

Bridgeside Point I

100 Technology Drive
Pittsburgh, Pennsylvania 15219
Highlands REIT, Inc.

Welcome to the Building!

BUILDING HOURS

Security hours are from 7:00 am - 7:00 p.m., Monday – Friday. However, all employees/tenants have access to the building 24 hours with their access card.

In the case of a forgotten keycard during Security hours, a tenant will need to show ID and sign in with the security guard. The security guard will verify IDs with a log that must be provided by Tenant's Department Administrator from each department.

A 24 hour hotline is available and can be used during the times no security guard is on duty. That number is 412-372-8570.

VISITORS

If you have a visitor coming to the building, we ask that you let the guard know at least one hour prior to the guest's arrival.

Visitors must use the phone located in the vestibule of the building. Visitors will call the security guard in the lobby for access to the building. The security guard will then either verify that the visitor is expected by checking his list of expected visitors for the day or by calling the party being visited. Once confirmed, the guard will give the visitor access to the building lobby. The visitor will then be asked to provide identification and to sign in on the daily sign-in sheet. The tenant must come to the lobby and escort the visitor upstairs.

BUILDING MANAGEMENT

The building is managed by CBRE, Inc., located at 600 Grant Street, Suite 4800 Pittsburgh, PA 15219. Ray Mays is the on-site Facilities Manager and John Svorcek is the Senior Real Estate Manager.

John Svorcek
Robin Scott
Frank Rullo

Senior Real Estate Manager
Real Estate Services Coordinator
Lead Engineer

Michael Scholze

Chief Engineer

John Svorcek 412-856-8250

John.Svorcek@cbre.com

Robin Scott 412-856-8250

robin.scott@cbre.com

Frank Rullo 412-856-8250

Michael Scholze 724-882-2931

mscholze@collabre.co

Collaborative's home office team

service@collabre.co

BUILDING MANAGEMENT REQUESTS

1) EMERGENCY SERVICES:

Emergency maintenance conditions are conditions that are disrupting operation of the building that can cause damage to personal property and/or the building if left unaddressed. Contact Chief Engineer Michael Scholze for emergencies at 724-882-2931 or mscholze@collabre.co. **Emergency conditions must be reported immediately to Building Management by calling 412-372-8570.** A work order should also be entered through the Angus system.

Some Examples of Emergency Conditions:

- Fire alarm sounding
- Major leak (roof, bathroom, flooding, water lines)
- No electrical service
- Smell of gas or pungent odors
- No heat or air conditioning during normal building hours
- Broken windows
- Broken main entrance locks
- Unsafe and dangerous conditions (i.e. icy sidewalks)

If at any time a medical emergency arises, please dial 9-1-1 immediately and report the incident to building management at 412-372-8570. If you smell smoke or see flames, please pull the fire alarm, dial 9-1-1 and report the incident to building management at 412-372-8570. Please refer to "Emergency Evacuation Procedures" section below for more information.

2) NON-EMERGENCY SERVICES:

All non-emergency building requests should be entered through the Angus System. (Department Administrators should contact Renee Petticord at renee.petticord@cbre.com for Angus access.)

Some Examples of Non-Emergency Requests:

- Leaking faucets
- Backed up toilets
- Burned out light bulbs
- Keys
- Spill or stain
- Bathroom supplies
- Odors from sink or drains
- Cracked windows

Stolen items, disgruntled employees, threats, etc., should be reported to your department representative.

Lockouts

If you have accidentally locked yourself out of your office and it is during the hours of 7:00 a.m. and 7:00 p.m., please contact Security at 412-682-1585.

3) NORMAL BUILDING SERVICES:

Cleaning:

All Building and Suite Common Areas are cleaned daily, and offices are cleaned once a week. Trash is emptied daily. Any special cleaning requests should be entered through the Angus System.

Mail, Deliveries and Loading Dock:

Your address will be as follows:

John Doe
100 Technology Drive
Suite # (this is your room #)
Pittsburgh, PA 15219-3143

Outgoing mail can be placed in the U.S. Postal mail bin located in the building lobby. This bin is picked up Monday through Friday by the U.S. Post Office.

Outgoing FedEx and UPS packages may be deposited in the drop boxes which are located in the building lobby.

All delivery drivers must sign in at the Security Guard reception area. Security is not authorized to sign for or accept packages for tenants. UPS and Federal Express will deliver to your suite, but the security guard will call ahead to notify the tenants that they are coming up. UPS & Federal Express will be supplying drop off boxes in the building lobby, which will be picked up nightly for outgoing packages.

Deliveries coming through the loading dock must have recipient's name, suite number and phone number on the package.

4) ID CARDS/ACCESS/KEYS:

To request an ID/Access Card/Keys a work order must be created in Angus.

Department Administrators please contact Renee Petticord Renee.Petticord@cbre for new user Angus access.

EMERGENCY EVACUATION PROCEDURES

The building is equipped with a fire alarm system which when triggered, either by a pull station being manually pulled or by a smoke detector detecting smoke, the entire building a loud audio alarm will sound and visual strobe lights will flash.

Should the fire alarm be triggered, please calmly proceed to the nearest stairwell and exit the building. The meeting place for each floor of BSP I is the parking area in front of the building. Once your Department Administrator gets an "all clear" from either the City of Pittsburgh's Fire Department or building management, you may re-enter the building.

Please do not try to use the elevators in the event of a fire. When an alarm is triggered the elevators automatically return to the first floor and remain there until they are reset.

Learn the location of the fire alarm pull stations and the posted EXIT routes for your location in BSP-I. The fire alarm pull stations are located in the building corridors.

If you hear the fire alarm signal:

1. Verify that the strobe on your floor is going off.
2. Close the door behind you and evacuate the building by following the EXIT signs to the nearest stairwell or exit.

Notes:

1. Only use a fire extinguisher if the fire is small and you have been trained in the proper use of an extinguisher.
2. Do not reenter the building until the "all clear" signal is given by the Police, Fire Department or Building Management.

ENVIRONMENTAL HEALTH & SAFETY ISSUES

BIOLOGICAL WASTE

Researchers are to follow EH&S recommendations regarding the treatment and disposal of biohazardous waste and mixed waste. Laboratories working at Biosafety Levels 1 or 2 must decontaminate potentially contaminated liquid wastes with an approved EPA disinfectant, wait for the appropriate contact time for inactivation, and then discard to the sanitary sewer. Solid biohazardous materials are to be discarded into a red bag-lined biological waste box, and the box should be sealed when it is ~2/3 full. After sealing the box, a completed biological waste label should be affixed to the box. Biological waste boxes must not weigh more than 30 pounds per single box, and no liquids are to be disposed in biological waste boxes.

Biological waste pickup locations at BSP-I vary from floor to floor. Lab staff should contact EH&S if planning to generate biological waste to determine the appropriate pickup location and frequency.

Once this has been determined, properly packaged and labeled biological waste can be taken at any time to the pickup location. Biological waste pickups are conducted weekly (every Thursday), and pickup locations will be re-stocked with empty boxes and labels as necessary.

Lab staff must use a cart or hand truck to move sealed and labeled biological waste boxes to the applicable pickup location. Custodial staff should not handle biohazardous materials.

Contact EH&S at 412-624-9505 with questions regarding biological waste handling and disposal procedures.

BROKEN GLASS/GLASS WASTE

Broken glassware/glassware waste that is potentially contaminated with biological agents should be treated as sharps and disposed of in a sharps container (see instructions below).

Non-infectious broken glass should be placed into labeled broken glass boxes. When the box is 2/3 full, the opening should be sealed and the box should be picked up by custodial staff. Broken glass must not protrude from the box. Custodial crew will transport sealed boxes to dumpster.

Contact EH&S at 412-624-9505 with questions regarding broken glass/glass waste handling and disposal procedures.

CHEMICALS

Moving Chemicals: Contact Environmental Health and Safety (EH&S) at (412) 624-9505 at least two weeks prior to your move to assist with determining DOT regulated chemicals to be moved to or from BSP-I.

Hazardous Waste Disposal: EH&S coordinates quarterly chemical waste pickups at BSP-I. Lab staff must temporarily store chemical waste in their laboratories until the date of the quarterly pickup. When a pickup has been scheduled, EH&S contacts laboratories via email to provide applicable details (date, time, and specific pickup location) along with procedures on how to safely transport the waste within the building. New laboratory tenants should notify EH&S via phone (412-624-9505) or email (safety@ehs.pitt.edu) if they are planning on generating chemical waste, and EH&S will add their contact information to the quarterly pickup email list.

Contact EH&S at 412-624-9505 with questions regarding chemical waste disposal.

Chemical Spills: If assistance is required with a chemical spill or release, contact EH&S (412-624-9505). For spills that have an immediate health hazard call 9-1-1, evacuate and secure the area.

RADIATION INCIDENTS

In the event of an exposure or contamination incident involving ionizing radiation sources, contact the Radiation Safety Office at (412) 624-2728.

Waste Disposal: A designated waste collection area has been established on the loading dock. Radioactive wastes are to be deposited here for periodic removal by RSO personnel.

SHARPS

All sharps, including potentially contaminated broken glass, must be disposed of in sharps containers. When the sharps container is 2/3 full, it must be sealed and placed into a red bag-lined biological waste box. Sharps should be packaged in a separate biological waste box from other biological waste and the box should be labeled "sharps." Lab staff should move all biohazardous waste boxes to the designated pickup location using a cart or hand truck. Contact EH&S at 412-624-9505 with questions regarding sharps handling and disposal.

MEDICAL EMERGENCIES

Call 9-1-1.

OTHER ISSUES:

CORRIDORS AND COMMON AREAS

Corridors and Common Areas must be clear of any and all objects at all times.

OUTSIDE CONTRACTORS

As there are many services provided by outside contractors, the contractor should be identifiable via badge, uniform, etc. In the event that any tenant hires an outside contractor, the tenant is responsible for that contractor's actions.

RENOVATIONS

Any renovations or requested changes to the existing leased space, other than minor repairs will need to be coordinated through CBRE at 412-372-8570. For minor repairs, please contact Ray Mays at 412-302-7947. For major repairs, please contact Pitt Property Management at 412-624-6901.

SMOKING

Smoking is not permitted anywhere inside of the building. We ask that smokers keep at least 35 feet away from any building entrance while smoking outside.