

Bridgeside Point II

450 Technology Drive
Pittsburgh, Pennsylvania 15219
A Ferchill Group Company

Welcome to the Building!

On behalf of The Ferchill Group, the owners of Bridgeside Point II (BSP II), we would like to say welcome to the building. We hope you find your tenancy here a pleasant one. The following is some basic building information we would like to share with you. As well as some information the University of Pittsburgh would like you to have on hand.

BUILDING HOURS

Normal building hours are from 8:00 am, - 6:00 p.m. The building will be manned with a security guard in the lobby 24 hours, 7 days a week. The building will be locked at all times.

All employees will need to use their keycards to enter the building and are of course, welcome in the building 24 hours a day, seven days a week.

Should a tenant forget their keycard they will need to show ID and sign in with the security guard. The guard will verify their ID with a log, that must be provided by Tenant's Department Administrator from each department.

VISITORS

We ask that if you have a visitor coming to the building to let the guard know at least one hour prior to their 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 visitors expected for the day or by calling the party they are there to visit. Once confirmed, the guard will give the visitor access to the building lobby where they will show identification and sign in on the daily sign-in sheet. The tenant must come to the lobby and escort their visitor upstairs.

If a visitor arrives and the security guard is not on duty or is away from the lobby, the visitor must use the phone in the vestibule to contact the person they are visiting directly to come down to the lobby to let them in. A direct dial phone list will be posted in the vestibule for visitors.

BUILDING MANAGEMENT

The building is managed by Argent Commercial Management, LTD, also A Ferchill Group company. Gerry Otteni is the on-site Facilities Manager and Gina Latimer is the Property Manager.

The following explains procedures for any building management requests:

1) NON-EMERGENCY SERVICES:

All non-emergency building requests should be e-mailed to your Department Administrator.

Department Administrators please contact the security guard in the lobby at (412) 621-9500 for non-emergency building requests.

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

If normal maintenance issues have not been addressed in a reasonable time the Department Administrator will submit a request for non-emergency issues to the facilities manager via e-mail to Gerry Otteni at: gotteni@ferchillgroup.com and copy bridgeside2@ferchillgroup.com

2) EMERGENCY SERVICES:

Emergency maintenance items are considered items that are disrupting operation of the building and can cause damage to personal property and/or the building if left unaddressed. Emergency Items must be reported immediately by contacting gotteni@ferchillgroup.com (if weekend or after hours call 412-670-0303) [This telephone number should only be used by Department Administrators.](#)

Some Examples of Emergency Items:

- 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, you smell smoke or see flames please dial 9-1-1 immediately and report the incident to building management at 412-670-0303. Please refer to number 12 “Emergency Evacuation Procedures” in this document below for more information.

Stolen items, disgruntled employees, threats, etc. should be reported to your department representative and the University of Pitt police department at 412-624-4040.

Lockouts

If you have accidentally locked yourself out of your office and it is during the hours of 8:00 a.m. and 4:00 p.m, please contact building management at 412-670-0303 for assistance. If it is after 4:00 p.m. the security guard in the lobby can be reached at 412-621-9500 and he can give you access after showing him your id.

3) NORMAL BUILDING SERVICES:

Cleaning

Landlord will provide cleaning services as per the cleaning specifications attached.

A “Cleaning Log” will be placed in each kitchen on each floor where tenants can write any cleaning concerns they may have. The nightly cleaner will check this log each evening and initial next to the comment that they have received the complaint and write back any comments they may have. The complaint should be taken care of that evening unless noted by the cleaner or their supervisor. Note: Please review the specifications so that you are aware of the duties of the cleaning company.

Rules & Regulations of the Building

Departments will abide by “Rules and Regulations” for the building as defined on the attached. Should services be required that is restricted by the attached rules and regulation, the department will notify landlord in writing via email with a copy to UPMC’s property management at dpozycki@bc.pitt.edu of this need and a designee from property management will discuss and coordinate issue with landlord.

Mail

Incoming mail will be sorted by the U.S. Post Office and delivered to the security guard in the lobby. The guard will call the Floor Manager to pick up the mail. If there is any mail that is not yours in your bin please return it to the security guard. Your address will be as follows:

John Doe
450 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. There is also a “Campus Mail Box” located in the lobby, which both campus mail and U.S. Mail can be placed in this box, which will also be picked up daily.

DELIVERIES & LOADING DOCK:

All loading dock deliveries require an appointment. Deliveries must be scheduled at least 24 hours in advance by contacting Chris Keys at ckey@pitt.edu or dialing 412-648-1777.

All deliveries coming through the loading dock must have recipient’s name, suite number and phone number on the package.

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.

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.

OTHER ISSUES:

Outside Contractors

As there are many services provided by an outside contractor, the contractor should be identifiable via badge, uniform, etc. In the event that any service provider act in a manner perceived to be inappropriate by Department Administrator, they should immediately document

the circumstances and report incident to their supervisor. The supervisor will be responsible to contact the landlord and will be required to submit a formal accounting of the incident to the Landlord. Landlord will investigate and address all incidents of this nature with an effort to resolve any future occurrences.

The building's second floor is under construction, contractors have been told they must enter the building through the loading dock and the security guard in the lobby will also direct them to the dock should they try to enter through the lobby of the building. If there is excessive noise from contractors during the normal building hours please notify your Department Administrator and we will make every effort to ask the contractor to continue the work after hours.

Electrical Panels in Corridors

The electrical panels (breaker boxes) located on each floor between the labs and the common corridors of the building must not be blocked. The City of Pittsburgh's building inspector has indicated that these panels must not be blocked by equipment, boxes, shelving, etc. The panels must be easily accessible. Violation of this rule could result in the City closing down the building.

Recycling

Large, blue recycling containers are located in the kitchens on each floor of the building. All recycling materials, mixed together, are permitted in this container. They do ask that any food containers be thoroughly washed out. For large purges of files, these containers may be wheeled into your area, but please return it back to the kitchen so that it may be emptied nightly by the cleaning staff. Here is a list of what is considered acceptable items:

Aluminum cans	Colored paper	Newspaper	Empty aerosol cans
Brown paper bags	Computer paper	Phone books	White ledger paper
Catalogs/Magazines	Envelopes-any color	Plastic bottles	
Chipboard	Glass bottles & jars	Tin & steel cans	
(cereal boxes, shoe boxes, etc.)			

RENOVATIONS

Any renovations or requested changes to the existing leased space, other than minor repairs will need to be coordinated through the offices of the Health Sciences by contacting either Lori Burns at 412-648-9672 or Jaime Cerilli at 412-648-2269. For minor repairs, please contact Gerry Otteni at 412-670-0303 or via email at gotteni@ferchillgroup.com. He will provide an estimate for the department and Health Sciences review. Upon approval the work can begin.

BUILDING ENTRY PROCEDURES

BSP-II's security system is now under Pitt ISD. No UPMC card access remains. Anyone who does not have a Pitt ID will need to get one in the interim. Each group should have received training to administer updates to cards and access for the future. Please reach out directly to ISD if you have any questions. All occupants are required to show a proper Pitt ID upon entrance to the building, and to scan this ID at the appropriate entrance reader into the building. Building occupants are not permitted entry at the loading dock of BSP-II.

All guests and visitors will be required to show proper identification upon entry to the building, and to sign in at the 1st floor guard station.

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 second floor (Rm#201A). Radioactive wastes are to be deposited here for periodic removal by RSO personnel.

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-II.

Hazardous Waste Disposal: All chemical waste can be brought down to the building's chemical waste storage room (Room 185A – located near the loading dock) during regularly-scheduled biweekly chemical waste receiving dates. An EH&S representative will be present in Room 185A every other Wednesday from 10:00am to 11:00am to receive chemical waste. A copy of the current schedule can be obtained at: <http://www.ehs.pitt.edu/workplace/waste.html>. Chemical waste can only be brought down during these dates/times and must be received by EH&S. **No chemical waste should be left unattended outside the room or placed in the room without an EH&S representative present.**

All waste containers must be tightly capped, placed in a plastic tub or cardboard box for transport, and labeled with an orange CHEMICAL WASTE label. The label must include:

- identity of contents with the full chemical name, no abbreviations or formulas
- date
- name and extension of the person generating the waste

The Hazardous Waste Disposal Form should accompany the waste at the time of disposal. Please make copies of the form for future use. Electronic copies of this form can also be obtained via the EH&S website: <http://www.ehs.pitt.edu/assets/docs/HazWasteDispForm.pdf>.

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 911, evacuate and secure the area.

Biohazardous Waste Disposal: Researchers are to follow EH&S recommendations regarding the treatment and disposal of biohazardous waste and mixed waste. Laboratories following Biosafety Levels 1 or 2 can decontaminate liquid biowaste with an approved EPA disinfectant and discard to the sanitary sewer. Solid biowaste materials are to be discarded into a red bag-lined biohazard box and sealed.

The caged biological waste storage area is located on the loading dock. Properly packaged and labeled biological waste can be brought down at any time to the biological waste storage area. All biological waste will be removed from this area weekly (every Thursday), and this area will be stocked with empty boxes and labels.

Lab staff should use a cart or hand truck to move sealed and labeled biohazard boxes to the applicable pick-up location. Custodial staff should not handle biohazardous materials.

Biologically-tainted broken glassware/glassware waste is to be decontaminated by researchers and placed into a labeled broken glass box. Non-infectious broken glass should also 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 should not protrude from the box. Custodial crew will transport sealed boxes to dumpster.

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

SHARPS

All sharps 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 pick-up location.

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

MEDICAL EMERGENCIES

Call 911.

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 will hear a loud audio alarm as well as visual strobe lights.

Should the fire alarm be triggered, please calmly proceed to the nearest stairwell (see attached floor plans for stairwell locations) and exit the building. The meeting place for each floor of BSP II is the parking garage across the street. If you work on the 1st floor at BSP II, you should meet your department on the 1st floor of the garage, if you work on the 2nd floor at BSP II you should meet on the 2nd floor of the garage, etc. Once your Department Administrator gets an “all clear” from either the City of Pittsburgh’s Fire Department or building management you may return to 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 are captured there until they are reset.

Learn the location of the fire alarm pull stations and the posted EXIT routes for your location in BSP-II. 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. Do not use the Elevators during an alarm condition unless directed by an emergency responder.

Upon Discovery of Smoke or fire:

1. Alert anyone in immediate danger.
2. Close the door to contain the smoke or fire.
3. Activate the nearest pull station.
4. Evacuate the building.

Notes:

- a. Only use a fire extinguisher if the fire is small and you have been trained in the proper use of an extinguisher.
- b. Do not reenter the building until the “all clear” signal is given by the police or fire department.

We hope this information is helpful. Argent Commercial Management, LTD reserves the right to change these procedures as we see necessary, but we will notify all tenant representatives of any changes as soon as possible. Thank you for your cooperation in adhering to these procedures and we look forward to having you as our tenant.