



TENANT INFORMATION HANDBOOK (UNIVERSITY OF PITTSBURGH)

This handbook has been prepared to provide helpful information about The Assembly. If you have any questions regarding its contents, we welcome your call.

Property Management Provided By:

Cushman & Wakefield

Important Phone Numbers

Property Management (Cushman & Wakefield)	412-307-8218
Onsite Security (Allied Universal Security)	412-506-8375
Pitt Police Department	412-624-2121
Pitt Environmental Health and Safety	412-624-9505
Dock Manager (Allied Universal Security)	412-506-8354

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OPERATIONS/MAINTENANCE DEPARTMENT

Cushman & Wakefield Property Management Department

The Property Management Department is responsible for handling tenant calls. Routine service or repair requests are handled through the Building Engines software. Building Engines information can be found in the service and repair requests section of this handbook (page 16), and a detailed instruction guide can be found on pages 17-20. For all other requests, please contact the Property Management Department at 412-307-8218. Examples of service and repair requests: Hot & Cold Calls, Janitorial, Minor Restroom Plumbing, Lighting Requests, etc. For a full list of services please contact the Property Management Office.

HOURS OF OPERATION

Cushman & Wakefield - Management Office 0502

Monday through Friday 8:00 AM to 4:00 PM
5051 Centre Avenue, Ground Level
Pittsburgh, PA 15213

General Building Hours

Monday through Friday 7:00 AM to 7:00 PM
Saturdays and Sundays 8:00 AM to 5:00 PM
The building will be accessible after hours and on holidays by access card 24/7/365.

Emergencies

Call 911 for any fire or medical emergencies.
Then call on Security at **412-506-8375**.
Then call Pitt Police Department **412-624-2121**
All non-emergency after-hour requests may be requested via Building Engines or tenants may call the Cushman & Wakefield 24/7 Maintenance Line at **412-328-4054**.

Building Holidays

Building observed holidays are: New Year's Day, President's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Services are not provided on these days unless arranged in advance with the Management Office. HVAC for critical spaces will not be affected.

DELIVERIES

Deliveries requiring the loading dock must use the dock entrance located on the south side of the building off of Centre Avenue. The loading dock will be staffed from 6:00 AM to 6:00 PM, Monday through Friday, excluding holidays. All large freight deliveries must to be scheduled with the Dock Manager. Please also indicate the Dock Manager's contact

information when placing orders so delivery companies can contact him/her to schedule. All Smaller, hand carried deliveries can be brought to the dock master located in the loading dock. Packages, furniture and office machinery requiring the use of dollies or carts should be delivered via the freight elevator, between the hours of 6:00 AM and 6:00 PM Monday through Friday. Any deliveries outside those times must be coordinated through the Management Office. Use of the freight elevator for small deliveries during this time is on a first come, first served basis. All deliveries must come through the dock areas which are located on the south side of the building. No deliveries can be made through the first-floor lobby or on regular passenger elevators.

Any large deliveries involving tractor trailers or any delivery needing extended use of the loading dock must be pre-arranged with Property Management and may require after-hour delivery. Contact the Management Office to reserve the freight elevator. Please note, the deliveries must be compliant with the City of Pittsburgh noise ordinance and all proper permits and certificate of insurance must be attained and provided to Property Management prior to delivery.

The freight elevators are equipped with a safeguard that causes a system shut down if anything is blocking the elevator doors or they are held open for too long. If this occurs, an alarm will begin to buzz, and the elevator will attempt to close its own doors. If the doors are prevented from closing, the elevator will shut down. A maintenance technician must then be called to reset the car. To avoid a shutdown, you must coordinate freight elevator use with Property Management.

Building Management and Maintenance personnel are not permitted to accept deliveries of any kind on your behalf. Only the Dock Manager or the PITT Receiver is permitted to accept deliveries.

MAINTENANCE PERSONNEL

Regular Maintenance hours are Monday through Friday, 7:00 AM – 4:00 PM, excluding major holidays. Please contact the Property Management Office at 412-307-8218 for routine and non-emergency requests. After-hours, non-emergency requests may be requested via Building Engines. For emergencies, tenants may call the Security Desk and report a maintenance emergency at 412-514-2988. Cushman & Wakefield Maintenance Personnel are on site 24/7 at this facility.

Examples of service and repair requests: HVAC/Hot & Cold Calls, Minor Plumbing, Minor Electrical, Minor Carpentry, Lighting Requests, etc. For a full list of services please contact the Property Management Office.

CLEANING SERVICES

GDI, a commercial cleaning contractor has been contracted by Cushman & Wakefield on behalf of building ownership to clean all common / public areas and the University of Pittsburgh's leased premises. This facility participates in a day cleaning program. The

Commented [AD1]: Update to new cleaning policy

majority of the facility cleaning takes place 6A-6P Monday through Friday.

Daily cleaning service includes the emptying of trash, dusting accessible areas, vacuuming carpets, sweeping hard surface floors, and spot cleaning as necessary. For the Laboratory areas, daily trash removal of standard trash (No Red Bag Waste at this time but subject to change) and monthly cleaning of 1 floor on a rotating schedule of 1 floor per month. Cleaning notices for specialty services such as window cleaning will be sent via Building Engines.

ENVIRONMENTAL HEALTH & SAFETY ISSUES

Listed below are the PITT EH&S Policies

Relocating/Moving Chemicals

Contact EH&S (412-624-9505) two weeks prior to your move to assist with determining DOT regulated chemicals to be moved to or from The Assembly. Secondary containment should always be used during the movement/relocation of chemicals.

Hazardous Waste Disposal

Generators (lab staff) deliver chemical waste to Room 1507. All chemical waste must be identified and labeled appropriately. Secondary containment should be used when transporting chemical waste throughout the building. See www.ehs.pitt.edu for the Assembly chemical waste schedule.

Receiving Chemicals

Chemicals shipped to Assembly are held in chemical Storage Room 1507. Lab staff is notified by Dock Manager upon arrival.

Chemical Disposal

Lab staff will use a cart or hand truck to move to room 1507. See Dock Manager for access. A representative from PITT EH&S will be present in room 1507 every other Tuesday from 10:00 AM to 11:00 AM to receive chemical waste. Yearly schedule will be posted on the door by EH&S. The Chemical Waste Disposal Form should accompany the waste at the time of disposal. The form can be found at:

<https://www.ehs.pitt.edu/sites/default/files/docs/Form-HazWasteDisposal.pdf>

Chemical waste should never be abandoned in the hallway or left unattended at any time. Waste material will only be accepted at the designated time and date.

Chemical Spills

If assistance is required with a chemical spill or release, contact EH&S (412-624-9505). For spills that have potential for fire or health hazard, call Pitt Police Department 412-624-2121, evacuate and secure the area.

Biohazardous Waste Disposal

Decontaminate all materials and discard in red-bag-lined biohazard box. Lab staff will use a cart or hand truck to move sealed and labeled biohazard boxes to Room G101. See Dock Manager for access.

Sharps

All sharps must be disposed in sharps containers. When full, sharps containers must be sealed and separated from other biohazardous waste, use separate biohazard box and label box "sharps".

Biological Spill

In the event of a small biological spill or release contact EH&S (412-624-9505) for assistance. For large spills call Pitt Police Department 412-624-2121, evacuate and secure the area.

Radiation Incidents

In the event of an incident involving ionization radiation sources, contact the Radiation Safety Office at 412-624-2728.

LOST AND FOUND

The Property Management Office will act as a clearinghouse for lost and/or found articles. The Property Management Office can be contacted at 412-307-8218 or via email at William.Hrach@cushwake.com and is located on G level office 0502.

Please turn any article found into the Management Office, along with information pertaining to the location, and time the item was found.

We will do our best to ensure that lost articles are recovered by their rightful owners but will not be responsible for those items.

SOLICITORS

Out of respect for your privacy, we do not allow solicitation of any kind within our building. We would appreciate your help in this regard by notifying the Management Office of any solicitors within your premises or on the property. Tenants should use the

buildings Visitor Management System (The Receptionist) to register any and all visitors or guests.

RESOURCE CONSERVATION AND LEED CERTIFICATION

The Assembly is seeking Gold LEED Certification and believes that energy and water conservation, sustainability, recycling, and reducing emissions are all very important. As tenants, we encourage you to be conscious of these issues as well. Also, as tenants, you share with us through operating expenses, the increasing cost of water and energy. We ask you to turn off lights when leaving your office, report any leaking faucets and/or other incidents in the building that indicate waste of energy or water, and to utilize the building's recycling services to their full extent.

RECYCLING PROGRAM

As part of the LEED Gold Certification, we strongly encourage recycling at the facility. Located throughout common areas such as the main lobby, crane shed, and conference room are receptacles that accept general trash and recyclable materials. The City of Pittsburgh has a "single-stream" program, so all acceptable recycling items can be placed in one container. Acceptable items include these items.

Paper

All paper must be clean and dry. Discard anything that is wet or contaminated by dirt, paint, chemicals, food, etc. Boxes with wax coating and/or grease and food residue are unacceptable. Please break down all boxes and mark "Trash" for removal. Do not bundle or place anything in bags. Shredded paper must be placed in bags. Hardback books will not be accepted.

Glass & Metal

Only glass bottles and jugs are acceptable. Anything with grease and food residue is unacceptable. Please, no drinking glasses, mirrors, or fluorescent bulbs.

Plastics

Rinse containers to remove grease and food residue. Do not place anything in the cart that has come into contact with petroleum products or hazardous waste.

For more information about The Assembly's recycling policy please contact the Property Management Office at 412-307-8218 or via email at William.Hrach@cushwake.com and is located on G level office 0502.

WINDOW WASHING

The exterior building windows are washed bi-annually (usually in April & October). The interior office windows and interior Crane Shed windows are washed once per year (February). Tenants will be notified in advance via Building Engines Announcements.

DIRECTORY CHANGES

Property Management administers the electronic directory in the Main Lobby and the Baum Blvd directory. Any changes to these directories must be requested in writing to William.Hrach@cushwake.com. The University of Pittsburgh owns the directory located at the level 1 employee entrance near the Auditorium. Requests to update this directory should be submitted to William.Hrach@cushwake.com.

TENANT/ DEPARTMENT CONTACT PERSONS

We ask each department to appoint at least one person to act as liaison with our staff. This will minimize duplicate requests and concerns from within the same office. Ideally, this contact person will be the only person authorized to make requests. Please designate a back-up contact person to fill in during vacation or illness.

It is important that we have the mobile or home phone number of the tenant contact person and the back-up contact person so that we can notify you of any after-hours emergency. These phone numbers are given to management only and are held in the strictest confidence.

We would appreciate your appointment of these individuals and due notification so we may acquaint him/her with our operations.

RULES AND REGULATIONS

The following is the set of the Landlord's Rules and Regulations which are referred to in the Lease. The Tenant agrees that its employees and agents, or any others permitted by Tenant to occupy or enter The Leased Property, will at all times abide by them.

1. No Tenant Party shall encumber or obstruct the common entrances, lobbies, elevators, sidewalks and stairways of the Building(s) or the Property or use them for any purposes other than ingress or egress to and from the Building(s) or the Property.
2. Except as permitted in Section 11.8, no sign, placard, picture, advertisement, name or notice shall be installed or displayed on any part of the outside of the Premises or the Building(s) without Landlord's prior written consent. After receipt by Tenant of written notice of such breach and failure of Tenant to correct such breach within ten (10) days thereafter, Landlord shall have the right to remove, at Tenant's sole cost and expense and without notice, any sign installed or displayed in violation of this rule.

3. If Landlord objects in writing to any curtains, blinds, shades, screens, hanging plants or other similar objects attached to or used in connection with any window or door of the Premises or placed on any windowsill, and (a) such window, door or windowsill is visible from the exterior of the Premises and (b) such curtain, blind, shade, screen, hanging plant or other object is not included in plans approved by Landlord, then Tenant shall promptly remove such curtains, blinds, shades, screens, hanging plants or other similar objects at its sole cost and expense.

4. Deliveries of large items must be scheduled in advance with the Property Manager. No deliveries shall be made that impede or interfere with other tenants in or the operation of the Property. Movement of furniture, office equipment or any other large or bulky material(s) through the Common Area shall be restricted to such hours as Landlord may designate and shall be subject to reasonable restrictions that Landlord may impose.

5. Tenant shall not place a load upon any floor of the Premises that exceeds the load per square foot that (a) such floor was designed to carry per the plans and specifications for the Base Building Work or (b) is allowed by Applicable Laws. Fixtures and equipment that cause noises or vibrations that may be transmitted to the structure of the Building(s) to such a degree as to be objectionable to other tenants shall be placed and maintained by Tenant, at Tenant's sole cost and expense, on vibration eliminators or other devices sufficient to eliminate such noises and vibrations to levels reasonably acceptable to Landlord and the affected tenants of the Property.

6. Tenant shall not use any method of HVAC other than that shown in the Tenant Improvement plans or otherwise approved in writing by Landlord.

7. Tenant shall not install any radio, television or other antennae; cell or other communications equipment; or other devices on the roof or exterior walls of the Premises except in accordance with the Lease or otherwise approved by Landlord in writing.

8. Canvassing, peddling, soliciting and distributing handbills or any other written material within, on or around the Property (other than within the Premises) are prohibited. Tenant shall cooperate with Landlord to prevent such activities by any Tenant Party.

9. Tenant shall store all of its trash, garbage and Hazardous Materials in receptacles within its Premises or in receptacles designated by Landlord outside of the Premises as coordinated with Landlord and, in connection with Hazardous Materials, in accordance with the HazMat Rules. Tenant shall not place in any such receptacle any material that cannot be disposed of in the ordinary and customary manner of trash, garbage and Hazardous Materials disposal. Any Hazardous Materials transported through the Common Area shall be held in secondary containment devices. Tenant shall be responsible, at its sole cost and expense, for Tenant's removal of its trash, garbage and Hazardous Materials; but Landlord will provide (as an Operating Expense) containers for trash and garbage (but not Hazardous Materials) in the Unit Common Areas. Tenant shall store, use, maintain and dispose of Hazardous Materials in accordance with the provisions of the Lease and all Appropriate Laws. Tenant is encouraged to participate in the waste removal and recycling program in place at the Property.

10. No cooking shall be done or permitted in the Premises; provided, however, that Tenant may use (a) equipment approved in accordance with the requirements of insurance policies that Landlord or Tenant is required to purchase and maintain pursuant to the Lease for brewing coffee, tea, hot chocolate and similar beverages, (b) microwave ovens for employees' use and (c) equipment shown on Tenant Improvement plans approved by Landlord; provided, further, that any such equipment and microwave ovens are used in accordance with Applicable Laws.

11. Tenant shall have the right, without Landlord's prior written consent, to use the name of the Property, if any, in connection with or in promoting or advertising Tenant's business except as Tenant's address.

12. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations reasonably established by any Governmental Authority or reasonably established by Landlord.

13. Except to the extent resulting from the gross negligence or intentional wrongful acts or omissions of Landlord, its agents, employees or contractors, Tenant assumes any and all responsibility for protecting the Premises from theft, robbery and pilferage, which responsibility includes keeping doors locked and other means of entry to the Premises closed.

14. Tenant shall not modify any locks to the Premises without Landlord's prior written consent, which consent Landlord shall not unreasonably withhold, condition or delay. Tenant shall furnish Landlord with copies of keys, pass cards or similar devices for locks to the Premises.

15. Tenant shall cooperate and participate in all reasonable security programs affecting the Premises.

16. Tenant shall not permit any animals in the Building, other than for service animals or for Permitted Animals for use in the Vivarium or laboratory experiments or other animals as required to be permitted under Applicable Law.

17. Bicycles shall not be taken into the Building(s) (including the elevators and stairways of the Building) except into areas designated by Landlord in accordance with Applicable Law. Hoverboards are not permitted in the Building or on the Property.

18. The water and wash closets and other plumbing fixtures shall not be used for any purposes other than those for which they were constructed, and no sweepings, rubbish, rags or other substances shall be deposited therein.

19. Discharge of industrial sewage into Building sewage system shall only be permitted if Tenant, at its sole expense, first obtains all necessary permits and licenses therefor from all applicable Governmental Authorities.

20. Smoking is prohibited on the Property and in the Building.

21. The Building's hours of operation are currently 7:00 AM to 7:00 PM, Monday through Friday, and 8:00 AM through 5:00 PM on Saturdays and Sundays; after hours services to the Premises (other than to the Vivarium) will be provided to Tenant in accordance with the terms of the Lease. Notwithstanding, Tenant and its employees shall have access to the Premises 24/7/365 and the Vivarium areas will receive HVAC and utilities, and security services will be provided to the Building, on a 24/7/365 basis.

22. Tenant shall comply with all orders, requirements and conditions now or hereafter imposed by Applicable Laws or reasonable imposed by Landlord ("Waste Regulations") regarding the collection, sorting, separation and recycling of waste products, garbage, refuse and trash generated by Tenant (collectively, "Waste Products"), including (without limitation) the separation of Waste Products into receptacles reasonably approved by Landlord and the removal of such receptacles in accordance with any collection schedules prescribed by Waste Regulations.

23. Landlord, at Tenant's sole cost and expense, shall cause the Building (except for the Vivarium) to be exterminated on a monthly basis to Landlord's reasonable satisfaction and shall cause all portions of the Premises (except for the Vivarium) used for the storage, preparation, service or consumption of food or beverages to be cleaned daily in a manner reasonably satisfactory to Landlord, and to be treated against infestation by insects, rodents and other vermin

and pests whenever there is evidence of any infestation. Tenant shall not permit any person to enter the Premises or the Property for the purpose of providing such extermination services, unless such persons have been approved by Landlord. If requested by Landlord, Tenant shall, at Tenant's sole cost and expense, store any refuse generated in the Premises by the consumption of food or beverages in a cold box or similar facility.

SECURITY

Security is located on the ground level of the building in the lobby area. A security officer is on-site 24/7 and is available by calling **412-514-2988**.

In addition to security personnel on-site, the building has cameras located around the property.

A copy of the Emergency Preparedness Manual can be found at [The Assembly Emergency Preparedness Manual REV 8.11.22 WRH.pdf](#)

AFTER-HOURS SECURITY

The management and building security personnel have been instructed that under no circumstances shall they ever unlock a tenant's door, or grant access to any tenant, tenant's contractor, or tenant's vendor, without written approval by both an authorized tenant representative and the management office.

The Assembly has a building card access system for added security. This requires anyone needing after-hours entry to have an access card to gain entry into the building.

CONTRACTORS

From time to time you may require the services of an outside contractor or vendor for 1X work or for re-occurring work not performed under the lease. If it is necessary that the contractor or vendor work in your space, you must have approval from the management office and a current certificate of insurance.

ELEVATOR SECURE MODE

All of The Assembly's elevators are equipped with a door timing safety mechanism that causes the elevator to shut down if anything is in the door path or the doors are held open for a period longer than 30 seconds. A buzzing alarm will sound if the doors have reached their open limit and the elevator will then attempt to close its own doors. If the doors are prevented from closing, the elevator will shut down. A call to an outside technician will be required to put the car back into normal service. To avoid elevator shutdowns please coordinate any elevator use that might require a longer door open time with the security desk or the Management Office.

MOVE-IN PROCEDURES

Without pre-planning and proper coordination, moving can be a hectic experience. The appointment of an in-house coordinator is a good idea. Matters requiring pre-move attention include the following:

- Arrange for telephone service. Please notify the Management Office of any planned telephone installation that requires access to nearby telecom room or for above-ceiling, through-wall, or through-floor installations.
- We do not allow a telephone company to run exposed wire around doorframes or throughout the leased property to the detriment of the appearance of your space and our building.
- Arrange for moving company services.
 - University of Pittsburgh Moving Services (412-624-6500 #7 or www.pts.pitt.edu/moving-services/1click-form)
 - Maroadi Transfer and Storage, Inc (412-243-4343)

ANY DAMAGE TO THE BUILDING DURING THE MOVE WILL BE THE RESPONSIBILITY OF THE TENANT. MAKE SURE THE MOVING COMPANY YOU USE IS ADEQUATELY INSURED.
A COI must be provided to the management office prior to the move.

- INFORM MOVING CONTRACTOR TO CONTACT THE MANAGEMENT OFFICE FOR SPECIFIC INSTRUCTIONS TO BE FOLLOWED DURING YOUR MOVE.
- Notify the Post Office/PITT Mail Service of your new address.
- Notify the management office of your confirmed move-in date so that use of the freight elevator can be arranged for the move. All moving trucks are to use the loading dock area.
- Coordinate your directory information with the management office. All suite signage must have the landlord's prior approval. The cost for suite signage is the tenant's responsibility.
- Distribute a copy of Rules and Regulations to each employee. (Pages 8-11)
- Inform insurance agent of change in location and instruct the agent to send a Certificate of Insurance in accordance with your lease to the management office.

- Provide Management Office an excel spreadsheet of all employees who will need after hours building access. This will assist us in providing all core & shell (Non-PITT) card reader access. It's imperative that once an employee is separated from employment with PITT that a removal/termination of card access is sent ASAP to David.Stanich@cushwake.com or via Building Engines.

MOVE-OUT PROCEDURES

At least four weeks prior to vacating your suite, please notify the management office to inform us of your exact moving date.

Typical information required for move-outs includes the following:

1. The exact date of moving.
2. Make arrangements to turn in all keys and access cards properly marked to the Property Management Office.
3. Forwarding address and phone number.
4. Other special information (i.e. Certificate of Insurance for the moving contractor). ANY DAMAGE TO THE BUILDING DURING THE MOVE WILL BE THE RESPONSIBILITY OF THE TENANT. MAKE SURE THE MOVING COMPANY YOU USE IS ADEQUATELY INSURED. A COI must be provided to the Management Office prior to the move

Please refer to the section in this handbook on, "Deliveries" for designated exits to use. Also, please note that the service elevator is not available for move-outs between 7:00 a.m. and 5:00 p.m. on weekdays. The preferred move-out time is after 5:00 p.m. on weekdays or on Saturdays and Sundays.

DIRECTORY AND SUITE SIGNAGE

Property Management administers the electronic directory in the Main Lobby and the Baum Blvd directory. Any changes to these directories must be requested in writing to William.Hrach@cushwake.com . The University of Pittsburgh owns the directory located at the level 1 employee entrance near the Auditorium. Requests to update this directory should be submitted to William.Hrach@cushwake.com .

To ensure proper delivery of your mail, we suggest you notify the Post Office of your new address and suite number. The USPS who services The Assembly is located at 347 South Bouquet St, Pittsburgh PA. 15213 and can be reached at 800.275.8777.

Suite signage is the responsibility of each tenant. No interior or exterior signs may be

installed without prior written approval of the landlord. Landlord retains the right to reject any design, or installation company, or method of installation submitted for approval. Building standard exterior suite signs are ordered through the management office.

ACCESS CARDS, KEYS AND LOCKWORK

Access cards and keys for the University of Pittsburgh's leased premises will be administered by the University. Access control for the exterior building doors (after-hours access) is administered by Cushman & Wakefield Property Management. Property Management will require requests in writing from authorized University representatives in order to grant after-hours building access to University issued access cards via David.Stanich@cushwake.com or via Building Engines. University of Pittsburgh requests can be sent via integratedsecurity@mail.pitt.edu

CONFERENCE FACILITIES

Conference facilities are available at the Assembly, as is open seating in the Crane Shed/Atrium. Conference rooms are available to tenants at no charge and must be booked in advance with the Property Management Office. Reservations are available for the Upper Crane Shed/Atrium via <https://www.theassemblypittsburgh.com> Other areas available for reservation are the Lower Crane Shed/Atrium, Lower Crane Shed Multi-Purpose Conference Room-B1620, Conference Rm-G040. The Auditorium and all conference rooms inside of PITT's leased space must be reserved by emailing Samantha Coutchs at coutchs@upmc.edu & Lola Thompson at thompsonla3@umpc.edu Any events utilizing exterior companies such as caterers, musicians, equipment demonstrators, or any other outside company must provide a certificate of insurance and be approved in advance through the management office. Pitt Catering is not required to provide a COI at this time.

LEASING/MARKETING DEPARTMENT

Wexford Science & Technology, LLC
801 W. Baltimore Street
Suite 505
Baltimore, MD 21201
Telephone 410-649-5629 or info@WexfordSciTech.com

PARKING

Parking is offered on site via the University of Pittsburgh operated garage. Please contact the University of Pittsburgh Parking, Transportation & Service, which is located at 127 N.

Bellefield Avenue, Pittsburgh, PA 15260. Phone number is (412) 624-4034 or online at <https://www.pts.pitt.edu/mobility/parking>

Parking leases are being assigned on a case-by-case basis – please see your department administrator for all parking questions.

POSTAGE/EXPRESS MAIL

U.S. Postal Service will deliver and pick up mail from our central mailing room located on the ground floor across from the management office. The designated tenant representative will be provided a key to access their postal box. To set up service, the tenant will need to contact the US Postal Service and have mail forwarded to the address and suite number of your premises. You may call the USPS at 800-275-8777 or visit www.usps.com to set up service.

REMODELING REQUESTS

Remodeling and alterations requests should be directed to the management office to be reviewed and approved by the landlord, prior to any work commencing.

Remodeling work includes any additions, revisions, alterations, demolitions, partition installation, and/or general improvements to your space, including painting, carpeting, shelving installation, and any changes to the air conditioning and/or electrical systems. Plans for work to be performed must be reviewed and approved by the building manager before construction and lease provision considerations. Please allow up to 15 working days for approval. Please contact the management office at 412-307-8218 to discuss.

Only licensed and insured contractors with a valid COI are permitted to work in the building.

SMOKING

As part of our LEED Gold certification, our goal is to prevent or minimize exposure of building occupants, indoor surfaces, and ventilation air distribution systems to environmental tobacco smoke. Smoking is prohibited inside the building and within 35 feet outside of the building.

SERVICE AND REPAIR REQUESTS

All service and repair requests can be made via Building Engines (www.buildingengines.com). A representative from property management will contact each tenant to register them with a Building Engines account. The tenant will need to provide the first and last name, title, phone number and email address for 1-2 employees they wish to have the ability to place service and repair requests (see “Tenant Contact Person” on page 7). Tenants may also place service and repair requests by calling the

Cushman & Wakefield 24/7 Maintenance Line at 412-328-4054. For more information about how to use Building Engines, please refer to pages 17-20.



Tenant Guide – Work Order

Logging into Building Engines

Building Engines is a web-based suite of tools that links you to your Property Management team. The system can be accessed on most browsers (for example, Internet Explorer, Google Chrome, or Mozilla Firefox), and requires no additional software to download. It's as simple as logging into your favorite website.

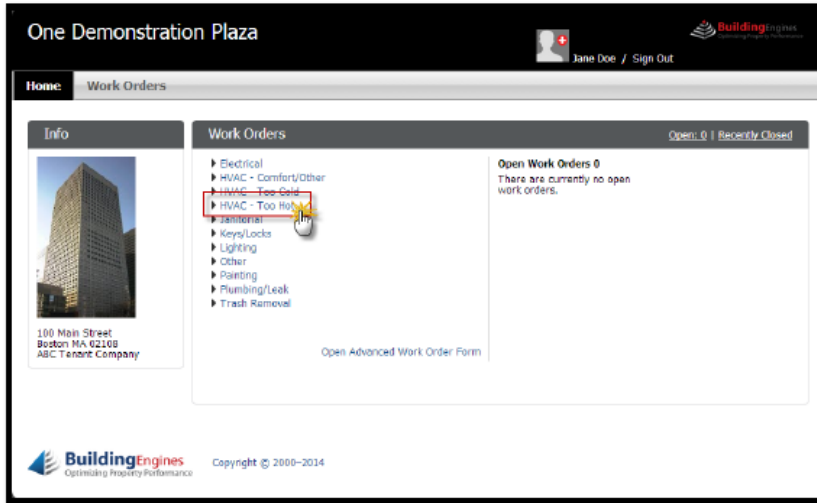
To access Building Engines, navigate to www.buildingengines.com/login - and enter in your Username and Password (provided to you by a member of your property management staff):

If you are unsuccessful when attempting to log in, please remember that **usernames and passwords are CaSE SenSative**.

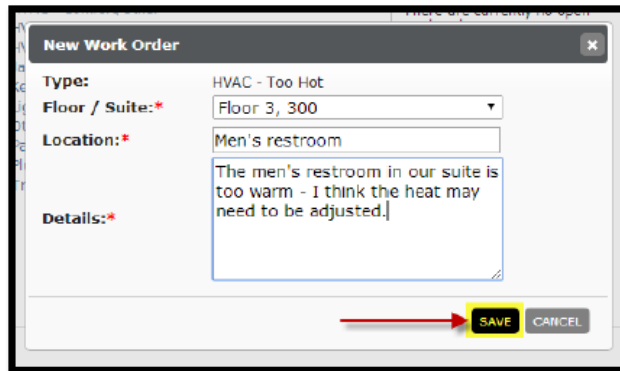
If you are still unsuccessful (after verifying that you are entering the information correctly), use the blue **Forgot your password** hyperlink to recover your login credentials. You may also contact your property manager or tenant coordinator to inquire about your account or recover your login credentials.

After successfully logging in, proceed with the following steps:

1. To quickly and easily submit a work order from your Tenant Homepage, click the hyperlink to the appropriate issue type:



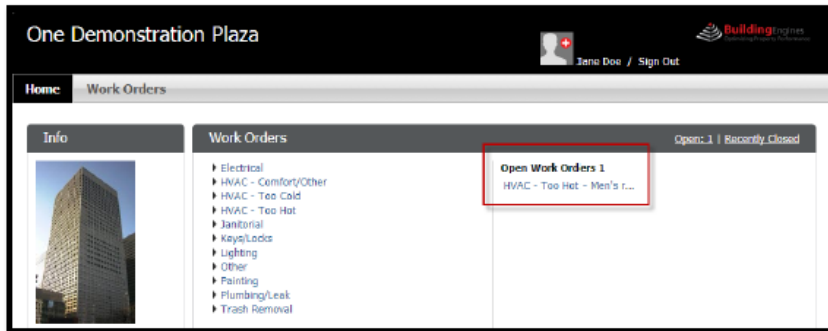
2. Select the appropriate **Floor / Suite**, specify a **Location**, and provide a few additional **Details** for the service request. Click **Save** to submit the new work order:



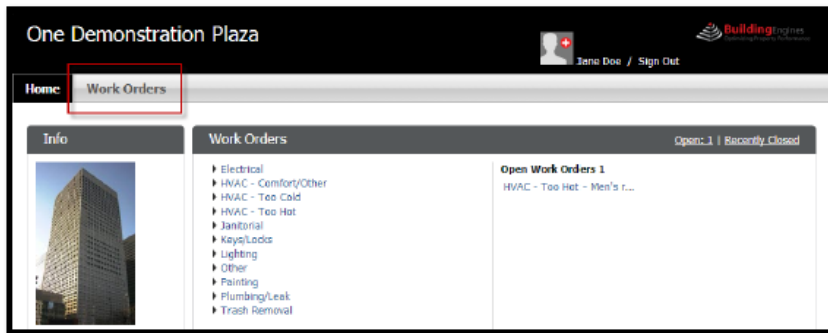
3. A confirmation message will display with the unique identification number for your work order, as well as a summary of the request details. Click **OK** to close the confirmation message:



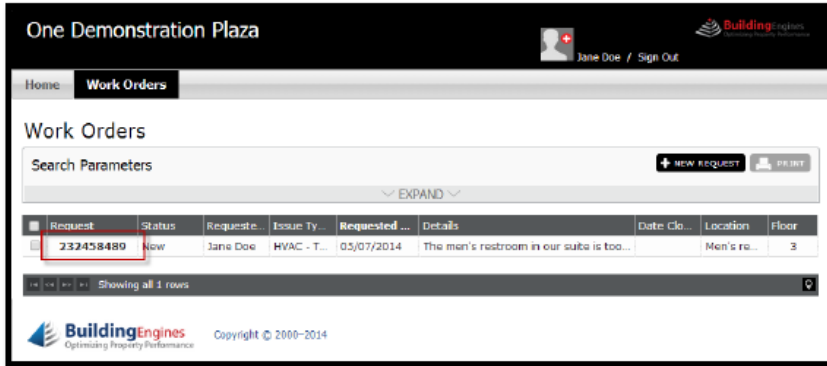
4. The newly created **Open Work Order** will now appear in the list on your Tenant Homepage:



5. To review the status of your work order, navigate to the **Work order** tab from your Tenant Homepage:



- Click the **Request** number to open the work order and view the details of the service request:



- The Work Order View displays the current stage of work for the service request in addition to the task/location/requestor details. You may also add any comments or documents that you would like to communicate to the property management staff:

