords.

Report failure of any electrical outlets or lights to the Management Office.

Only store flammable liquids in the designated building area keeping log of the materials you have onsite.

Keep paper at least six to eight feet away from operating machinery.

Know the location and type of fire extinguishers in your premises.

Tenant Space fire extinguishers should be up to date with inspection through your own vendor.

Keep fire extinguishers in high hazard areas such as photocopy rooms and employee lounges. Know the usable time limit of the fire extinguishers available to you.

Know Exit locations.

Practice good housekeeping near your desk, in storage areas, in mechanical rooms and in the area of Exit doors and hallways.

Fire Safety

CLPF – Cambridge Science Center, LLC is fully sprinkled and equipped with one diesel fire pump for the tower and one electric fire pump for the lab building. Our life safety system is state-of-the-art technology including smoke detectors, elevator recall, pull stations, sprinklers, tamper switches, etc. There are also AED's located in Fire alarm Room in the tower first floor lobby as well as first floor lobby of the lab building.

Please refer to the Evacuation Plan for important additional information on our building fire safety plan.

If You Smell Smoke

CALL 911: After calling 911 – if you feel you are not in danger - contact the Security at 617-592-2792 to advise that smoke has been detected and 911 Emergency has been dispatched.



In the Event of a Fire

If you discover a fire:

Evacuate your area immediately and **CLOSE** all doors behind you.

DO NOT attempt to fight the fire, no matter how small; it may spread faster than you think, entrapping you and others. A safe and orderly evacuation is the first priority.

CALL 911 or ACTIVATE THE NEAREST FIRE ALARM PULL STATION, located near each stairwell entrance, by pulling the lever.

If you feel you are not in immediate danger - call the Security at 617-592-2792 to advise that a fire has been detected and 911 Emergency has been dispatched.

If you are involved in a fire situation:

Remain **CALM** and listen for information and instructions being announced over the Building's public address system.

If there is to be an evacuation of your floor or building, **please refer to the Evacuation Plan for important additional information on our building fire safety plan.**

Life and Safety Systems Testing and Fire Drills

Fire and life safety preparedness includes regular testing of the fire alarm, fire suppression, and communications systems and regular fire drills.

Systems Testing

The fire alarm and communications systems are tested regularly throughout the year. A building wide email is made prior to the beginning of the day's testing, and an engineer and fire alarm vendor will go to each floor when testing is about to begin on that floor. Another building wide email full-building announcement is made when system testing is finished for the day.

Fire Drills

Fire drills are held once a year, typically in the spring. Notice of the planned date and time of the drill will be sent to tenants in advance. Tenants are requested to supply or update an existing list that shows their Fire Wardens, Floor Wardens, Floor Marshals and Searchers, and a current list of employees who would require assistance in case of relocation/evacuation.

During a fire drill employees should move calmly and quickly to the nearest fire exit and proceed out of the building to their predetermined relocation area outside. After the drill has



been successfully completed, an “All Clear” announcement will be made and tenants may return to the building.

Evacuation in the Case of Blackout

If a partial or complete loss of electrical power occurs, backup generators will power certain building systems, including life-safety systems and some elevators for emergency personnel use. Building management will determine the appropriate response to a loss of power. In general, the decision regarding the action to be taken in a blackout situation will depend on the estimated duration of the blackout.

Security personnel will keep building occupants informed. If Property Management has determined that the blackout will be short-term and no evacuation is necessary, Property Security personnel will announce that the blackout is temporary and will ask that building occupants remain calm and await the restoration of power. If the blackout is expected to last for an extended period, or its probable duration cannot be determined, the building manager may order evacuation of the affected areas.

If evacuation is deemed necessary, security officers will assist building occupants in evacuating the building.

To be successful and avoid panic and confusion, an evacuation in the case of blackout must be an orderly and structured process.

The evacuation will begin at the top of the building and proceed down to the lowest floor.

Security officers will be dispatched to the floor to assist with the floor-by-floor evacuation of the building.

Property Security will announce the plan to evacuate over the voice communications system. Evacuation normally takes place one floor at a time.

Women should remove high-heeled shoes to make walking easier and less dangerous.

Personnel should remain calm and quiet, and move to the nearest fire exit. Do not attempt to use elevators.

If an individual on a floor is disabled or cannot walk down the stairs, a security officer will request that a co-worker stay behind with the disabled person until another means of evacuation becomes available. The security officer will inform Building Security of every person who is stranded on each floor.

When the security officer has determined that the evacuation of a floor is complete, he or she will notify Building Security and will then proceed to the floor below. The evacuation procedure is repeated for each floor until the affected floors are completely evacuated.

No one (other than emergency or repair personnel) will be permitted to enter the building until an all clear is declared and building personnel are permitted to return.



Heightened Alert

Local, national, or international events may dictate that additional measures should be put in place to ensure the safety of the building and its occupants. For example, extra security precautions may be necessary during trials of individual's accused of serious crime or following incidents or threats of world terrorism. Our goal is to institute appropriate security measures without undue inconvenience to building users. Such measures may include the following:

- Extra or more frequent patrols by security officers, including areas outside the building, with special attention paid to apparently suspicious vehicles, suspicious persons loitering in the area, and unattended vehicles or packages

- More frequent inspection of restroom facilities, stairwells, and trash receptacles

- Higher security visibility

- Greater attention paid to all persons or vehicles seeking to enter the building at loading docks and freight areas (loading docks and freight elevators may be closed)

- Restrictions on building access

Please feel free to contact the Management Office at any time about these or other security issues.

Major Water Leaks

Persons discovering water leaks should immediately report them to the Management Office. Be certain to give your name, firm name, location, and extent of the leak. If water is coming through the ceiling, and if it is feasible, close all open drawers in the vicinity, move papers or work in progress, place wastebaskets or buckets under leak(s) and move furniture.

Medical Emergency

In the event of a medical emergency or accident involving personal injury, call 911, and then call the Management Office/Security. Give the receptionist/Security Officer the tenant name, floor, location on the floor and the type of accident or medical emergency.

Security will respond immediately to your premises and will again summon the appropriate municipalities, EMS, fire, rescue, or police. While waiting for Security:

- DO NOT move the injured person. Keep them warm and calm.

- Advise your company safety coordinator.

- Have someone from your office meet the emergency team at the freight elevator on your floor.



Power Failure

In the event of a power outage, remain CALM and call the Management Office immediately. Listen for information and instructions from the building's public address system. An emergency generator will automatically operate selected equipment, such as lights in stairwells and common areas, and the public address system.

Emergency generators will supply electrical power to emergency exit and stairwell lights, fire/life safety systems, and the elevator retrieval system for emergency personnel use. Patience is required while the local utility company restores power.

Remain where you are and wait for an announcement. Avoid moving about unless the area is safely illuminated.

There is no need to evacuate the floor unless instructed to do so by building or emergency personnel.

Do not use the red emergency phones during a power failure. These phones are to be used only during a fire emergency.

The emergency generator is designed to bring the elevators to the lobby level. If you are in an elevator during a power failure, please remember that it may take some time to recall all the elevators to the lobby level. You will be advised of the status and delay time over the elevator voice communications system.

During a power outage turn off as much equipment as possible to minimize disruption and damage once power is restored.

Severe Weather

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are right to produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken for safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Property Management, but rather by each Tenant Company. However, in the event these conditions do exist, the following guidelines should be kept in mind:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).

- Do not panic.

- If evacuated, lock all desk drawers and take all items of value with you.



If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.

Use the stairwells rather than the elevators.

If evacuated, do not return to your office until advised to do so.

Threatening Person

Report any situation involving a threatening person to the Cambridge Police Department by calling 911 and notify property management.

Provide as much information as possible including a physical description of the person(s) and their location, whether or not they are armed, the number of hostages and their location (if any).

Report the presence of suspicious individuals in or about the property to property management. A physical description of the person and the location they were last seen will also be important information to communicate.

Unsafe Conditions

If an unsafe condition – a slippery floor, debris left in a common area, broken glass, etc. – is noticed, please notify a security officer or the Property Management Office immediately. Our staff inspects the property regularly; however, problems you might see sooner are addressed immediately.

Construction Rules & Regulations

Construction/Remodeling

Lincoln Property Company's construction work procedure is designed to provide efficient scheduling of work while protecting other tenants from unnecessary noise and inconvenience.

The Lincoln Property Company Construction Rules and Regulations; Hot Work Protocol and Hot Work Checklist attached to this document contain detailed information to assist you and your General Contractor in planning construction projects. Please review it carefully before design begins. Please note that the summary below highlights key aspects of the attached document entitled **Lincoln Property Company Construction Rules and Regulations** for your convenience and does not supersede it in any way.



Summary

Before starting a project – contact the Management Office. The Property Manager will be happy to assist you in completing your project efficiently.

Incorporate the provisions of the attached document into all of your agreements and contracts. You will need written approval from the Property Manager before contracting any work.

At least four (4) weeks before construction provide two (2) sets of drawings and plans to the Property Manager for approval. The Property Manager must also approve your list of contractors and subcontractors.

At least two (2) weeks before construction, schedule a pre-construction meeting with the Property Management Team. Meeting materials should include detailed schedules; addresses and telephone numbers of supervisors, contractors and subcontractors; copies of permits; proof of current insurance (including all subcontractor); payment, performance and lien bonds; and notice of any contractor's involvement in a labor dispute.

We will generally require that you conduct noisy, disruptive or odor and dust producing work, as well as the delivery of construction materials, outside of regular business hours.

We expect all contractors to maintain safe and orderly conditions, labor harmony, and proper handling of any hazardous materials. MSDS sheets must be supplied to the management office. We may stop any work that does not meet the conditions outlined in the attached document.

Before occupying the completed space, submit the final certificate of occupancy and any other approvals to the Property Manager. We also require an air balancing report signed by a professional engineer and an "as built" set of drawings in AutoCAD format on disk and one (1) hard copy showing all of the work in full detail.

Building Rules & Regulations

General Rules and Regulations

CLPF – Cambridge Science Center LLC is a premier business address in Cambridge and as such; we have worked hard to create the most positive environment possible for you and your employees to conduct business in. We have endeavored to minimize our formal Rules and Regulations. However, in order to maintain a positive business environment and minimize the interference by others to your premises, we anticipate your cooperation in observing the following Rules and Regulations prescribed.

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



After Hours Entry: Building Management reserves the right after normal building hours to require that persons entering the building identify themselves and establish their right to enter or exit the building.

Animals & Bicycles: Tenant shall not bring into the building their bicycle but rather use one of the two designated bike areas onsite. NO Animals are allowed in the building unless a service animal previously approved by Lincoln Property Company.

Antennas & Wires: Tenant shall not install any antenna or aerial wires, or radio or television equipment, or any other type of equipment, inside or outside of the building, without Management's prior approval in writing. Tenant may operate personal radios and/or televisions inside the premises leased or occupied by it, provided noise from such equipment is not audible outside the premises.

Blind Closing: Each Tenant shall cooperate with Building Management in obtaining maximum effectiveness of the cooling system by closing blinds or drapes when the sun's rays fall directly on windows of the premises leased or occupied by Tenant.

Building Image: Tenant shall not advertise the business, profession or activities of Tenant in any manner which violates the letter or spirit of any code of ethics adopted by any recognized association or organization, or use the name of the building for any purpose other than that of the business address of Tenant, or use any picture or likeness of the building or the building name or logo in any letterheads, envelopes, circulars, or notices, without Owner's expressed consent in writing, which consent may be unreasonably withheld.

Entrance Obstruction: Tenant shall not block or obstruct any of the public sidewalk entries, parking areas or courtyards adjacent to the building, passageways, doors, corridors, elevators, elevator doors, freight elevator lobbies, hallways or stairways of the building.

Tenant shall not place, empty, or throw any rubbish, litter, trash or material of any nature into such areas, or permit such areas to be used at any time except for ingress or egress of Tenant, its licensees and invitees.

Finish Materials: All carpets, fabrics and furniture purchased for premises leased or occupied by Tenant shall conform to local and state fire codes.

Flammable Fluids: Tenant shall not bring into the premises or the building any flammable fluids or explosives without written permission of Building Management.

Glass Panel Doors: Glass panel doors that reflect or admit light into the passageways or into any place in the building shall not be covered or obstructed by Tenant. Tenant shall not permit, erect or place drapes, furniture, fixtures, shelving, display cases or tables, lights, signs or advertising devices in front of or in proximity of interior or exterior windows, glass panels, or glass unless the same shall have first been approved by Building Management.

Hand trucks: Any hand trucks used in any space or public halls of the building, either by Tenant or by jobbers or others, in the delivery or receipt of merchandise, shall be equipped with rubber tires and safeguards.



Large Item Disposal: Tenant shall have the responsibility of disposing of crates, boxes, etc., which will not fit into office wastepaper baskets and other unusual waste. In no event shall Tenant set such items in public hallways or other areas of the Building, except within the premises leased or occupied by Tenant, for disposal. If Tenant wishes to dispose of such items prior to 6:00 p.m., it may do so by calling the Management Office to arrange for Porter service.

Locks: No additional locks shall be placed on any door in the building, which are incompatible with the master keying system. Building Management may at all times keep a passkey to all leased or occupied premises. All keys shall be returned to Building Management promptly upon termination of each lease.

Material Movement: The movement of furniture, equipment, machines, merchandise or material within, into or out of the leased premises and the building shall be restricted to time, method and routing as determined by Building Management upon request from Tenant, and Tenant shall assume all liability and risk to property, the premises leased or occupied by it, and the building in such move.

Owner's Reservation of Rights: Building Management reserves the right to rescind, alter or waive any rule or regulation at any time prescribed for the Building when, in its judgment, it's in the interests of all Tenants, and no alteration or waiver of any rule or regulation in favor of one Tenant shall operate as an alteration or waiver in favor of any other Tenant. Building Management shall not be responsible to any Tenant for the non-observance or violation by any other Tenant or any of the rules of regulations at any time prescribed for the building.

Plumbing Systems: The plumbing facilities, lavatories and janitor closets shall not be used for any other purposes than for which they are constructed, respectively, and no rubbish, rags, sweepings, and/or any other harmful damaging or foreign substance of any kind shall be thrown in them, and the expense or any breakage, stoppage, or damage resulting from a violation of this provision shall be borne by Tenant.

Portable Heaters: For everyone's safety; the use of portable heaters is not allowed in any office. If temperatures are uncomfortable, please contact the Management Office and we will adjust accordingly.

Premises Infestation: If the premises become infested with vermin due to Tenant deliveries or acts or omissions of Tenant, Tenant at its sole cost and expense, shall cause such premises to be exterminated from time to time, to the satisfaction of Building Management and shall employ such exterminators as shall be approved by Building Management.

Quiet Enjoyment: Tenant shall not permit the operation of any musical or sound-producing instruments or devices which may be heard outside the leased premises or the building, or which may emanate electrical waves which will impair radio or television reception from or in the building.

Roof Access: Admittance to the roof of the building is allowed only upon the written consent of Building Management.



Sales or Auctions: No space in the building shall be used for manufacturing, public sales or auctions.

Signal Communication: If Tenant desires signal communication, alarm or other utility or service connections installed or changed, such work shall be done at the expense of Tenant, with the prior written approval and under the direction of Building Management.

Signs & Advertising: No sign, door plaque, advertisement or notice shall be displayed, painted or affixed by Tenant in or on any part of the outside or inside of the building or parking facilities without prior written consent of Building Management.

Smoke Free: This is a smoke free building; smoking is prohibited within 25 feet of the building perimeter. Smoking is also prohibited in the building lobby and other common areas, all elevators, rest rooms, the elevator lobby on each floor (even if such floor is occupied by only one Tenant) and the parking garage.

Soliciting & Peddling: Canvassing, soliciting, peddling, and distribution of handbills and other advertising material in the building is prohibited. Tenant shall cooperate to prevent the same and shall promptly report such activities to the Management Office.

Weapons: Building Management has the right, but not the obligation, to restrict Tenant from bringing into the building, or keeping on the premises, any weapon including but not limited to firearms, knives, shotguns and similar items.

Forms

The following forms should be completed and returned to the Management Office at least two weeks prior to your scheduled move. Please send a copy to the Management Office to the address below and retain a copy for your records. For replacement forms, please contact the Management Office.

Electronic version to: Gianetta@lpc.com -or-

Mail to:

CLPF – Cambridge Science Center
c/o Lincoln Property Company
245 First Street
Cambridge, MA 02141

-
- Tenant/Vendor Certificate of Insurance
 - Move-In Day Information



- ❑ Access Card Request
- ❑ Directory Signage Order Form
- ❑ Mailbox Signage Order Form
- ❑ Tenant Contact Information – including:
 - Authorized Individuals for Work Orders
 - After-Hours Emergency Contact List
- ❑ Tenant Emergency Response Team Form
- ❑ Physically Impaired Individuals
- ❑ Emergency Procedures Acknowledgement

TENANT/VENDOR CERTIFICATE OF INSURANCE

Insurance Requirements

Tenants are required to keep on file with the Management Office a current Certificate of Insurance evidencing sufficient coverage to satisfy the terms of their lease. The insurer must be admitted and licensed in Massachusetts and the Certificate must contain a provision that coverage will not be canceled or non-renewed without a thirty (30) days prior written notice to the Owner.

When tenant work is to be done by contractors in the building, the tenant authorizing such work shall be responsible for including in the contract for such work the following insurance and indemnity requirements to the extent that they are applicable. **Insurance certificates must be received prior to construction/service. All certificates shall name the Landlord as the certificate holder as follows:**

Commercial General Liability:	\$1,000,000 (Per Occurrence) \$2,000,000 (Aggregate)
Property:	\$1,000,000
Automobile Liability:	\$1,000,000
Excess Liability:	\$5,000,000



Worker's Compensation:	Statutory
Employers' Liability:	\$1,000,000
Description of Operations:	Either: 1) All Operations of the Insured or 2) Property Name
A. Additional Insured: affiliates, successors and assigns successors and assigns assigns	Clarion Lion Properties Fund Holdings, L.P. and its CLPF – Cambridge Science Center, LLC and its affiliates, Lincoln Property Company and its affiliates, successors and
Agent:	LPC Commercial Services, Inc. and Lincoln Property Company
Notice of Cancellation:	30 Days, For Non-Payment 10 Days
Certificate Holder:	CLPF – Cambridge Science Center, LLC c/o Lincoln Property Company 245 First Street Cambridge, MA 02141
<u>Certificates Mailed to:</u>	Gerry Ianetta Lincoln Property Company 245 First Street Cambridge, MA 02141
<u>Electronic Copy to:</u>	Gianetta@LPC.com

TENANT MOVE-IN DAY INFORMATION

Tenant Company Name: _____

Tenant Move-In Coordinator: _____



Current Address: _____

Current Phone #: _____

Moving Date: _____

Moving Time: Start: _____ Completion: _____

Moving Company: _____

Moving Company Telephone: _____

Moving Company Supervisor: _____

Moving Company Contacted for Certificate of Insurance? Yes__ No _____

Number of Movers: _____ Oversized Furniture or Equipment: _____

Special Move-In Cleaning Requirements: _____

Additional Security Requirements: _____

Emergency Tenant Names and Phone Numbers during Move:

Name: _____ Telephone #: _____

Name: _____ Telephone #: _____

ACCESS CARD REQUEST

Requests for building access cards only be submitted by an authorized requestor of your company

Date: _____



Company: _____

Suite #: _____

Employee Name: _____

Effective Date: Start: _____
 End (if Temporary): _____

Card Type: New: _____
 Replacement: _____

Access Level: All Access: _____
 Business Hours Only*: _____
 Other : _____

*Please refer to business hours of operation as listed in your Lease

Authorized By: _____

Print Name & Title: _____

Email/Phone : _____

**PLEASE ADVISE YOUR NEW EMPLOYEE THAT BUILDING ACCESS CARDS CAN BE PICKED UP IN
THE MAIN LOBBY AT SECURITY DESK**

Please return completed form to: gianetta@lpc.com . Cards can typically be issued within
24-hours.

SIGNAGE ORDER FORM

Date: _____

Company: _____

Suite #: _____



PLEASE LIST BELOW EXACTLY HOW YOU WOULD LIKE YOUR FIRM'S NAME LISTED ON THE MAIN LOBBY DIRECTORY

Company Name – Line #1

Company Name – Line #2 (if required)

Individual Employees (use separate sheet, if necessary)

Additional Instructions (i.e. Logo – if allowed – color, location, etc.)

Authorized By: _____

Print Name & Title: _____

Email/Phone : _____

Please return completed form to: gianetta@lpc.com as soon as possible and allow approximately 3 weeks for completion.

MAILBOX PLAQUE REQUEST

Date: _____

Company: _____



Suite #: _____

PLEASE LIST BELOW EXACTLY HOW YOU WOULD LIKE YOUR FIRM'S NAME LISTED ON YOUR MAILBOX IN THE 1ST FLOOR MAIL ROOM.

Company Name – Line #1

Company Name – Line #2 (if required)

Authorized By: _____

Print Name & Title: _____

Email/Phone : _____

Please return completed form to: gianetta@lpc.com as soon as possible and allow approximately 3 weeks for completion.

TENANT CONTACT INFORMATION

For our files, it is important that we identify employees in your company that we will need to interact with during your tenancy. Please indicate the names of the individuals in your firm that should be contacted for these various responsibilities listed below. If we have omitted a name or key position, please feel free to add.

Please be sure to update whenever any of these contact names or information changes.



Date: _____

Company: _____

Suite #: _____

TENANT LIAISON:

Name: _____

Title: _____

Phone: _____ Cell: _____

Email: _____

WORK ORDER AUTHORIZATION:

Name: _____

Title: _____

Phone: _____ Cell: _____

Email: _____

BILLABLE WORK ORDER AUTHORIZATION:

Name: _____

Title: _____

Phone: _____ Cell: _____

Email: _____

RENT PAYMENTS/ACCOUNTING:



Name: _____

Title: _____

Phone: _____ Cell: _____

Email: _____

Billing Statement Preference:

Electronic _____

Paper _____

Both _____

IT MAINTENANCE:

Name: _____

Title: _____

Phone: _____ Cell: _____

Email: _____

AFTER-HOURS EMERGENCY CONTACTS:

In the event of an emergency after hours, we will start with the first contact below and continue until we reach someone from your company. We would then expect that individual to disseminate information accordingly within your firm. It is important that each person understands his or her responsibility in this regard.

CONTACT #1

Name: _____



Title: _____

Home Phone: _____ Cell: _____

Email: _____

CONTACT #2

Name: _____

Title: _____

Home Phone: _____ Cell: _____

Email: _____

CONTACT #3

Name: _____

Title: _____

Home Phone: _____ Cell: _____

Email: _____

Please return completed form to: gianetta@lpc.com as soon as possible and prior to move-in.

FIRE/LIFE SAFETY EMERGENCY RESPONSE TEAM

Please see building **Evacuation Plan** regarding specific responsibilities for positions below before assigning individuals.

Date: _____

Company: _____

Suite #: _____ Phone #: _____

Position

Name



Floor Warden: _____
& Alternate: _____

Stairwell Monitor #1: _____
& Alternate: _____

Stairwell Monitor #2: _____
& Alternate: _____

Elevator Monitor #1: _____
& Alternate: _____

Elevator Monitor #2: _____
& Alternate: _____

Floor Searcher #1: _____
& Alternate: _____

Floor Searcher #2: _____
& Alternate: _____

Company Coordinator: _____
& Alternate: _____

Assistant to the
Physically Impaired
& Alternate: _____

Please return completed form to: gianetta@lpc.com as soon as possible and prior to move-in.



PHYSICALLY IMPAIRED INDIVIDUALS

Please provide the following information regarding individuals in your office who will require special assistance in case of an emergency.

<u>Suite #</u>	<u>Individual</u>	<u>Assigned Assistants</u>	<u>Phone #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please return completed form to: gianetta@lpc.com as soon as possible and prior to move-in.



EMERGENCY PROCEDURES ACKNOWLEDGEMENT FORM

Each tenant is required by law to observe and cooperate with the Emergency Procedures and Evacuation Plan of the building, and to enforce occupant participation in all related training and drills. It is tenant's responsibility to review the Emergency Procedures and Evacuation Plan with all employees and to ensure that the manual is available for immediate reference in the event of an emergency.

By signing this form, tenant acknowledges the receipt of the CLPF – Cambridge Science Center, LLC Emergency Procedures and Evacuation Plan. Tenant acknowledges that the information provided is clear and acknowledges the responsibility to share the contents of the manual with tenant's entire staff and any new employees of the company.

Date: _____

Company: _____

Suite #: _____

Authorized By: _____

Print Name & Title: _____

Email/Phone : _____

Please return completed form to: gianetta@lpc.com as soon as possible and no later than 30 days from occupancy.



Lincoln Property Company

Construction Rules & Regulations

(Supplement)

CLPF – Cambridge Science Center, LLC

The following Rules and Regulations have been established by Lincoln Property Company (LPC) and shall be adhered to by all contractors/vendors working in the CLPF - Cambridge Science Center, LLC. Building management shall reserve the right to have any individual(s) or company removed from the building for any violation of these provisions.

Building Management: Lincoln Property Company (LPC)

Senior Property Manager: Wesley Williams, 617-401-9209

Assistant Property Manager: Gerry Ianetta, 617-401-9212

Regular Business Hours: Monday through Friday
8:30 a.m. to 5:00 p.m.

A. General:

1. This document will be an Exhibit for all service and construction contracts for work at this property.
2. No construction or alterations of the property may be started without the prior approval of LPC. Two weeks prior to the requested start of work, the contractor must submit to LPC a full set of stamped architectural drawings for approval, reflecting the full and complete scope of the project. The drawing sign off sheet must also be complete
3. LPC requires that the general contractor provide a project superintendent licensed in the City of Cambridge. The City of Cambridge license shall be a minimum grade C or the superintendent shall be licensed by the Department of Public Safety and hold a current license designation of "Licensed Construction Supervisor". The project superintendent shall be on site every day when construction activities are in progress and on site for all after hours work.
4. Prior to the commencement and upon completion of each project, LPC and the contractor will walk-through the public areas, i.e., restrooms, common corridors, stairwells, etc. Any prior damage will be noted. Any subsequent damage to the surrounding areas will be the responsibility of the general contractor to repair.
5. The contractor is responsible for filing and obtaining all required local building, fire and/or utility permits, as applicable, prior to the commencement of any work and must be licensed or certified to perform all work where specified or required by law. The contractor shall comply with all inspectional services and fire department



requirements related to the issuance of the building permits and shall display the building permit and inspection records as required by building code. Where applicable, permits are to be posted as directed by LPC.

6. The contractor shall not borrow any materials, i.e., tools, extension cords, dollies, ladders, etc., from the maintenance department. The contractor is not allowed access to the maintenance shop or storage closets. Prior authorization is required from LPC for access to any electric, plumbing, telephone or HVAC closets. Should access be permitted, the contractor will be responsible for any damage.
7. All work undertaken by contractors on site must be performed in accordance with safety standards, which include, but are not limited to, compliance with Occupational Safety and Health Administration (OSHA). Contractor's safety procedures may exceed OSHA standards but in no case shall they fail to meet these minimum requirements.
8. All accidents, disturbances, labor disputes or threats thereof, and other noteworthy events pertaining to the building or a tenant's property shall be reported immediately to LPC. A written report must follow within 24 hours.

B. Building Permits & Certificates of Occupancy

1. A copy of the building permit must be delivered to LPC prior the start of any construction project and the permit card must be posted on the construction site in full view at all times.
2. A copy of the fully executed building permit, showing all final inspection sign-offs must be delivered to LPC prior to the receipt of the certificate of occupancy.
3. The original certificate of occupancy must be delivered to LPC as soon as it is issued. LPC may elect to withhold a contractor's payment until proof of issuance has been received.

C. Building Standards

1. All materials and ME/P equipment shall conform to CLPF – Cambridge Science Center, LLC's Building Standards. These are the minimum building standards; the contract documents may indicate a higher level of finishes and materials. No substitution to the specified ME/P equipment will be considered.

D. Construction Work Rules

1. The general contractor will be responsible for providing fire extinguishers throughout the construction area. There should be one fire extinguisher every seventy-five feet within the construction area. Base building fire extinguishers may not be removed from stairwell cabinets for construction purposes.
2. LPC will remove an exterior window and install a painted plywood panel that will allow dust control by a contractor-provided HEPA filter unit. The window will be installed in an area that will not affect the construction or new interior walls. The general contractor will provide an electrical outlet for the HEPA filter unit. The general contractor will be responsible to clean any spaces in the building that become contaminated with construction dust. The HEPA filter will be operational 24/7 during the construction project.
3. The general contractor will have two (2) fifty-five gallon plastic barrels on wheels empty at all times and available for sprinkler head leakage or other plumbing emergencies.



4. All architectural, mechanical and electrical demolition work shall be performed between the hours of 11:00 p.m. and 6:00 a.m. Monday through Friday or anytime on a scheduled weekend. No new construction work shall take place or other trades be permitted access to the construction area until the construction area is completely demolished. All debris is to be removed and the floors to be thoroughly broom-cleaned daily.
5. All construction involving high levels of noise, including, but not limited to, coring, drilling, ram setting, shooting of floor track or ceiling track must be performed between the hours of 11:00 p.m. and 7:30 a.m. Monday through Friday or anytime on a scheduled weekend, the cost of which shall be included in the base proposal.
6. All spray painting and staining is to be performed after normal business hours and is to be coordinated with LPC to ensure proper ventilation. Large spray areas (3,000 sf plus) must be done on a Saturday to provide at least two days of ventilation. All oil base painting must be performed over a weekend period.
7. All work requiring the shutdown of risers and mains for electrical, mechanical, sprinkler or plumbing work shall be supervised by a representative of LPC, the cost of which shall be charged directly to the tenant at the prevailing building rate.
8. If work is required to be performed in adjacent tenant space, above or below the area of construction, this work shall be performed after normal business hours. The cost of this after hours work shall be included in the contractor's base proposal and shall be supervised by a building engineer. The LPC engineer's cost will not be a contractor expense.
9. If the floor's air handler is operated during construction, the contractor shall install filters on the return air ducts. The contractor will be responsible for all filter changes during construction.
10. All large deliveries of sheet rock or other materials must be delivered before 8:00 a.m. or on a weekend. All such deliveries are to be coordinated at least 24 hours in advance with LPC.
11. The contractor shall provide a workbox and pull strings for telephone work. Tel/data work is by the tenant's contractor.
12. All unused electrical/telephone outlets are to be removed and the walls are to be patched and finished.
13. All contractors working in the building are required to provide their own ladders with a rubber shoe on each leg. Ladders shall be certified to meet OSHA and ANSI standards. All push carts and dumpsters shall have rubber tires to reduce the construction noise.
14. Any utility sinks, if used by a contractor, are to be cleaned daily. No construction waste, paint thinners or other obstructing or hazardous materials are to be poured down any building sinks or floor drains.
15. The general contractor's vacuums shall have filters in place and be in good working condition.
16. The contractor shall install temporary partitions (sheet rock) for security purposes and site protection in any public corridor where doors are being relocated or moved. Temporary access doors for construction areas connecting with a public corridor will be building standard, i.e., door, frame, hardware and lockset, with a copy of the key to be furnished to LPC.
17. The general contractor shall inform LPC in advance if there will be any odor producing construction work, i.e., IDEA wall paint or floor adhesives. The contractor will inform LPC if high VOC products are being utilized. The



Cambridge Science Center promotes green practices and all materials shall be no or low VOC. LPC reserves the right to stop this work if the work creates a disturbance to other building tenants.

E. Building Access

1. All contractors are required to sign in and out with Security in the main lobby. Each employee of the contractor shall sign in at the commencement of each work day and shall sign out prior to leaving the building.
2. All contractors will be issued contractor identification badges by LPC. Contractor identification badges must be worn on the upper left-hand side of the contractor's shirt. In some instances the contractor will be issued a building access card as a means to enter certain doors in the building. This does NOT remove the requirement of signing in and out each day. These cards are non-transferrable and are the sole property of LPC. Cards are to be returned upon LPC request, but no later than the termination of the contract work. Charges for lost or damaged cards issued to the contractor shall be paid by the contractor immediately upon issuance of an invoice.
3. All construction workers shall enter and exit the building through the loading dock.

F. Safety and Protection of Property

1. Contractors shall police ongoing construction operations and activities at all times, keeping the premises orderly, maintaining cleanliness in and about the premises, and ensuring safety and protection of all areas, including loading docks, elevators, lobbies and all other public areas which are used for access to the premises.
2. Construction materials shall only be stored in the premises where they are to be installed. No storage of materials will be permitted in any public areas, loading docks or corridors leading to the premises, nor in any mechanical rooms, electrical rooms, etc. Materials left in unauthorized areas may be disposed of by LPC.
3. LPC assumes no responsibility for tools, materials or equipment stored at the building.
4. Contractors shall provide adequate protection to all carpets, wall surfaces, doors and trim in all public areas through which materials are transported. Contractors shall continuously clean such areas. Protective measures shall include runners over carpet, padding in elevators and any other measures determined by LPC. Any damage to existing walls, carpets, doors or trim during construction shall be repaired by the contractor to the satisfaction of LPC.

G. Parking

1. No parking of contractor's vehicles will be provided in the loading dock, handicapped or fire access lanes, or any private ways in or surrounding the property. Towing will be enforced at all times.
2. Onsite and Garage parking is available on a first come first serve basis.

H. Conduct

1. While in or about the building, all contractors shall perform in a dignified, quiet, courteous and professional manner at all times. Contractors shall wear clothing suitable for their work and shall remain fully attired at all times.



2. No smoking is allowed in the building. Smoking is permitted only in designated outdoor areas at a minimum of 25 feet away from any public entrances. At no time is smoking permitted in the loading dock, stairwells, basement, within the construction area or any other area within the building.
3. The use of alcohol, narcotics and/or controlled substances is strictly prohibited on site, as well as firearms, ammunition, cameras, and any recording devices. Any contractor or their employee found in violation of these regulations will be asked to leave the building.
4. Radios are not permitted on the work site.

I. ME/P Work Rules

1. All ME/P work shall comply with requirements of local building code, building department, building management rules and regulations and all authorities having jurisdiction. The contractor is to inform the engineer of record and LPC of any existing work or materials which violate any of the above laws and regulations. Any work done by the contractor causing such violation shall be corrected at the contractor's expense.
2. All work performed shall be in accordance with the latest version of NEPA, NEC, NESC and with all applicable state and local codes.
3. The contractor shall perform all city inspections as required and obtain all equipment use permits as required by state and local authorities. Permits shall be turned over to LPC at job completion.

J. Fire Protection Work

1. The contractor shall provide LPC with a copy of the sprinkler permit prior to the commencement of any work.
2. Sprinkler heads can be relocated during normal business hours if approved by ISD. The contractor shall schedule the drain down with LPC at least 24 hours in advance and will provide LPC with the time for the system fill, so that it can be scheduled with the building's fire alarm contractor.
3. The contractor must be on site before any impairment to the system is made.
4. An LPC engineer will perform the drain down and subsequent refill of the system. All floor sprinkler systems must be restored to full service by the end of the business day. Sprinklers shall not be left impaired overnight.
5. The contractor shall inspect the system for any leaks and remain on site until the system has full operating pressure and the fire alarm panel is free from any trouble conditions.

K. Plumbing Work

1. All tenant plumbing fixtures and vents shall be connected to the nearest wet column. No new plumbing connections should be made to core areas and bathrooms.

L. Fire Alarm Work

1. The building's fire alarm contractor is Bennett Communications. The general contractor's electrical contractor can install the fire alarm devices and branch wiring, but all final wiring, programming of the FA panel and CFD testing shall be performed and coordinated by the building's fire alarm contractor. The building's fire alarm



contractor should be a subcontractor to the project's electrical contractor. All fire alarm system testing is to be performed after normal business hours.

M. Loading Dock

1. The loading dock is open 24/7.
2. All contractors and vendors must check in with security guard at front desk.
3. The building's freight elevators are available during normal business hours for routine deliveries of one or two trips.
4. Extended deliveries of sheetrock, ME/P equipment and construction materials must be scheduled with LPC for delivery before 8am or after 5pm.
5. All material deliveries must be made through the loading dock and must be transported directly to the job site utilizing the designated freight elevator only. The contractor **may not** use the **passenger elevators** for the transportation of materials at any time.
6. All vehicles are to be removed from the dock as soon as the delivery is complete. Unattended vehicles will be towed at the contractor's expense.

N. Salvage and Waste Removal

1. The contractor is responsible for disposing of all construction debris after normal business hours, Monday through Friday, 11:00 p.m. to 6:00 a.m. The building's trash compactor is not available. The contractor must make arrangements with LPC for the scheduling and location of an additional dumpster for the removal of construction materials or other debris and to arrange for a freight operator. The contractor is to place protection board under the dumpster and is responsible for any damage to the loading dock's deck waterproofing and/or damage to elevators during construction. The loading dock floor is to be swept and washed by the contractor at the completion of each shift.
2. The dumpster can be delivered to the loading dock between 8:00 p.m. and 10:00 p.m. Due to the building's cleaners utilizing the freight elevator on a nightly basis until 11:00 p.m., the construction materials or other debris cannot be removed from the building until 11:00 p.m. Work must be completed and the dumpster must be removed from the loading dock by 7:00 a.m. Monday through Friday.

LPC Hot Work Protocol for construction renovation or building repairs dated October 26, 2010 below. This HW protocol is to be followed by all contractors working at CLPF – Cambridge Science Center, LLC.

LINCOLN PROPERTY COMPANY



Hot Work Protocol For Construction Renovation or Building Repairs

Definition:

Hot work is any work activity that generates a flame, heat or sparks such as soldering, brazing, welding, or torch cutting and grinding.

Before any hot work shall commence the following Fire Safety Precautions must be taken:

1. Notification

Notify building management, in writing, 72 hours in advance of the location and purpose of planned hot work in the facility. Any heavy hot work, such as structural work or confined space welding, shall take place after normal business hours. Refer to the building's rules and regulations for the defined normal business hours.

2. Permit

Provide building management with a copy of the hot work permit from the local authority.

3. Sprinkler and Fire Alarm System Impairment

The sprinkler system in the area of the hot work shall not be impaired during the hot work time period. The fire alarm system may only be impaired or zoned out in the area of the hot work with express permission of the local authority.

4. Fire Watch

A designated person from the local fire department authority shall be present during all hot work. The person performing the fire watch shall be completely informed of the work to be undertaken and be in radio or telecommunications contact with the local fire station.

5. Hot Work Area Condition & Preparation

Floors are to be swept clean. Any accumulation of dust shall be removed. Combustible materials shall be removed from the area of hot work and the hot work area shall be properly ventilated. Hot work is not to be conducted in the presence of flammable gases, vapors, liquids or dusts. If hot work is to be performed in a confined area atmospheric testing shall be performed prior to and during the hot work procedure to ensure the work site atmosphere is below the low explosive limit.



6. Person(s) Conducting Hot Work

The person conducting hot work shall be certified, fully trained and competent in use of the equipment and wear the appropriate personal protective equipment.

7. Fire Fighting Equipment & Site Preparation

Fire extinguishers shall be present and within reach during all hot work. The person conducting hot work and fire watch personnel shall be informed of the location and have access to all fire hose cabinets and fire-fighting equipment. Shields are to be erected where electric welding is to take place to prevent ultra-violet light exposure to others in the area. Floor or wall openings located 10 feet or less from the work site are to be covered to prevent hot sparks from entering walls or shafts and falling to floors below. Additional fire watch personnel may be required for the fire watch in adjoining areas above or below the work site as determined by the local authority.

8. Fire Watch Standby

Fire watch personnel shall remain on site 20 minutes after hot work has been completed. Notification shall be sent to the local authorities after hot work is completed. Fire alarm system point zoning shall be restored to active condition after work area is ventilated.



Check List

1. Contractor Compliance
Is contractor in compliance with LPC protocol? _____
2. Type of hot work
Welding, cutting, grinding-soldering, structural _____
3. Location of hot work _____
4. Date and time to be performed _____
5. Permit provided to LPC _____
6. Certificate of Insurance for all contractors and subcontractors presented to building management _____
7. Is a fire watch required by local authority? _____
8. Any fire protection sprinklers impaired? _____
9. Fire alarm system to be temporarily zoned out in work area _____
10. Work area free of combustible equipment? _____
11. Work area properly ventilated prior to and during hot work _____
12. All floor and wall openings covered and protected to prevent sparks and slag from traveling to other unprotected shafts and voids to the floor below _____
13. Portable fire extinguisher onsite and fully charged _____
14. Person(s) onsite performing hot work are qualified and have proper protective clothing and face shields _____
15. Person conducting fire watch from local authority is on site and is in telecommunication contact with fire chief on duty _____