

The logo for Brighton Landing features the word "brighton" in a dark blue, serif font, with a thin grey arc above it. Below "brighton" is the word "LANDING" in a lighter blue, all-caps, sans-serif font.

brighton  
LANDING

**TENANT INFORMATION MANUAL**

<b>I. Introduction</b>	<b>5</b>
<b>II. GENERAL BUILDING INFORMATION</b>	<b>6</b>
A. Quick Reference: Telephone Numbers and Addresses	6
B. Location and Area Maps	6
C. Directions to Brighton Landing	6
D. Public Transportation and Taxi Service	6
E. Leasing and Management Office	8
F. Hours of Operation	8
G. Holidays	8
H. Cafeteria and Perk Express	8
I. Daycare	8
J. Art Park	8
K. Parking	9
L. Air Conditioning / Heating	9
M. Loading Docks	9
N. Freight Elevators and Tenant Deliveries	9
O. Passenger Elevators	9
P. Emergency Stairwell Exits	10
Q. Emergency Fire Protection Equipment	10
R. Janitorial Services	10
S. Waste Disposal and Recycling	10
T. Alterations and Remodeling	10
U. Directories	10
V. Graphics and Signage	11
W. Keys and Security Access	11
X. Lost and Found	11
Y. Retail Amenities and Areas	10
Z. Mail Service	11
AA. Rental Payments	11
BB. Insurance	11
CC. Window Blinds	11
DD. Express Courier Service	11
EE. Solicitors	11
FF. Additional Space	12
GG. Storage Space	12

<i>HH. Telephone Installation Policies</i>	12
<i>II. Exhibits</i>	12
<i>JJ. Reserving the Café Seating Area</i>	14
<i>KK. Tenant Service Request</i>	14
<b>III. Moving Policy</b>	<b>15</b>
<b>IV. Security Systems</b>	<b>18</b>
<b>V. Building Rules and Regulations</b>	<b>20</b>
<b>VI. Building Construction Rules and Regulations</b>	<b>22</b>
<b>VII. Building/Area Facts</b>	<b>27</b>
<b>VIII. Forms</b>	<b>36</b>
<b>IX. Emergency Plan</b>	<b>45</b>
<b>X. Administration</b>	<b>47</b>
<b>XI. Emergency Personnel</b>	<b>49</b>
<b>XII. Plan of Action</b>	<b>51</b>
<b>XIII. EVACUATIONS</b>	<b>52</b>
<b>XIV. Fire During Working Hours</b>	<b>54</b>
<b>XV. Fire During Non-Working Hours</b>	<b>55</b>
<b>XVI. Warden Training Program</b>	<b>55</b>
<b>XVII. Medical Emergencies</b>	<b>56</b>
<b>XVIII. Bomb threats-Standard Operating Procedure</b>	<b>57</b>
<b>XIX. Suspected Bomb-Safety Precautions</b>	<b>59</b>
<b>XX. Explosions</b>	<b>60</b>
<b>XXI. Civil Disturbances</b>	<b>61</b>

**XXII. Natural Disasters and Other Emergencies ----- 63**

**XXIII. Elevators ----- 63**

## I. Introduction

Welcome to Brighton Landing. As a new Tenant you may have questions about the Complex and building operations. In anticipation of these questions we have developed this booklet. This manual provides general information about the buildings, moving policies, fire and emergency procedures, security, area amenities and building rules and regulations.

Should you have questions not addressed by this booklet or if we can assist you in any way, please call us at **(617) 987-2500**.

## II. GENERAL BUILDING INFORMATION

### A. Quick Reference: Telephone Numbers and Addresses

#### **Telephone Numbers**

Leasing and Management Office Telephone	(617) 987-2500
Leasing and Management Office Fax	(617) 987-2525
Security Guard Console in the Link Building	(617) 782-0242/782-1003
Cafeteria office	(617) 987-8335
Cafeteria fax	(617) 987-8337
Housekeeping	(617) 987-2513

#### **Addresses**

West Building	10 Guest Street, Brighton, MA 02135
East Building	20 Guest Street, Brighton, MA 02135
South Building (Garage)	15 Guest Street, Brighton, MA 02135
Email:	<a href="mailto:info@brightonlanding.com">info@brightonlanding.com</a>

### **B. Location and Area Maps**

Please refer to the maps, which are included in the Exhibits, II.ii.

### **C. Directions to Brighton Landing**

#### GOING WEST ON THE MASS PIKE FROM DOWNTOWN BOSTON

Take the Mass Pike West to Exit 20 (Brighton/Cambridge). After the tollbooth, bear right toward Cambridge/Somerville. After the second set of stoplights, go left on Soldiers Field Road (before the bridge). Go 1.2 miles past the Harvard University athletic fields and bear left toward Newton on Soldiers Field Road (signs say Arlington/Fresh Pond Parkway to the right, but stay left). Go 1.2 miles and bear right off of Soldiers Field Road at the Watertown/Brighton exit. At the end of a very short off ramp, stay left and follow signs for Brighton Center (signs say Arsenal Street, Watertown to the right, but stay left). Go straight through three sets of lights and over the Mass Pike (the TV 38 tower and the Stockyard Restaurant will be on your right) and take a left onto Guest Street. The entry to the Brighton Landing Garage will be on your right.

#### GOING EAST ON THE MASS PIKE FROM ROUTE 128

Take the Mass Pike East to Exit 17 (Newton/Watertown). At the top of the off ramp go straight through two sets of lights and follow signs for Charlesbank Road bearing off to the left. Go .4 miles over the Turnpike and through a residential area to merge with Nonantum Road. Follow for 0.4 miles (the MDC skating rink will be on your left) going straight through the light at Brooks Street; continue straight (do not bear right at sign for Brighton). Follow past the MDC pool on your right. At this point you will see IHOP straight ahead. Stay to the right of the fork at IHOP. You are now on Birmingham Parkway. Follow straight through three sets of lights to the end of Birmingham Parkway. Go right over the Mass Pike (the Stockyard Restaurant will be on your right) and take a left onto Guest Street. The entry to Brighton Landing Garage will be on your right.

### **D. Public Transportation and Taxi Service**

There are two MBTA Bus Lines that stop adjacent to Brighton Landing. The number 64 Bus runs to and from Central Square, and the Number 86 Bus runs between Harvard Square and Cleveland Circle, providing access to the Red and Green MBTA transit lines <http://www.mbta.com>.

Brighton Landing Tenants have available a free taxi voucher service, Monday through Friday from 6:30am to 9am and 4pm to 6:30pm. This service, which is provided by Town Taxi, makes trips from both Harvard Square and Kenmore Square to Brighton Landing and from Brighton Landing back to those locations. The schedule is as follows:

#### Harvard Square to Brighton Landing

1. All departures from Harvard Square are to be on the half hour, starting at 6:30AM. The schedule will be 6:30, 7:00, 7:30, 8:00, 8:30.
2. Based upon current ridership, multiple cabs will be available at the Johnson Gate at the 7:30AM and 8:00AM departure times.
3. All other departures must be arranged by calling the security desk at (617) 782-0242. Calls are to be made not less than 15 to 30 minutes in advance of the desired departure time (see schedule above).
4. Ride sharing is a must. Three to four riders per taxi when necessary as weather and space permit. In the event that the number of people waiting warrants having additional cabs, drivers have been instructed to contact dispatch in order to make arrangements.
5. All Harvard Square pick-ups and drop-offs are to be at the Johnson Gate. No exceptions.
6. If a rider is going to miss a pick-up for which he or she has made a call, they must call the security desk to cancel. Failure to do so may result in fees charged to the Tenant.

#### Kenmore Square to Brighton Landing

1. All departures from Kenmore Square are to be on the half hour, starting at 6:30AM. The schedule will be 6:30, 7:00, 7:30, 8:00, 8:30.
2. All departures must be arranged by calling the security desk at (617) 782-0242. Calls are to be made not less than 15 to 30 minutes in advance of the desired departure time (see schedule above).
3. Ride sharing is a must. Three to four riders per taxi when necessary as weather and space permit.
4. If a rider is going to miss a pick-up he or she has scheduled, they must call the security desk to cancel. Failure to do so may result in fees charged to the Tenant.

#### Brighton Landing to Kenmore or Harvard

1. All departures are to be on the half hour starting at 4PM. The schedule is 4:00, 4:30, 5:00, 5:30, 6:00.
2. All outgoing riders must call the security desk (617) 782-0242 a minimum of 15 to 30 minutes in advance of the desired departure time (see schedule above).
3. Based upon current ridership, multiple cabs will be available at 4:30, 5:00 and 5:30. All other departures must be scheduled (see numbers one and two above).
4. Ride sharing is a must. Three to four riders per taxi when necessary as weather and space permit.
5. If a rider is going to miss a pick-up he or she has scheduled, they must call the security desk to cancel. Failure to do so may result in fees charged to the Tenant.
6. Upon descent to the Lobby, please check in with the security officer at the front desk, providing your name, company and verifying the pick up time that you requested. We kindly request that you wait in the Lobby, rather than outside.

## **Town Taxi Requirements**

1. We need drivers who are familiar with the Brighton Landing voucher system, preferably a consistent team of individuals.
2. Drivers need to place "Brighton Landing" signs in their windows.
3. All Harvard Square pick ups and drop offs are to take place at the Johnson Gate.
4. Drivers must pick up vouchers at the Brighton Landing Security Console.
5. If a Harvard Square pick up driver sees the need for an additional cab(s) he must contact Dispatch ASAP.

## **E. Leasing and Management Office**

The Leasing and Management Office is open from 8:30 a.m. to 5:00 p.m., Monday through Friday and is located on the first floor of Brighton Landing East, through the elevator lobby. The telephone number is **(617) 987-2500**. Please feel free to call or visit with any questions regarding the operations of Brighton Landing.

If you find it necessary to contact the Leasing and Management Office after 5:00 p.m. Monday through Friday or on weekends and holidays regarding an emergency or Building operations **(617) 782-0242/782-1003** should be called. Our Security staff will handle all calls coming in after normal business hours.

## **F. Hours of Operation**

Brighton Landing will be open for normal business operations (exclusive of holidays) from 7:00 a.m. to 6:00 p.m., Monday through Friday and 8:00 a.m. to 1:00 p.m. on Saturday. Anyone requiring access to the Complex after hours must utilize the Security Access System described in the Security section of this manual.

## **G. Holidays**

The Building will observe the following holidays: New Year's Day, President's Day, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day (and the following day when such day occurs on a Sunday). Please notify the Leasing and Management Office if your offices will be open on any of the above days.

## **H. Cafeteria**

The Landing Café offers reasonably priced high quality food in an attractive atmosphere. Breakfast, lunch and snacks are provided from approximately 7:00 a.m. to 3:00 p.m. Corporate catering is a specialty, and with adequate notice, it can be performed seven days per week. The 225-seat Café can also be reserved for corporate functions. See Section JJ for procedures related to reserving the Café seating area. Outdoor café seating will be available three seasons each year in the Brighton Landing plaza. Corporate Chefs manages the café, and it features Starbucks Coffee, and other top quality name brands. The café can be reached directly at **(617) 987-8335**.

Also, in the lobby of the East Building, the Perk Express kiosk is open between the hours of 2pm and 4pm, daily serving hot and cold beverages and snacks. Newspaper vending machines are also located in this area.

## **I. Daycare**

The Leasing and Management Office maintains a Neighborhood Childcare Sourcebook that contains a list of childcare facilities operating in the area. In addition to the names of the various facilities, information such as hours, rates, and facilities description is included.

## **J. Art Park**

The Plaza at Brighton Landing is half-acre public space meticulously landscaped with mature trees, shrubs, perennials and ground cover. It is a truly active space, providing the main entrance for the project, outdoor café seating, and dramatic lighting. The highlight of the Plaza is the art installation and historic marker. Colorful sculpture, a reflecting pool, and in-pavement commemorative text create an exciting, visually stimulating art park environment.

Building lobbies and other indoor public spaces feature a rotating collection of works by contemporary New England artists. These stunning pieces of visual art are provided by agreement with the DeCordova Museum in Lincoln, Massachusetts.

## **K. Parking**

There are approximately 1,200 covered parking spaces in the South Building Garage and 50 covered parking spaces at the ground floor of the West Building. The parking ratio is approximately 3 spaces per 1,000 rentable square feet. The specific number of parking spaces allotted to each tenant is noted in each tenant's lease

Tenants are issued parking access cards at the beginning of a lease term. These cards should be kept in a secure place. Upon placing it within a few inches of the card reader at the Garage entry, the gate goes up. The card is used in the same fashion in order to exit the garage.

Visitors receive a parking card from the card distributor at the Garage entry. Upon leaving the Building, the card must be presented to the security officer at the Link Console desk for validation. Upon exiting the Garage, the card is inserted into a slot, and the garage gate goes up. If a problem is encountered, the security guard can be reached by intercom, and the gate can be raised remotely.

## **L. Air Conditioning / Heating**

Building Air Conditioning and Heating services are provided during normal business hours from 8:00 a.m. to 6:00 p.m. Monday through Friday and 8:00 a.m. to 1:00 p.m. on Saturday, exclusive of holidays. After hours, air conditioning is available for an additional charge, which is currently \$75 per hour.

## **M. Loading Docks**

All deliveries other than hand held packages are to be made via the loading docks, which are accessible from Guest Street. Routine small deliveries may be made between 7:00 a.m. and 5:00 p.m. Monday through Friday. Large deliveries (large in size or quantity) may be made after 5:00 p.m. Monday through Friday or 8:00 a.m. to 1:00 p.m. on Saturdays. All large deliveries must be scheduled with the Leasing and Management Office and Security at least two days prior to delivery.

*Please notify your delivery company of the Building requirements, as noted in the moving section, in advance to avoid any unnecessary delays.*

## **N. Freight Elevators and Tenant Deliveries**

One of the four East Building elevators (car #4) doubles as a freight elevator. One elevator in the West Building (car #8) is a dedicated freight elevator.

All delivery vehicles are limited to 30 minutes at the Loading Dock. Violators will be promptly towed. No passenger cars are allowed in the Loading Dock area. Scheduling for after hours use of the freight elevator is handled through the Leasing and Management Office and Security.

All deliveries, except hand carried packages, must be transported on the freight elevators. No mail carts or two and four wheeled dollies are allowed in the passenger elevators.

Scheduling for the use of the freight elevator is also required for move-ins and move-outs. Please refer to Section III. Moving Policy for further details.

## **O. Passenger Elevators**

There are four traction elevators in the East Building, one of which is used for freight purposes when needed. There are four traction Elevators in the West Building, one of which accommodates freight usage. Please refer to the sketch, is included in the Exhibits, II.ii.

Elevator Malfunctions: In the event that an elevator stops with passengers in it, remember to remain calm. There is no danger. Communication can be initiated with service personnel via the intercom. Please report any unusual elevator operations to The Leasing and Management Office or Security.

Each elevator cab is equipped with an intercom.

Should a power outage occur, elevator lights would remain on. Each elevator will automatically return to the Lobby.

#### **P. Emergency Stairwell Exits**

There are two (2) emergency stairwells in Brighton Landing East. One is located north of the lavatories and the other is located on the south side of the elevator lobby, Exit signs are provided throughout the building directing people to the stairs.

There are two (2) emergency stairwells in Brighton Landing West. One is located on the north side of the building and the other is located on the (word) side of the elevator lobby. Exit signs are provided throughout the Building directing people to the stairs.

#### **Q. Emergency Fire Protection Equipment**

The Buildings are equipped with a sophisticated life safety system composed of a complete sprinkler system for fire protection, a fire alarm and detection system, and an emergency control station that insures tenants the utmost in office safety. A voice communication system provides one-way communication between the emergency control station and all floors. The fire safety control system will automatically shut off the air handling unit on the fire floor and active the smoke exhaust fans and stairwell pressurization fans.

#### **R. Janitorial Services**

Your office, public restrooms and corridors will be cleaned five nights each week. This includes all normal cleaning such as dusting, emptying wastebaskets, vacuuming, etc. Should you have a special cleaning request, please contact the Housekeeping Office at (617) 987-2513 or [housekeeping@bvdevelopment.com](mailto:housekeeping@bvdevelopment.com). Porter service will be available to tenants on an hourly basis with a minimum charge of one hour. Arrangements must be made in advance by contacting the Housekeeping Office.

If cleaning is required on a Building holiday, please contact the Housekeeping Office at least 48 hours in advance. Holiday rates will apply for this additional service.

#### **S. Waste Disposal and Recycling**

Usual office waste is removed from wastebaskets nightly when the offices are cleaned. Extra trash or boxes that are not in regular wastebaskets should be marked "TRASH" and boxes not for trash should be marked "DO NOT REMOVE", so that our Housekeeping personnel will be certain as to the disposal of the material.

Under no circumstances is trash to be placed in corridors. If there is an unusual amount of waste to be removed, call the Housekeeping Office to bring larger hampers for a more expedient removal. Unusual quantities of trash, by definition, are not normal office trash, and may necessitate a special trash pick-up by the Waste Contractor. Removal and disposal will be at Tenant's expense.

Brighton Landing is fully committed to recycling. Our waste disposal company, E.L. Harvey & Sons, Inc. operates a Massachusetts DEP approved industrial and commercial waste reduction and recycling facility in Westborough, MA. The Complex trash is hand picked for recyclable materials at their plant, thus eliminating the need to separate recyclables at Brighton Landing.

#### **T. Alterations and Remodeling**

The Leasing and Management Office must approve all construction or repair work, as well as the contractors performing such work, in writing. If the work is not performed by The Leasing and Management and we deem that supervision is necessary, a fee will be charged by Leasing and Management, which is payable by the Tenant. The Leasing and Management Office must perform all major construction items. Please refer to Section VI. For Building Construction Rules and Regulations.

#### **U. Directories**

The Brighton Landing Tenant Directory is located in the Link Building behind and to the side of the Security Console. The Landlord provides the initial tenant sign. Changes and/or additions will be billed to the Tenant.

## **V. Graphics and Signage**

All Tenant entry signage will be Building standard and must be ordered through the Leasing and Management Office. There are to be no signs in any form on the exterior of the Building, doors or windows without prior written approval from the Leasing and Management Office. An order form for entry signage has been provided in this package. Please allow 4-6 weeks for delivery.

## **W. Keys and Security Access**

Two weeks prior to move-in, Tenant should contact the Leasing and Management Office in writing and specify the number of keys required for their company personnel. The Landlord will provide two keys for each locking door to your space. All additional keys will be provided by Landlord, and will be at Tenant's expense.

## **X. Lost and Found**

Items that are found on the premises are usually returned to the Leasing and Management Office or Security. Contact this office for any lost items or the Security Department.

## **Y. Retail Amenities and Areas**

The East Building has retail services consisting of the following: an ATM and various vending machines located in the lobby. The South Building has the Bally's Total Fitness health club and the New Balance Retail Store.

## **Z. Mail Service**

The full service Post Office serving Brighton Landing is the Post Office at 424 Washington Street, Brighton (617) 254-3387. More information including a postal lock box order form has been provided in this booklet.

The East Building Mail Room is located east of the elevator lobby. The West Building Mail Room is located west of the elevator lobby.

Mail delivery will take place Monday through Saturday by approximately 10:30am. Pick-up will take place by 1-2pm (first pick-up) and 5-6pm (second pick-up).

## **AA. Rental Payments**

Under the terms of each lease, rental payments are due on or before the first of each month. You will not necessarily receive an invoice or statement. It is the Tenant's responsibility to forward the rental payment to the address provided for in the Lease agreement. Any questions concerning rental payment should be referred to the Leasing and Management Office.

## **BB. Insurance**

Each Tenant is required by lease to maintain its own property and liability insurance. Please ensure that a copy of your Certificate of Insurance is forwarded to the Leasing and Management Office annually. Said Certificates must name **BV Development LLC** as its interests may appear, **Brighton Landing, LLC**, **WGBH Educational Foundation**, and **Anglo Irish Bank Corporation, plc** as additional insured.

## **CC. Window Blinds**

Shades should be drawn to block out the sun and to minimize the heat load during the summer months. This will result in more efficient and uniform air conditioning.

## **DD. Express Courier Service**

Express Courier Service boxes are located in the Mail Room Vestibule in the East Building. The following couriers have overnight boxes in the Mail Room: Federal Express and UPS.

## **EE. Solicitors**

It is our policy to prohibit solicitors in the Building. Please inform the Leasing and Management Office of any infraction of this rule.

## FF. Additional Space

Should your office space requirements increase necessitating expansion, please contact The Leasing and Management Office as far in advance of your need as possible. Every effort will be made to accommodate with contiguous space.

## GG. Storage Space

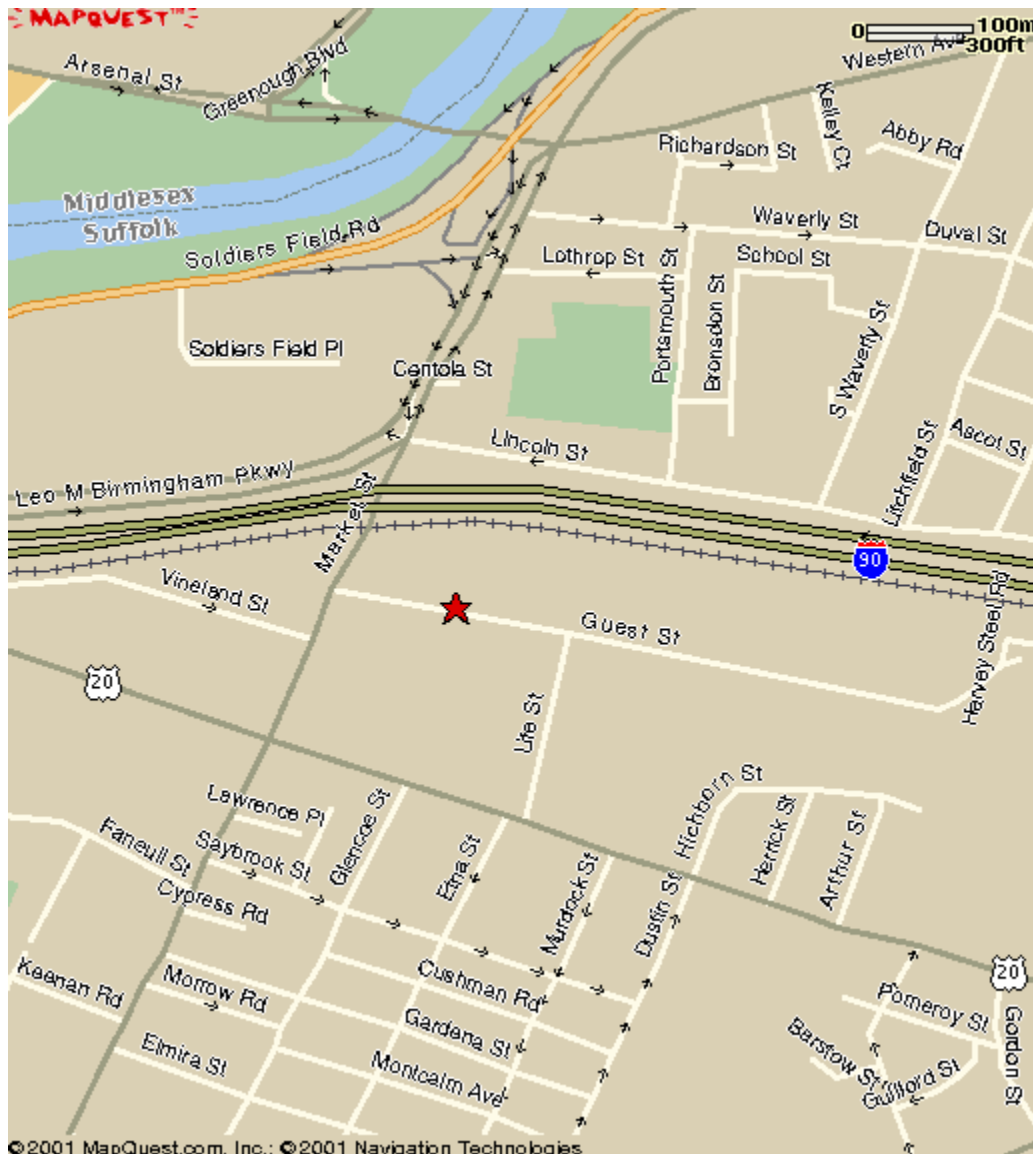
Brighton Landing has available storage space in the South and West Buildings. Please contact the Leasing and Management Office for details.

## HH. Telephone Installation Policies

Fully independent/redundant telecommunications systems serve Brighton Landing, assuring interruption free voice, data, Internet and video service. Verizon provides voice, and data service on fiber optic cable. RCN provides broadband services: voice, data, Internet and video service on its own fiber optic cable.

Tenants must contact the Leasing and Management Office when planning phone system installations and changes, as Telephone and Data Room access must be coordinated.

## II. Exhibits



## JJ. Reserving the Café Seating Area

### 1) BASIC INFORMATION REQUIRED

- a) Name of Tenant, Group or Organization
- b) Date and Time of Proposed Reservation
- c) Estimated Duration of Event
- d) Number of Guests
- e) Names of Guests, if Not Brighton Landing Tenants
- f) Inform Tenant, Group or Organization that Brighton Landing is a **SMOKE FREE ENVIRONMENT. SMOKING IS PROHIBITED.**
- g) Inform BV Development, LLC if there are any special requirements for deliveries, electrical power or other.

### 2) COORDINATION PROCEDURES

- a) Contact BV Development, LLC Leasing & Management Office (617) 987-2504, speak to Ms. Jocelyn Francis. This should be done preferably one (1) week in advance of the proposed date.
- b) Verify with Jocelyn the availability of the Café seating area. Confirm a date and time.
- c) Confirmation should be followed up with a letter.
- d) BV Development, LLC will notify security, maintenance and housekeeping as needed.

### 3) MEETING NIGHT PROCEDURES

- a) Guests park in the Garage
- b) Guests are checked in with Security and directed to Café
- c) Security validates parking stubs

#### NOTES:

- Smoking is prohibited
- A certificate of insurance is required for groups that are not tenants of Brighton Landing. The certificate must name as additional insured **BV Development, LLC, Brighton Landing, LLC, WGBH Educational Foundation, and Anglo Irish Bank Corporation, plc.**
- If there is any catering involved, it MUST be accomplished through the Landing Café food service operator, Corporate Chefs (617) 987-8335. Buddy Boucher is the Manager.
- BV Development, LLC will impose various charges as deemed appropriate for each meeting or event. They are as follows:
  - Cleaning: \$25.00/hr
  - Security: \$25.00/hr
  - Overtime HVAC: \$75.00/hr
  - Other Maintenance: \$50.00/hr

Please let BV Development, LLC know if an estimate is needed prior to the commencement of any work.

## KK. Tenant Service Requests

A sample Tenant Service Request Form is included in Section VIII of this manual. Quantities of this form are given to tenant office managers at the commencement of occupancy. These are to be used when a firm would like additional services performed, such as special cleaning, furniture polishing, overtime HVAC, picture or white board hanging, etc.

**THIS FORM SHOULD BE PROCESSED ONLY BY AN OFFICE MANAGER OR AUTHORIZED INDIVIDUAL.**

Fill out the top section, except "Work Order #", and keep the **PINK COPY** for your records. Deliver the white and yellow copies to the BV Development, LLC, Leasing & Management Office located on the 1<sup>st</sup> floor. We will let you know when the project will be completed.

Emergencies can be called into this office at (617) 987-2504. They should be followed by a Tenant Request Form. Ms. Jocelyn Francis will respond to the situation. Our normal office hours are 8:30 am to 5:00 pm Monday through Friday, except holidays. During non-business hours calls are forwarded to our Security Console, which is staffed 24 hours per day.

At this time, hourly service rates are as follows:

<b>CLEANING:</b>	<b>\$25.00/HR</b>
<b>SECURITY:</b>	<b>\$25.00/HR</b>
<b>OVERTIME HVAC:</b>	<b>\$75.00/HR</b>
<b>ELECTRICAL &amp;</b>	
<b>OTHER MAINTENANCE:</b>	<b>\$50.00/HR REG. TIME</b>
	<b>\$75.00/HR OVERTIME</b>

Please let us know if an estimate is needed prior to the commencement of any work.

### III. Moving Policy

The following rules pertain to moving furniture, equipment and supplies in and out of Brighton Landing.

Any movers that do not adhere to the following rules will not be allowed to enter the premises or will be required to discontinue the move.

Clean Masonite sections will be used as runners on all finished areas where heavy furniture or equipment is being moved with wheel or skid type dollies. The Masonite must be at least one-fourth inch thick, 4' x 8' wide sheets in elevators, lobbies and corridors, and 32" wide sheets through doors in Tenant space. All sections of Masonite must be taped to prohibit sliding.

The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the route to be followed during the move. These areas will be inspected for damage after the move.

Any damage to the Building or fixtures caused by the move will be repaired or paid for by the moving company.

Only the service elevator will be used for the movement of furniture, equipment and supplies unless prior written approval to use additional elevators has been granted by the Landlord.

Move-ins, large quantities of furniture, equipment or supplies must be accomplished after 5:00 p.m. on weekdays, or on weekends or holidays.

The moving company must make arrangements with the Leasing and Management Office for use of the elevator for each move. A firm arrival time will be established. Any late arrival from the mover's schedule arrival time will result in a charge of \$50.00 per hour waiting time, plus cost of security, to the Tenant. The cost of an elevator operator and/or elevator mechanic (if required) shall also be borne by the Tenant.

The moving company will be required to remove all boxes, trash, etc. when leaving the Building. Any materials left behind will be disposed of and charges for this disposal will be sent to the moving company.

In order to preserve harmony amongst building trades, all movers must be union.

The moving company must carry insurance including, but not less than, the following:

Workman's Compensation in statutory limit for the State of Massachusetts, with employees liability limit of \$100,000; bodily injury, personal injury and property damage liability insurance in comprehensive general liability form and certificate evidencing same shall be furnished to the Landlord before moving any items into the Building. In addition, the moving company must agree to protect, indemnify and save BV Development, LLC and Anglo Irish Bank Corporation, plc harmless from and against all claims, demands and causes of action of every kind or character arising in favor of moving company's employees, Landlord's employees or other third parties on account of injury, personal injury, death or damage to property in any way resulting from willful or negligent acts or omissions of moving company, its agents, employee's representatives or subcontractors. The moving company shall be responsible for all damages and losses sustained by them to their tools and equipment utilized in the performance of all work there under.

Comprehensive General Liability Insurance Policy shall include coverage for hazards of premises - operations, elevators, products and completed operations and including personal injury coverage, part and contractual liability coverage designating the assumptions of liability under performance of the act of moving. Such insurance shall be in limits no less than \$100,000 per person bodily injury and personal injury; \$300,000 per occurrence for aggregate or property damage. Property damage insurance shall be in broad form, including completed operations.

The limits set forth above are minimum - if greater limits are carried they will apply to movements.

Each company moving supplies, furniture and/or equipment through this complex shall secure and present to the Leasing and Management Office a certificate reflecting these coverages twenty four (24) hours before the move takes place. Such certificate must name Trustees of the Brighton Landing Condominium Trust c/o BV Development, LLC as its interests may appear, Brighton Landing, LLC and Anglo Irish Bank Corporation, plc as additional insured.



## MOVE COORDINATION AND ELEVATOR PROCEDURES

### FREIGHT ELEVATOR AVAILABILITY

Monday through Friday: After 5:00 p.m.

Saturday and Sunday: All day.

The Leasing and Management office may, at its discretion, delay freight elevator availability until 6:00 p.m. in order to facilitate construction.

### PROCEDURES - TENANT MUST

1. Call The BV Development, LLC Leasing and Management office, (617) 987-2500, in order to ascertain availability of the freight elevator.
2. Designate an available date and time. The Leasing and Management office will mark our Elevator Reservation Calendar.
3. Confirm date with your mover and furniture company.
4. If the date is good, send a confirmatory memo to the Leasing and Management Office immediately. If you must change the date, notify management and, again, confirm with a memo. Without confirmation, tentative arrangements are subject to cancellation.
5. Prior to any work being performed, the moving company must provide to the Leasing and Management Office a Certificate of Insurance naming as additional insured BV Development, LLC, Brighton Landing LLC, and Anglo Irish Bank Corporation, plc.

RULE #1 Tenant must engage a union mover.

RULE #2 All trade work performed at Brighton Landing must be union.

RULE #3 Tenant is responsible for complete move clean up. Any related work that is performed by the Building's cleaning contractor will be charged to tenant for time, materials, disposal charges and administrative fees.

RULE #4 The Leasing and Management Office will arrange all security personnel that the Leasing and Management Office deems necessary in order to effect an orderly move at Tenant's expense. This includes at least one security officer at the loading dock and one security officer on the floor to which furniture is being moved.

RULE #5 Any costs incurred by the Leasing and Management Office as a result of a move cancellation will be borne by Tenant.

RULE #6 No move arrangements are to be made by a sub-tenant. The Primary Lessee is responsible for all move coordination. The Leasing and Management Office will not honor arrangements made by a sub-tenant.

RULE #7 Within three days of making a reservation for the freight elevator, tenant must provide the Leasing and Management Office with a confirming memo. Otherwise, tentative arrangements are subject to cancellation.

### SECURITY OFFICER CHARGES\*

Regular Time:	\$25.00 per hour
Overtime:	\$30.00 per hour
Less than 48 hours notice:	\$30.00 per hour

\* Rates subject to adjustment

#### IV. Security Systems

A security system has been installed in Brighton Landing for the convenience and security of its tenants. The system will provide access control to the Building during Building non-operating hours. (See hours of operations under General Information section.) In addition, closed circuit cameras and motion detectors will monitor various exit/entrance doors, docks, and hallways 24 hours a day. Lobby security may be reached at (617) 782-0242/782-1003.

#### **Building Exit**

At the card reader entrance door a button is located on the door mullion providing for exiting the Building after hours. After pressing the button you have approximately ten seconds to open the door. Blocking or holding the door open for an extended period of time will alert security personnel. Specific hours of operation are noted in the general Building information section of this booklet.

#### **Building Contract Parking Access**

There are approximately 1,200 covered parking spaces in the South Building Garage and 52 covered and 27 uncovered parking spaces at the ground floor of the West Building. The parking ratio is approximately 3 spaces per 1,000 rentable square feet.

Tenants are issued parking access cards at the beginning of a Lease term. These cards should be kept in either a secure place in the vehicle or in a tenant's wallet. Upon placing it within a few inches of the card reader at the Garage entry, the gate goes up. The card is used in the same fashion in order to exit the garage.

Visitors receive a parking card from the card distributor at the Garage entry. Upon leaving the Building, the card must be presented to the security officer at the Link Console desk for validation. Upon exiting the Garage, the card is inserted into a slot, and the garage gate goes up. If a problem is encountered, the security guard can be reached by intercom, and the gate can be raised remotely.

#### **Security Cards**

The Leasing and Management Office will assign security access cards and at the same time program the card numbers into the computer.

Each Tenant will request the number of security access cards they need based upon its population at initial occupancy. Additional cards are available at rates that will be established by Leasing and Management.

It will be the responsibility of the Tenant to notify the Leasing and Management Office of loss, termination or re-assignment of cards to insure proper control. Please make every effort to return the cards of personnel no longer in your employ.

## **Internal Security**

During normal business hours the security access card system is not in effect. Security at these times depends largely on the awareness of your own personnel. The following recommendations should be passed on to all of your staff.

- Do not unlock your entry doors until someone is in attendance that can observe anyone entering the office. Conversely, the doors should be locked in the evening when most personnel have left.
- Lock up purses and other valuables when not in use. If suit jackets are removed, remember to transfer wallets to trouser pockets.
- Keep only small amounts of petty cash on hand and store it in a lockable box in a locked file or desk drawer.
- Record serial numbers of all equipment.
- Call the Leasing and Management Office and the Security Desk in order to notify them of the presence of solicitors in the Building.
- If a theft does occur, report it immediately to the City of Boston Police and the Leasing and Management Office.

## V. Building Rules and Regulations

1. The entrances, lobbies, passages, corridors, elevators, halls, courts, sidewalks, vestibules, and stairways shall not be encumbered or obstructed by Tenant, Tenant's agents, servants, employees, licensees or visitors or used by them for any purposes other than ingress or egress to and from the Premises. Brighton Landing and the surrounding common areas are a non-smoking facility and Tenants will cooperate to ensure that its employees comply with this regulation.
2. Tenant, or the employees, agents, servants, visitors or licensees of Tenant shall be directed to use the Smoking Shelter and no other location on the Brighton Landing Campus for the purpose of smoking. Chairs and ash urns will be appropriately placed in and about the shelter.
3. The moving in or out of all safes, freight, furniture, or bulky matter of any description shall take place during the hours, which Landlord may determine from time to time. Landlord reserves the right to inspect all freight and bulky matter to be brought into the Premises. Landlord reserves the right to have Landlord's structural engineer review Tenant's floor loads on the Premises at Tenant's expense.
4. Tenant, or the employees, agents, servants, visitors or licensees of Tenant shall not, at any time or place, leave or discard any rubbish, paper, articles, or objects of any kind whatsoever outside the doors of the Premises or in the corridors or passageways of the Premises. No animals or birds shall be brought or kept in or about the Premises. Bicycles shall not be permitted in the buildings.
5. Tenant shall not place objects against glass partitions or doors or windows or adjacent to any common space which would be unsightly from the Premises corridors or from the exterior of the Premises and will promptly remove the same upon notice from Landlord.
6. Tenant shall not make noises, cause disturbances, create vibrations, odors or noxious fumes or use or operate any electric or electrical devices or other devices that emit sound waves or are dangerous to other tenants and occupants of the Premises or that would interfere with the operation of any device or equipment or radio or television broadcasting or reception from or within the Premises or elsewhere, or with the operation of roads or highways in the vicinity of the Premises, and shall not place or install any projections, antennae, aerials, or similar devices inside or outside of the Premises, without the prior written approval of Landlord.
7. Tenant may not (without Landlord's approval therefore, which approval will be signified on Tenant's Plans submitted pursuant to the Lease) and Tenant shall not permit or suffer anyone to: (a) cook (which term shall not be deemed to include ordinary use of a conventional microwave oven) in the Premises; (b) place vending or dispensing machines of any kind in or about the Premises, except for food products and beverages in a manner compatible with the use of the Premises for office purposes; (c) at any time to sell, purchase or give away, or permit the sale, purchase, or gift of food in any form.
8. Tenant shall not: (a) use the Premises for lodging, manufacturing or for any immoral or illegal purposes; or (b) use the Premises to engage in the manufacture or (c) use the Premises to engage in the manufacture or sale of, or for the use of, illegal drugs.
9. No awning or other projections shall be attached to the outside walls or windows. No curtains, blinds, shades, screens or signs visible from the exterior of the Premises, other than those furnished by Landlord, shall be attached to, hung in, or used in connection with any window or door of the Premises without prior written consent of Landlord.
10. No signs, advertisement, object, notice or other lettering shall be exhibited, inscribed, painted or affixed on any part of the outside or inside of the Premises if visible from outside of the Premises.
11. Landlord will furnish door keys for doors in the Premises at the Commencement of the Lease. Tenant shall not affix additional locks on doors and shall purchase duplicate keys only from Landlord. In the event of the loss of any keys so furnished by Landlord, Tenant shall pay to Landlord the cost thereof.

12. Tenant shall cooperate and participate in all reasonable and customary security programs affecting the Premises.
13. Tenant assumes responsibility for protecting its space from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Premises closed and secured.
14. Tenant shall not make any room-to-room canvass to solicit business from other tenants in the Premises, and shall not exhibit, sell or offer to sell, use, rent or exchange any item or services in or from the Premises on a retail basis unless such use is specified in its Lease. Canvassing, soliciting and peddling in the Premises are prohibited and Tenant shall cooperate to prevent the same. Peddlers, solicitors and beggars shall be reported to the Leasing and Management Office.
15. Tenant shall not install any resilient tile or similar floor covering in the Premises except with the prior written approval of Landlord, which approval shall not be unreasonably withheld. The use of the cement or other similar adhesive material is expressly prohibited.
16. Tenant shall not waste electricity or water and agrees to cooperate fully with Landlord to assure the most effective operation of the Premise's heating and air conditioning system and shall refrain from attempting to adjust controls, except with respect to thermostats, if any, located within the Premises. Tenant shall keep corridor doors closed except when being used for access.
17. 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 thrown therein.
18. Premises employees shall not be required to perform, and shall not be requested by any tenant or occupant to perform, any work outside of their regular duties, unless under specific instructions from the office of the Leasing and Management Office of the Premises.
19. Tenant may request heating and/or air conditioning during other periods in addition to normal working hours by submitting its request in writing to the office of the Leasing and Management Office of the Premises no later than 2:00 p.m. the preceding work day (Monday through Friday) on forms available from the Leasing and Management Office. The request shall clearly state the start and stop hours of the "off-hour" service. Tenant shall submit to the Leasing and Management Office a list of personnel authorized to make such request. The Tenant shall be charged for such operation in the form of additional rent; such charges are to be determined by the Leasing and Management Office and shall be fair and reasonable and reflect the actual additional operating costs involved.
20. Tenant covenants and agrees that its use of the Premises shall not cause a discharge of more than its pro rata share on a square foot basis of the design flow gallonage per day of sanitary (non-industrial) sewage for the Premises as disclosed to and approved by Tenant prior to the Term Commencement Date. Discharges in excess of that amount, and any discharge of industrial sewage, shall only be permitted if Tenant, at its sole expense, shall have obtained all necessary permits and licenses therefore, including without limitation permits from state and local authorities having jurisdiction thereof. If Tenant uses any materials other than ordinary cleaning solvents and other substances routinely used by office tenants in office buildings like the Premises, all of which must be used by Tenant in strict compliance with any applicable legal requirements, then Tenant shall submit to Landlord on December 31 of each year of the Term of this Lease a statement, certified by an authorized officer of Tenant, which contains the following information: name of all chemical, gases, and hazardous substances, used, generated, or stored on the Premises; type of substance (liquid, gas or granular); quantity used, stored or generated per year; method of disposal; permit number, if any, attributable to each substance, together with copies of all permits for such substance; and permit expiration date for each substance.

## VI. Building Construction Rules and Regulations

Contractors working in Brighton Landing are required to comply fully with the following Rules and Regulations. All duties involved are the exclusive responsibility of the Contractor. The Leasing and Management Office reserves the right to deny access to anyone.

### **1. Accidental Alarms**

Contractor shall take all necessary precautions to prevent accidental alarm of automatic fire system devices. Before any unit or device is temporarily incapacitated, The Leasing and Management Office shall be advised to allow notification of the Boston Fire Department and the device shall be red-tagged "Out of Service". Every effort must be made to reactivate "Out of Service" devices as soon as possible. Any Contractor who sets off the building fire alarm will be assessed the Boston Fire Department charges upon first accidental activation. If the Boston Fire Department requires fire detail coverage, those charges are to be paid by the Contractor. Contractor shall complete the "Fire Protection System Impairment Request Form" and submit it to the Leasing and Management Office.

### **2. Bathrooms**

Contractor personnel shall be responsible for keeping the bathrooms used by the Contractor neat, clean and orderly at all times. This is to include the bathroom itself, as well as the common areas surrounding the bathroom. This also includes the pathway to and from the bathroom area from the job site.

### **3. Blinds and Drapes**

During construction, Contractor shall protect existing blinds or drapes so as not to damage them. Contractor is responsible for cleaning construction debris and dust from the existing window coverings.

### **4. Carpet**

Prior to demolition, if carpet is to remain in the suite, it is to be protected by heavy plastic cover; otherwise it should be removed, stored and relayed. Additionally, the public area carpet is to be protected by plastic runners or a series of walk-off mats from elevators to the suite under construction. This includes protecting the elevator carpeting if necessary. Failure to protect carpeting will result in back charges equal to the cost of the cleaning services for this work, but in no case shall this charge be less than \$100.00 per day to the Contractor. The Leasing and Management Office shall alert the Contractor in writing of the first offense.

### **5. Cleaning**

Tenant space shall be cleaned prior to the tenant move-in. Contractor is responsible for cleaning the following:

- Blinds or drapes
- Carpeting
- VCT floors
- Windows, sills and mullions
- General final cleaning so Tenant can occupy space
- Any diffusers, return air grills, etc. associated with the HVAC system

Contractor shall provide labor, equipment and supplies to accomplish the above.

### **6. Deliveries**

Large deliveries, movement of equipment, trash removal and the like shall be performed in accordance with the policies outlined in Sections titled "Deliveries" and "Tenant Furniture Moves and Freight Elevator Usage".

### **7. Dumpsters**

Construction debris and trash are to be removed regularly from the premises by hampers to trucks at the Building's loading dock. No dumpsters are permitted unless approved in advance by Landlord in writing. (See section titled "Trash & Debris").

### **8. Electrical**

Any contractor, who is working on emergency power, or needs to turn emergency power breakers off, shall contact the Leasing and Management Office prior to turning off the breakers. In addition, any power breakers that are turned off shall be tagged with date, company name and technician name.

(See Section titled "Accidental Alarms" for additional information.)

## **9. Elevators**

Elevators are not to be used by construction personnel. Only Elevator #4 East Building, accessed from the loading dock area should be used by construction personnel.

## **10. Fire Safety/Life Safety**

After all fire system work is completed, the system shall be tested for operation with the Leasing and Management Office. The Technician servicing the fire system shall note if there are any trouble lights indicated on the fire panel, bringing it to the attention of the Leasing and Management Office, prior to starting work. The testing of the fire system sound level and visibility of the strobe should be noted.

Contractor shall not disconnect, tamper with, delete, obstruct or relocate any life safety, fire detection, notification, suppression unit or other such devices except as indicated on the drawings approved by the Boston Fire Department, the authority having jurisdiction.

Contractor shall complete the "Fire Protection System Impairment Request Form" and submit it to the Leasing and Management office. Form is found in Section VIII of this manual.

If life safety disconnect work is required for any construction activities, associated fees shall be charged to and payable by tenant or unit owner.

(See sections titled "Accidental Alarms" and "Electrical" for additional information.)

## **11. HVAC**

Anytime the air handling or temperature control equipment is to be worked on; The Leasing and Management Office is to be notified before and after the work is completed. Use of the "Fire Protection System Impairment Form" is required. Return air ducts shall be fitted with temporary filters prior to the start of construction.

(See sections titled "Accidental Alarms", "Electrical" and "Fire Safety" for additional information.)

## **12. Keys**

Whenever it is deemed necessary to issue any key to the Contractor, the Contractor will be responsible for controlling possession and use of same until returned daily to the Leasing and Management Office.

## **13. Noise and Disturbance**

No equipment, radios or other activities will take place during normal building hours that would disturb other tenants in the building.

## **14. Notices**

The Contractor shall give the Leasing and Management Office names and phone numbers, in writing, of the Contractor's management personnel for purposes of notification. Similarly, the Leasing and Management Office shall give the Contractor the names of the Leasing and Management Office personnel to call in an emergency.

## **15. Painting**

All painting with oil-based products or any use of noxious coatings will be performed during building off-hours.

## **16. Parking**

Contractor personnel will not use the loading dock for parking. Unauthorized parking will result in towing of the vehicle at the Contractor's expense. Parking may be available in the South Building Garage on a limited first come first served basis.

## **17. Piping**

When soldering, cutting or welding within 50-feet of a smoke detector, the detector must be bagged. The bag must be removed at the end of each day. The Leasing and Management Office and the Boston Fire Department shall be notified if a detector is bagged. Proper permits are required, as well as use of the "Fire Protection System Impairment Form."

**18. Safety**

Contractor shall at all times, enforce strict discipline and maintain good order among the workmen engaged in work and shall cause such workmen to observe all reasonable fire prevention, security and safety rules and regulations in force at the site.

**19. Sanding**

When sanding sheet rock within 50-feet of a smoke detector, the detector must be bagged. The bag must be removed at the end of each day. The Leasing and Management Office and the Boston Fire Department shall be notified if a detector is bagged. Proper permits are required, as well as use of the "Fire Protection System Impairment Request Form."

**20. Security**

Contractor will be responsible for re-locking any areas made available to him for necessary access whenever that area is unattended, and also when work or work hours are completed.

Stairwell doors, electrical room doors, etc. shall not be kept "propped" open at any time.

**21. Sign-In Policy**

Contractor and sub-Contractor personnel shall sign in on the logs provided by Building Security at the Security Console.

**22. Sprinkler System**

The Leasing and Management Office shall be notified 24-hours in advance if the sprinkler system is to be drained. Proper permits are required, as well as use of the "Fire Protection System Impairment Request Form".

**23. Telephones**

Contractor must provide his/her own phone service to the job site. The telephones within the tenant spaces are not available for use by Contractor unless arrangements have been made with tenant's consent.

**24. Temporary Lighting**

Contractor shall be responsible for providing temporary lighting within the space under construction.

**25. Trash and Debris**

Contractor shall remove the trash and debris daily or as often as necessary to maintain cleanliness in the Building. This includes all areas accessed by Contractor and is not limited to immediate construction area. The building trash containers are not to be used for construction debris. Contractors shall be responsible for removal, on a daily basis, for waste foods, milk and soft drink containers, etc. Failure to properly clean up debris will necessitate a cleaning charge payable to the Leasing and Management Office. The Leasing and Management Office shall inform the Contractor when the conditions require immediate cleaning. Failure to promptly clean the affected areas shall result in a back charge.

**26. Utility Lines**

The Contractor will verify the locations of the building's utility lines before any core drilling, boring, or other structural work is performed so as not to damage them. Contractors are urged to take all possible precautions to protect all utility lines. Proper permits are required, as well as use of the "Fire Protection System Impairment Request Form."

No utilities or services to any tenant space are to be cut off or interrupted without first having requested, in writing, and received permission, in writing, from The Leasing and Management Office.

**27. Utility Metering**

Contractor shall be responsible for providing and paying the consumption charges for temporary electric meters for the space under construction. Meter installation shall be the at the expense of Contractor. No "house" electrical supply will be available.

**28. Walk-Off Mats**

Walk-off mats are to be provided at the public corridor side of the entrance/exit doors of the suite under construction.

**29. Work Schedules**

The Contractor shall give The Leasing and Management Office, notice of any non-standard work schedules and a list, in writing, of the names of persons working in the building before or after standard building operating hours.

(See sections titled "Noise & Disturbance" and "Sign-In Policy" for additional information.)

CONTRACTOR ACKNOWLEDGEMENT AND ACCEPTANCE

On behalf of \_\_\_\_\_ (Contractor), the undersigned acknowledges having completely read the above Contractor Rules and Regulations, and the undersigned agrees to disseminate this information to all trades people involved in the \_\_\_\_\_ project. Best efforts shall be made to have the referenced project conducted in accordance with these Contractor Rules and Regulations.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

Pursuant to tenant lease language prior to commencement of work, a Certificate of Insurance must be provided evidencing proper coverages and naming BV Development, LLC, Brighton Landing, LLC and Anglo Irish Bank Corporation, plc as additional insured.

## VII. Building/Area Facts

### PROJECT TEAM

<b>Owner/Developer:</b>	<b>BV Development, LLC</b>
<b>PROPERTY MANAGER:</b>	BV Development, LLC Leasing and Management Division
<b>LEASING AGENT:</b>	Cushman & Wakefield
<b>GENERAL CONTRACTOR:</b>	O'Connor-Dimeo, a Joint Venture
<b>ARCHITECT:</b>	ADD Inc
<b>STRUCTURAL ENGINEERS:</b>	North Parcel – McNamara/Salvia, Inc. South Parcel – LeMessurier Consultants
<b>MECHANICAL ENGINEER:</b>	AHA Consulting Engineers
<b>LANDSCAPE ARCHITECT:</b>	Pressley Associates, Inc
<b>GEOTECHNICAL ENGINEER:</b>	Haley & Aldrich, Inc.
<b>CIVIL ENGINEER/SURVEYOR:</b>	Vanasse Hangen Brustlin, Inc.

### SCHEDULE

<b>TENANT OCCUPANCY:</b>	Commencing 4th Quarter, 2000 Phase-in through 3rd Quarter, 2001
--------------------------	--

### SITE INFORMATION

<b>ADDRESS:</b>	North Parcel: 10 and 20 Guest St, Brighton (Boston), MA South Parcel: 38-40 Life St, Brighton (Boston), MA and 5-25 Guest Street, Brighton (Boston), MA
<b>LOCATION:</b>	Brighton Landing is located where Market Street crosses the Mass Turnpike at the site of the former Honeywell Bull facility—a long-standing landmark along the Turnpike. The new development will be highly visible along the Mass Turnpike, and its form and appearance create a new “gateway” into the City of Boston.
<b>DESCRIPTION:</b>	Brighton Landing is an urban office campus consisting of two office buildings, ten stories and seven stories, connected by a two-story glass atrium entrance. A third building, the project garage provides covered parking for approximately 1,200 cars, and it accommodates retail and a health/fitness club at street level. The site consists of two parcels, the North and South Parcels, separated by Guest Street.
<b>LAND AREA:</b>	5.7 acres
<b>TOPOGRAPHY AND PHYSICAL CHARACTERISTICS:</b>	Brighton Landing is located at a bend in the adjacent Mass Turnpike and elevated above it, offering unexcelled visibility in all directions. Views extend south to the Blue Hills, east to the Boston skyline and north to the mountains of southern New Hampshire.
<b>PARKING:</b>	The parking ratio is approximately 3 spaces per 1,000 rentable square feet. There are approximately 1,200 covered parking spaces in the South Parcel, 52 covered parking spaces beneath the West Building

and 27 uncovered spaces on the north side of the West Building.

**UTILITIES:** All municipal utilities are available to the site. Boston Edison provides electricity, Boston Gas provides gas, and the Boston Water and Sewer Commission provides water/sewer and drainage services.

**TELECOM:** Fully independent/redundant telecommunications systems serve the campus, assuring interruption free voice, data, internet and video service. Verizon provides voice, and data service on fiber optic cable. RCN provides broadband services: voice, data, internet and video on its own fiber optic system.

**SITE ACCESS:** The site can be accessed in many ways: Inter-state highways (The Cambridge/Brighton Exit (Exit 18) and the Newton Corner exit (Exit 17) of the Massachusetts Turnpike); Regional parkways (Soldiers Field Road/Storrow Drive and Memorial Drive); an excellent network of urban arterial streets that converge near Brighton Landing (Cambridge Street, North Beacon Street, Western Avenue and Market Street); and other local streets. These roads offer access to various retail, restaurant and convenience services. Two bus lines stop at Brighton Landing, providing connections to the MBTA rapid transit system. Overall, the Brighton section of Boston is easily accessed from anywhere in the Boston region.

**ZONING:** Brighton Landing has a Planned Development Area (PDA) designation under the City of Boston Zoning Regulations.

**PLANNED IMPROVEMENTS:** The North Parcel consists of two mid-rise first class office buildings known as the East Building (10 stories and 226,540 rentable square feet) and the West Building (7 stories and 181,977 rentable square feet). The South Parcel consists of 530,100 total square feet: approx. 70,000 square feet warehouse/office, approximately 3,000 square feet storage, approximately 44,000 square feet retail and approximately 1,200 parking spaces.

## BUILDING DETAILS

**NUMBER OF FLOORS:** East Building – ten floors of office space  
West Building – seven floors of office space

**BUILDING HEIGHT:** East Building – 153 feet  
West Building – 112 feet

**FLOOR CONFIGURATION:** Floors are very efficiently shaped with core functions located in the center and unobstructed views from the center to the windows. The clear span from the core to the exterior wall is 45 feet, column free.

**CEILING HEIGHT:** Finished ceiling height in the main entry lobby will reach 23'. In the office buildings, the floor-to-floor spacing is 13'8", and the ceiling height will be approximately 9'-0" in the tenant spaces. Perimeter sill heights vary depending upon the type of windows at a particular location, but a 2'-8" sill height is typical. Floor to ceiling glass occurs in some areas.

**TYPICAL FLOOR AREA:** East Building floors are approximately 25,000 square feet and West Building floors are approximately 30,000 square feet.

<b>NET RENTABLE AREA:</b>	408,519 square feet office (approximately) 70,000 square feet warehouse/office (approximately) 3,000 square feet storage (approximately) 44,000 square feet retail (approximately)
<b>EXTERIOR ENCLOSURE:</b>	The exterior features high quality architectural thermal insulated glass with varying window types including punched, ribbon and curtain wall panel windows. The exterior façade consists of high quality highly detailed pre-cast panels, with the East Building having white panels and the West Building panels having a buff color. The Garage exterior will feature a buff color with painted exposed structural steel.
<b>LOBBY/INTERIOR ATRIUM:</b>	The 2-story lobby atrium will feature a glass enclosed gallery space with abundant natural light and a feeling of openness. The sloped glass front will overlook the meticulously landscaped plaza. There will be a curved pedestrian bridge at the second level. The lobby flooring will be slate, and the security desk will be finished in decorative metal. Rotating art exhibits will take place in the lobby space.
<b>STRUCTURAL SYSTEM:</b>	Steel frame with composite metal floor deck, lightweight concrete floor slabs with 2-hour fire rating floor assembly and concrete roof deck. Lateral system includes braced frames at the core locations and moment frames at perimeter walls.
<b>FLOOR LOADS:</b>	Live load of 80 pounds per square foot plus a 20-pound per square foot allowance for partitions.
<b>ROOF:</b>	The roof system is a single-ply, ethylene-propylene-diene membrane (EPDM) over rigid insulation.
<b>ELEVATORS:</b>	Elevators are manufactured by Otis. They are detailed with stainless steel and wood. There are four traction elevators in the East Building, one of which is used for freight purposes when needed. There are four traction Elevators in the West Building, one of which is designated freight usage.
<b>TENANT FINISHES:</b>	Tenants are provided an allowance by the landlord to be applied towards the tenant build-out inclusive of all architectural and design costs. Tenant entries, ceiling tile, window treatment and MEP and fire protection plans must adhere to specific building design standards (unless otherwise) approved by the landlord.
<b>AMENITIES:</b>	The Brighton Landing Café offers reasonably priced high quality food in an attractive and pleasant atmosphere. Breakfast, lunch and snacks will be provided from approximately 7:00 am to 3:30 pm. Corporate catering is a specialty, and with adequate notice it can be performed seven days per week. The 225-seat café is also available by reservation for corporate functions. Outside café seating will be provided three seasons each year in the Brighton Landing plaza. Other amenities include an approximately 16,000 square foot fitness center, an ATM, and overnight delivery drop boxes.
<b>ELECTRICAL:</b>	Bus duct throughout the East and West buildings has been sized to provide 10 watts per square foot on each floor, broken down as follows:

- Outlets: 4 Watts per SF
- Lights: 2 watts per SF
- HVAC: 4 watts per SF

Tenant electric for lights, plugs and for the tenant HVAC fan powered boxes and electric reheat coils in the tenant HVAC VAV boxes will be directly metered by the electric utility provider on a floor-by-floor basis. Power is available in the main electric room of the South Parcel to support the various South Parcel loads.

**HVAC SYSTEM:**

In the North and South Parcels, heating, ventilation and air conditioning is provided by evaporative condensing rooftop units with gas furnace section functioning through variable air volume (VAV) boxes and fan powered VAV boxes (FPT) with electric heating coils. Each tenant space is served by VAV boxes in the interior zones and fan powered terminal units at the perimeter. In the North Parcel only, there are evaporative cooling towers, pumps and pipe risers for tenant 24-hour supplemental cooling at a rate of 2-4 watts per square foot. Ventilation air has been sized at 20 CFM/person based on a ratio of 150 GSF per person. In addition, provisions have been made for additional tenant rooftop cooling and emergency power generation capacity.

**ENERGY MANAGEMENT SYSTEM:**

The building management system is DDC microprocessor based. The system has the capability of purging the buildings in the spring and fall when the system is in the economizer cycle (cooling with all outdoor air, no mechanical refrigeration). The building management system provides HVAC system scheduling, optimum start/stop and energy efficient operation.

**FIRE ALARM:**

The fire alarm system operates in conjunction with the fire protection systems. The high-rise fire alarm system is a microprocessor-based multiplex, analog/addressable system with complete audio (voice evacuation – North Parcel only) and visual occupant notification, and municipal reporting via a local energy master box. Each initiating point (water flow switch, tamper switch, smoke detector, duct mounted smoke detector, heat detector or manual pull station) is individually addressable.

Occupant notification in the North Parcel consists of audio/visual signaling.

Occupant notification in the South Parcel Garage/Retail consists of audio/visual signaling.

**FIRE PROTECTION:**

Automatic sprinkler protection is provided throughout the North Parcel buildings. A combination standpipe/sprinkler system is provided with 300 psi rated standpipe system risers located in all required egress stairs. Sprinkler system floor control valve assemblies with pressure regulating control valves, where static pressures exceed 165 psi, are provided for sprinkler service to each floor.

Each floor is served by two combination standpipe sprinkler risers and is looped between risers with check valves at each riser. Base building sprinkler system will be designed for Ordinary Hazard Group I for tenant office space. Electric rooms, sub electric rooms and telephone/data equipment rooms are sprinkler protected. Elevator pits and machine rooms are sprinkler protected and include shunt trip of elevator power prior to sprinkler head operation.

Two fire department connections are provided for each building as required for high-rise buildings. Each fire department connection serves all systems within the East and West buildings and all within 100' of a fire hydrant.

Automatic sprinkler protection is provided throughout the basement non-garage portion of the South Parcel. In these areas, a combination standpipe/sprinkler system is provided with wet standpipe in all required heated egress stairs.

Sprinkler system floor control valve assemblies are provided for sprinkler service to each floor. A wet pipe standpipe system is provided for all non-garage areas. A manual dry standpipe system is provided for the open parking structure.

**HANDICAP COMPLIANCE:**

The buildings are designed to be in full compliance with current ADA standards in order to accommodate handicapped employees and visitors. All restrooms and common areas are designed to encourage and facilitate access by mobility-limited individuals. Signage is designed to assist the visually impaired.

**ACCESS CONTROL AND  
SECURITY SYSTEMS:**

The development employs a state-of-the-art security access system that utilizes proximity cards, alarm monitoring, digital recording, cameras, and watch tour system and motion detectors. The system has the ability to monitor intercom remote stations in parking areas and door intercom remote stations.

All subsystems operate in a seamless manner and control the functions in the East Building, West Building and South Building. These systems are monitored seven days per week, 24 hours per day by security officers, one of which is stationed at all times at the security console located in the Link between the East and West Buildings. Other roving security staff police the complex grounds, loading docks, parking garage and common areas.

## DELINEATION OF BASE BUILDING AND TENANT IMPROVEMENTS

Description	Base Building	Tenant Work
<i>Interior Architecture</i>		
<hr/>		
Gypsum board partitions		
• Main Lobby and Common Areas	•	
• Perimeter of Tenant Areas		•
• Columns in Tenant Areas		•
• Nonrated Core Walls in Tenant Areas		•
• Tenant Area Interior Walls		•
<i>Architectural Millwork</i>		
<hr/>		
• Main Lobby and Common Areas (including glass lobby walls at tenant areas)		
• Tenant Entry and Exit Door / Frame		•
• Tenant Areas		•
• Toilet Rooms – All Interior Finishes: Ceiling, Flooring, Walls	•	
• MEP Rooms – All Interior Finishes: Flooring, Walls	•	
• Exit Stairs and Corridors – All Interior Finishes: Flooring, Walls	•	
• Janitor Closets – All Interior Finishes: Flooring, Walls	•	
• Entrance Lobby – All Interior Finishes: Ceiling, Flooring, Walls	•	
• Elevator Cab – All Interior Finishes: Ceiling, Flooring, Walls	•	
• Painting / Wall covering		
• Main Lobby and Common Areas	•	
• Perimeter Walls		•
• Tenant Walls		•
• Tenant Face of Tenant Elevators, Lobbies, Common Area Walls		•
• Ceiling System		
• Main Lobby and Common Areas	•	
• Tenant Area		•
<i>Floor Covering</i>		
<hr/>		
• Main Lobby and Common Areas	•	
• Tenant Area		•
• Window Treatment in Tenant Areas		•
<i>Doors and Hardware</i>		
<hr/>		
• Toilet Rooms, MEP Rooms, Egress Stairs	•	
• Tenant Area		•
<i>Furniture, Fixtures and Equipment in Tenant Areas</i>		
<hr/>		
ADA Code Requirements		
• Main Building Entries	•	
• Main Entrance Lobby	•	
• Elevators	•	
• Toilet Rooms	•	
• Tenant Areas		•
• Exterior Signage		
• Directional Site Signage	•	
• Monument Sign Without Tenant Identification	•	
<b>Description</b>	<b>Base</b>	<b>Tenant</b>

	Building	Work
<i>Interior Signage</i>		
• Lobby and Common Areas	•	
• Building Directories	•	
• Cores	•	
• Tenant Areas		•
<i>Electrical</i>		
Distribution to Closets (landlord supplied power 2 watts/sf lights, 4 watts/sf outlets, 4 watts/sf HVAC. Additional power at Tenant expense.)	•	
Emergency Lighting		
• Entrance Lobby, Toilet Rooms and Egress Stairs	•	
• Tenant Lights and Exit Signs		•
Light Fixtures		
• Lobby, Toilet Rooms, MEP Rooms, Egress Stairs	•	
• Tenant Areas		•
• Site Lighting	•	
Convenience Outlets		
• Entrance Lobby, Corridors, Toilet Rooms and MEP Rooms	•	
• Tenant Areas		•
Voice / Data Distribution		
• Vertical Conduit Riser at Cores	•	
• Vertical and Horizontal Distribution Within Tenant Areas		•
• Outlets		•
• Telephone Switch		•
• Emergency Generator for Life Safety	•	
• Emergency Generator for Tenant Power		•
Fire Protection		
Sprinkler Systems		
• Code Required Sprinkler Standpipes	•	
• Main Lobby and Common Area Branch Piping Drops	•	
• Tenant Areas: Code Required Mains, Branch Piping, Drops and Heads Compatible With Tenant Layout		•
Life Safety System (Strobes and Pull Stations)		
• Main Entrance Lobby, Toilet Rooms, MEP Rooms, Egress Stairs	•	
Tenant Areas		•
• Fire Hose Cabinets / Fire Extinguishers		
• Core Areas	•	
• Tenant Areas (if required)		•
• Local Fire Alarm		
• Annunciator / Fire Control Panel (per code/specifications)	•	

*Plumbing*

---

- Toilet Room and MEP Room Fixtures •
- Lobby and Core Area Drinking Fountains •
- Bathroom Hot Water Heaters (point of use) •
- Janitor's Sinks •
- Additional Tenant Area Drinking Fountains, Sinks, Toilets, Kitchens, Hot Water Heaters •

*Security / Access Control*

---

- Building Entry Doors •
- Tenant Doors and Tenant Areas •

*Mechanical*

---

- Energy Management System (Except Tenant Controls) •
- Exhaust Ventilation •
- MEP Rooms •
- Toilet Rooms •
- Elevator Shafts •
- Building Cooling at 325 sf/ton (Designed for 2-4 watts total electrical cooling load) •
- Roof top closed cooling tower with condenser water loop •
- Roof Top AHU •
- Medium Pressure Vertical Riser Duct. •
- Medium Pressure Horizontal Distribution Duct •
- Low Pressure Distribution Duct •
- Diffusers •
- VAV and Fan Powered Boxes in Common Areas •
- Tenant Area VAV / Perimeter Fan Powered Boxes •
- Thermostats – Common Area •
- Thermostats – Tenant Areas •
- Supplemental A/C Units and Elements •
- Data and Tel Rooms •
- Units (power, piping, controls) •
- Extra System Capacity Above Base Building Systems •
- Unit Heaters in Garage Ceiling Plenum •

## VIII. Forms



**TENANT CONTRACTOR ENTRANCE AUTHORIZATION**

DATE: \_\_\_\_\_  
Tenant \_\_\_\_\_  
Floor \_\_\_\_\_  
Contractor \_\_\_\_\_

Describe Work to be Done:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Day of the Week \_\_\_\_\_ Date \_\_\_\_\_

Time \_\_\_\_\_

Freight Elevator Required:  Yes  No

Work Will Affect Building Alarm System  Yes  No

After Hours Building Access Required  Yes  No

**IT IS THE TENANT'S RESPONSIBILITY TO NOTIFY THE LEASING AND MANAGEMENT OFFICE FOR CONTRACTOR ACCESS INTO THE BUILDING.**

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**FIRE PROTECTION SYSTEM IMPAIRMENT REQUEST FORM**

Work Descriptions Location: \_\_\_\_\_

System Involved: \_\_\_\_\_

*(If sprinkler valve is shut, sprinkler valve tag shall be attached)*

**THE BUILDING OWNER SHALL BE INFORMED OF ANY IMPAIRMENT.**

**Building Owner Representative Signature:** \_\_\_\_\_ Date \_\_\_\_\_

Is the entire system being impaired?  Yes  No

If no, explain which portion of the system shall be affected: \_\_\_\_\_

Duration of Work: \_\_\_\_\_

*(All fire protection systems shall be back in full working order by the end of the workday.)*

Is hot work involved?  Yes  No

*(If yes, a hot work permit is required.)*

Impairment began at: \_\_\_\_\_ a.m., p.m. Date: \_\_\_\_\_

**Approved by:** \_\_\_\_\_  
*(Signature of Fire Safety Supervisor)*

Central Station notified at: \_\_\_\_\_ a.m., p.m. Date: \_\_\_\_\_ By: \_\_\_\_\_  
Systems returned to normal operations (including Central Station connection) \_\_\_\_\_ a.m., p.m.

Date: \_\_\_\_\_ Verified by \_\_\_\_\_  
*(Signature of Fire Safety Supervisor)*

Leasing and Management Office informed of system restoration:

Yes  No  N/A

**Building Owner Representative Signature:** \_\_\_\_\_ Date \_\_\_\_\_

**GENERAL INFORMATION**

Fire Department Telephone: 617-343-3550 Non Emergency Line or **9-1-1** for Emergencies

Location of Nearest Telephone: \_\_\_\_\_



**BV DEVELOPMENT, LLC**

## **POSTAL LOCK BOX ORDER FORM**

Suite numbers and postal lock box numbers are assigned through the Leasing and Management Office. The boxes are located in the mailroom vestibule. Please use the following example when establishing your address:

(Company Name) \_\_\_\_\_

(Building) \_\_\_\_\_

(Suite #) \_\_\_\_\_

\_\_\_\_\_ Guest Street  
Brighton, MA 02135

A one-time charge for the lock box is \$100.00. Please complete the attached form and return with your check. A key will be issued upon request.

NAME OF COMPANY: \_\_\_\_\_

AUTHORIZATION: \_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Signature*

DATE: \_\_\_\_\_

**Please return with check for \$100.00 made payable to:  
BV Development, LLC.**



## TENANT CONTACT

### PRIMARY CONTACT

*Responsible for requesting any services available from the Leasing and Management Office*

Company: \_\_\_\_\_ Suite: \_\_\_\_\_

Tenant Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Business Number: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

### PRINCIPAL CONTACT

*An Officer of the Company or someone directly in charge of the Branch*

Company: \_\_\_\_\_ Suite: \_\_\_\_\_

Principal Contact \_\_\_\_\_ Title: \_\_\_\_\_

Business Number: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

For each Tenant in the Building, the Leasing and Management Office is requesting the names of two people for contact purposes. The first would be the Tenant Contact who will be responsible for requesting any services available from the Leasing and Management Office. The second name is that of a Principal Contact. This is usually an Officer of the Company or someone directly in charge of the Branch. We are also requesting home phone numbers from these individuals in case of an after hours emergency.

The Leasing and Management Office will only accept work orders or requests from the Tenant Contact or Principal Contact.



## EQUIPMENT REMOVAL AUTHORIZATION

This authorizes \_\_\_\_\_

Of \_\_\_\_\_  
*(Name of Company or Vendor)*

To remove the following items from the premises:

---

---

---

AUTHORIZED BY: \_\_\_\_\_ Date \_\_\_\_\_  
Tenant Representative



## WARRANTY ACTION REQUEST

### ROUTE TO:

Tenant \_\_\_\_\_

Leasing and Management Office \_\_\_\_\_

General Contractor \_\_\_\_\_

Leasing and Management Office \_\_\_\_\_

Tenant \_\_\_\_\_

Date Issued: \_\_\_\_\_ Req. No. \_\_\_\_\_

Request made by (Tenant): \_\_\_\_\_

Verified by The Leasing and Management Office: \_\_\_\_\_

Location (Suite No.): \_\_\_\_\_

Nature of Problem: \_\_\_\_\_

\_\_\_\_\_

-----  
Date received by General Contractor: \_\_\_\_\_

Subcontractor(s):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Work to be completed by (date): \_\_\_\_\_

Verified Complete by (Sub): \_\_\_\_\_

Verified Complete by (General Contractor): \_\_\_\_\_

Date Returned to The Leasing and Management Office: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## TENANT DATA SHEET

Date: \_\_\_\_\_

### OFFICE INFORMATION

Tenant/Company Name: \_\_\_\_\_

Suite Number: \_\_\_\_\_

Office Manager: \_\_\_\_\_ Employee Population: \_\_\_\_\_

Person to Contact in Office Manager's Absence: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

CEO/President: \_\_\_\_\_

### AFTER HOURS INFORMATION

#### After Hours Emergency Call List

*(Names and home telephone number of first person to be called and alternatives):*

1. \_\_\_\_\_ Home Tel. \_\_\_\_\_
2. \_\_\_\_\_ Home Tel. \_\_\_\_\_
3. \_\_\_\_\_ Home Tel. \_\_\_\_\_
4. \_\_\_\_\_ Home Tel. \_\_\_\_\_
5. \_\_\_\_\_ Home Tel. \_\_\_\_\_

#### Individuals authorized to sign building passes and property removal passes

*With sample of authorized signature.*

1. \_\_\_\_\_ Signature \_\_\_\_\_
2. \_\_\_\_\_ Signature \_\_\_\_\_
3. \_\_\_\_\_ Signature \_\_\_\_\_
4. \_\_\_\_\_ Signature \_\_\_\_\_
5. \_\_\_\_\_ Signature \_\_\_\_\_



**TENANT SERVICE REQUEST FORM**

BV DEVELOPMENT, LLC  
 BRIGHTON LANDING EAST  
 20 QUEST STREET, SUITE 100  
 BRIGHTON, MA 02135-2048

Work Order#

Tenant Name	Telephone No.	Suite	Request Date
Tenant Contact for the Service Request	Telephone No.	Floor	Required Date
Description of Work Required/Special Instructions			

**DO NOT WRITE BELOW THIS LINE**

Order Taken By	Time Received	Date Received	Comments
Work Performed By	Job Status		
Start Time	Completion Time	Completion Date	

**MATERIALS**

Quantity	Ref No.	Description	Ref No.	Unit Price	Cost
<b>Total Material</b>					

**LABOR**

Date	Employee Name	S/T Hours	S/T Rate	O/T Hours	O/T Rate	Cost
<b>Total Labor</b>						

Signature Upon Completion \_\_\_\_\_

Date \_\_\_\_\_

Total Material	
Total Labor	
Tax	
<b>Total Charge</b>	

## IX. Emergency Plan

The balance of this manual is designed so that the Building Emergency Information is readily available. In order to be prepared for an emergency, all Tenants should familiarize themselves at once with the red and green tab sections of this manual.

The yellow tab sections discuss the Pre-Emergency Planning Procedures. Information is provided concerning the Building's Fire Safety Organization and the duties and responsibilities of Fire Wardens and the Leasing and Management Office during an emergency. The green tab sections discuss a broad range of problems that could affect the building.

A disaster or fire would be monitored from the Fire Command Center, located on the Ground Floor near the security console. In the event of an emergency, you will receive instructions broadcast to the entire Building or to individual Floors from the Fire Command Center. If the situation warrants, instructions may be given by telephone to individual Tenants.

# BRIGHTON LANDING FIRE WARDEN

## Fire Wardens

The Fire Wardens for your Floor should be continuously updated and included on the following page.

Level: \_\_\_\_\_

Tenant: \_\_\_\_\_

Warden: \_\_\_\_\_

Telephone: \_\_\_\_\_

Assistant Warden: \_\_\_\_\_

Telephone: \_\_\_\_\_

Revised: \_\_\_\_\_  
*Date*

## X. Administration

### Purpose:

This emergency plan is established as an integral part of the official Building's response to emergencies.

The contents of this plan are designed as an operational guide for the behavior, safety, and protection of the tenants and visitors to the Building.

### Scope:

As outlined on the following pages, this emergency plan establishes a sequential plan of response from initially recognizing, identifying and reporting the existence of specific emergency situations threatening the Building and/or its inhabitants; and then provides for the safety and protection of endangered personnel and/or assets.

When implemented and supplemented with appropriate instructions from the Building's Property Manager (or his representatives), this plan becomes an operational tool for the effective and responsive action when occupants of the building are forced to cope with various emergency situations.

### Qualifications, Duties and Responsibilities of the Tenant Wardens and their Deputy Wardens to Control an Emergency:

Tenant Wardens and their Deputy Wardens are selected on the basis of two (2) principal criteria:

First - They must be intelligent, alert and resourceful individuals who would be capable of performing in a leadership role during an emergency situation.

Second - They must generally be working in their respective Company Areas within the Building, rather than having primary duties and responsibilities elsewhere.

Tenant Wardens are the connecting links between the Leasing and Management Office and their respective employees. As such, they have direct control and responsibility for all decisive matters relating to the safety of their employees during an emergency.

Tenant Wardens are responsible for selecting, identifying and training sufficient Deputy Wardens to effectively perform their emergency duties and responsibilities.

Tenant Wardens and their Deputies must be knowledgeable about what is not commonplace, i.e., unusual or foreign to the normal environment of their respective company areas, so that in the event of a bomb threat, they will be qualified and instrumental in conducting a search, as well as assisting in the identification of any suspicious items.

Due to the key positions they occupy, the Tenant Wardens and their Deputies must assure that during their absences from the Building, other qualified associates are always familiar with, and available to perform their emergency duties.

### Method for Reporting Changes in Tenant Wardens and Their Deputy Wardens:

Because the Tenant Wardens are a vital nerve in the response to an emergency in the Building, and because they are the appointed connecting link between the Leasing and Management Office and their respective area(s), communication of emergency instructions and information must never be interrupted due to the transfer or loss of this key individual.

Thus, any changes in the employment status and/or replacement of each Tenant Warden or their official designated Back-ups must be reported immediately (in writing) to the Leasing and Management Office.

(Special efforts must also be made to adequately inform those Company Employees who look to them for leadership during an emergency situation.)

### Tenant Supervisor's Emergency Duties and Responsibilities:

While all Tenant Supervisory Personnel and employees should have constructive knowledge of the operational aspects of the TENANT MANUAL, they must recognize that it is essential for them to voluntarily subjugate themselves to

emergency instructions given them by the Tenant Wardens or their Deputies in order to insure a safe and orderly response to any emergency situation.

Each Tenant Supervisor has two (2) principal emergency duties and responsibilities.

First - They must be cool, calm and responsive and able to help eliminate confusion, fear or panic among their subordinates; and

Second - They must faithfully execute any emergency duties and responsibilities assigned during the existence of any emergency situation.

Tenant Employee's Emergency Duties and Responsibilities:

All tenant employees must remain calm, attentive, responsive and quiet, so they are able to hear all pertinent emergency instructions and orders; and they will not add confusion or dangerous panic to the emergency procedures initiated for their personal safety.

All tenant employees must respond to official emergency instructions as if their lives depended upon strict compliance with those instructions because the Emergency Plan Procedures were established to save lives.

Testing of the Building's Emergency Plan Procedures:

Various aspects of the Building's Emergency Plan Procedures will be tested on a deliberate, systematic, and periodic basis, in accordance with instructions from the Property Manager or the Fire Department.

Such testing will familiarize key personnel with their emergency duties and responsibilities, evaluate the Emergency Plan Procedures, and determine their continuing feasibility, as well as to identify existing deficiencies, and the need to make official corrections or adjustments.

Recent experience has proven that the Company that makes the headlines frequently becomes the target for prank callers and the various machinations of demented persons.

Thus, for the protection and safety of all occupants of the Building, tenant employees are requested to refer News Media inquiries to their respective Company's Public Relations Representative, or the Property Manager.

## XI. Emergency Personnel

### Emergency Personnel's Responsibilities:

#### Evacuation Director – Chief Engineer

Primary Responsibility to coordinate and implement an effective evacuation of the Building's Tenants in case of a serious fire or other situations that might require evacuation. Further responsibility stems from his preparation, monitoring, and implementation (with the approval and assistance of the Boston Fire Department) of a training program for all members of the fire emergency team, fire plan(s) of action, and the related records.

#### Assistant Evacuation Director - Director of Operations

Responsible for the effective implementation of the Fire Evacuation Plan(s) and actions taken by the Building's Emergency Assistance Team prior to the arrival of the Boston Fire Department, the Assistant Safety Director should assist the responsible Fire Department Supervisor in briefing, as to seriousness, location and type of fire while explaining actions taken prior to the arrival of the Fire Department.

#### Tenant Wardens - Tenant Representative

The Tenant Wardens are responsible for following strict orders of the Tenant Contact, the Safety Director and his liaison, to implement in an orderly manner an approved evacuation plan upon notification from the Property Manager or the Boston Fire Department.

The Tenant Contact representing each firm occupying each floor of the Building appoints the Warden. If your firm occupies more than one floor, a Warden should be designated for each floor. Those persons or their alternates (Deputy Wardens) must be present at all times while the Building is occupied. These Wardens must be familiar with the Building evacuation plan(s), floor layouts, and location and use of fire equipment.

#### Deputy Wardens

The Deputy Wardens shall take direction from the Area or Tenant Warden and shall perform as the Warden in his absence.

Emergency Assistance Team

The Emergency Assistance Team staff is comprised of all Building Engineering and Security personnel. Their responsibilities are preliminary fire fighting procedures and implementing emergency plans as directed by the Assistant Director in charge.

BRIGHTON LANDING  
BV Development, LLC

“EVACUATION DIRECTOR”  
Property Manager

“ASSISTANT EVACUATION DIRECTOR”  
Director of Operations

EMERGENCY & SAFETY ORGANIZATIONAL CHART

<b>EMERGENCY ASSISTANCE TEAM</b>	<b>TENANT WARDENS</b>	<b>EVACUATION SUPERVISOR</b>	<b>DEPUTY TENANT WARDENS</b>
Brighton Landing	Appointed by Tenants on each floor	(After normal hours)	Appointed by Tenants on each floor
Administrative staff		Operating Engineer or Security Officers	
Operating Engineers			
Security Officers			

## XII. Plan of Action

In recent years, the term security has been accorded new emphasis, as it affects all aspects of our daily living. In order to keep pace with the hazards of our times and to offer a secure environment, concerned Office Property Managers and Owners have found it necessary to initiate certain protective measures.

Thus, in Boston, Brighton Landing has commissioned the planning and development of this Emergency Plan an integral element of Brighton Landing.

When most people are confronted by an emergency, inspiration is seldom a substitute for forethought. However, you should realize that these Emergency Procedures are only an operational guide or tool to be effectively implemented by the Property Manager, staff, Wardens and the Tenant contact in combination with a vital personal ingredient - common sense.

The successful execution of the Emergency Procedures will depend upon the degree of confidence, cooperation and coordination mutually achieved by the Tenant Contact, Area Fire Warden, his fellow employees on the one hand, and the Property Manager and his building employees on the other.

In that regard, each Tenant Contact must manifest an unselfish responsibility toward the common good, i.e., the safety of all occupants within the Building. This can be achieved if the appropriate Tenant Executives:

1. Assign responsible personnel to function as Tenant Wardens and Deputy Wardens;
2. Insist that the Warden read and understand this Emergency Procedure and Evacuation Plan In its entirety;
3. Assure that applicable portions of this Emergency Procedure Plan are adequately disseminated to each of their Employees;
4. Allow all Wardens and Deputy Wardens to participate in periodic training sessions, so that they are equipped to perform specialized emergency assignments, and;
5. Enthusiastically support the overall objectives of the Building's Emergency Procedures.

Tenant Executives are encouraged to include specific emergency procedures applicable only to their individual operations, e.g., procedures to safeguard monies, negotiable instruments, original contracts, etc.

### XIII. EVACUATIONS

#### A. Evacuation Plan and Procedure

When the designation to evacuate has been made by the Safety Director or the Boston Fire Department, the Fire Command Center will notify the Tenants. Notification will come by telephone, general alarm, or voice communication in each lobby.

The appropriate evacuation plan will be given at this time.

Elevators will be used for evacuation only by orders of the Boston Fire Department or Safety Director. Stairwells are to be considered as the primary means of evacuation at all times.

#### EVACUATION PLANS

##### Plan 1

The evacuation should be made using the North stairwell only.

##### Plan 2

The evacuation should be made using the South stairwell only.

##### Plan 3

The evacuation should be made using all stairwells.

##### Plan 4

The evacuation should be made using the elevators, and ONLY with specific instructions given by the Safety Director or Boston Fire Department.

- B. The Tenant Warden or his Assistant should inform all personnel in their area as to when and where to evacuate.
- C. The Warden or his assistant should remain behind to make sure all personnel have left the area.
- D. IMPORTANT - Identify and give priority to the evacuation of nervous, emotional, ill and/or handicapped personnel.
- E. Wardens should assign assistants for the following:
1. In two-man teams to assist the handicapped.
  2. To take emergency flashlights or other portable lights in case of an electrical power failure.
  3. To take the Company First Aid kit, if it is readily available and not too heavy.
  4. To properly secure and safeguard Special Company Records, i.e., documents, original contracts, negotiable instruments, etc., and to lock the appropriate files, vaults, closets, desks, etc.
  5. To unplug appropriate electrical equipment and machines, hot plates, coffee makers, etc.
  6. To check for Employee and Visitor stragglers, turn OFF lights, and close office doors, but do not lock if your office is involved in the fire.
- F. In the event of evacuation, have a pre-designated "rendezvous point" or employee's meeting place, for communication of emergency and/or re-entry information by the Leasing and Management Office.
- G. If you evacuate via the stairwell, advise women wearing high-heeled shoes to remove them so they will have less difficulty walking.

- H. Tell employees to take their essential personal possessions with them because they will not be allowed to re-enter during the emergency.
- I. Remind everyone to be quiet during the personnel movement or evacuation so they will be able to hear and understand all emergency instructions.
- J. Give appropriate direction to Visitors that may not have familiarity with the Building.
- K. Assemble and account for all personnel prior to leaving your floor(s).
- L. When evacuation is complete, assemble and account for all your personnel.
- M. **IMPORTANT - IF YOU DETERMINE THAT YOUR EMPLOYEES AND VISITORS ARE IN DANGER, AND YOU CANNOT REACH THE LEASING AND MANAGEMENT OFFICE BY TELEPHONE IN A REASONABLE LENGTH OF TIME, YOU MAY DETERMINE IT PRUDENT TO EXERCISE YOUR INDEPENDENT JUDGEMENT AND MOVE OR EVACUATE YOUR PERSONNEL WITHOUT BEING GIVEN SPECIFIC ROUTES TO FOLLOW.**
- N. For future reference by the Leasing and Management Office, write a brief report covering your actions in response to the emergency, including any special problems or incidents that you encountered, and submit it as soon as possible to the Leasing and Management Office.

REMEMBER:

Tenant Contacts, Wardens and their assistants must continuously demonstrate, by what they say or do, that they are capable of leading their employees and visitors to safety! Their lives and safety may depend on you.

#### XIV. Fire During Working Hours

1. Brighton Landing is fully sprinklered, with numerous fire detection and alarm devices throughout the Building. When heat, smoke, or combustion activates one of these devices, the Fire Command Center and Security immediately receive a visual and audible alarm indicating the location. This sets into motion the emergency procedures described herein. If you discover a fire, however, and have received no notification, you should call the Leasing and Management Office at (617) 987-2500 relaying the following information:
  - a. Exact location of the FIRE,
  - b. What is burning - electrical, equipment or wiring, liquids, paper or wood, furnishings, etc.,
  - c. The severity and size of the FIRE,
  - d. Your name,
  - e. Your phone number,
  - f. Your location.

The Leasing and Management Office will then call the Boston Fire Department, relaying the above information to them, and initiate fire-fighting procedures.

2. The Emergency Assistance Team will proceed to the scene with the supervisor to evaluate the fire and begin the extinguishing process.
3. If the fire is serious, the engineer will be notified to activate the fireman's return, bringing all the elevators to the pre-programmed levels. (This allows the Fire Department ready use of the elevators when they arrive.)
4. All Area Wardens will be notified by telephone or emergency paging system to prepare for possible evacuation and to await further notification.
5. Alert all other Area Wardens of conditions and instruct accordingly.
6. Air handling units serving the affected floor will be automatically deactivated.
7. When the Boston Fire Department arrives, they will be advised of the situation. The Fire Department will then determine the appropriate action to be taken.
8. Advise all Wardens to resume normal business operations when applicable. Additional instructions will be given over the emergency paging system.
9. Restore office equipment to normal operation when applicable.

## XV. Fire During Non-Working Hours

1. Upon discovery or notification of a fire, call Security at (617) 782-0242/1003. Upon placing this call, please report the following:
  - a. Exact location of the FIRE, by suite number.
  - b. What is burning - electrical equipment or wiring, liquids, paper or wood, furnishings, etc.
  - c. The severity and the size of the FIRE.
  - d. Your name.
  - e. Your phone number.
  - f. Your location.
  
1. Notify other employees located on the floor and evacuate the Building by means of the closest stairwell.

## XVI. Warden Training Program

1. The purpose of the total program for a Fire Emergency Plan is to:
  - a. Provide Building occupants with an environment, which will be as safe as possible.
  - b. Comply with the Fire Codes of the City of Boston and the State of Massachusetts
  - c. Familiarize the occupants with the Fire Codes and planned procedures that are in force and could be initiated in case of fire.
  
2. The responsibility of the Warden(s) and their Deputy is to:
  - a. Know the evacuation plans that could be used in an emergency.
  - b. Know the layouts of each floor, including the exits and location of fire equipment.
  - c. Be familiar with the personnel under his control, as to whether there are any occupants who have physical defects that would require more than ordinary assistance, if evacuation is necessary.

## XVII. Medical Emergencies

If there is a "medical emergency" within your office or observed by you, call the Leasing & Management Office 617-987-2504, or the 24 Hour manned Security Desk at 617-782-0242/1003 giving the following information:

1. Nature of the "Medical Emergency."
2. Exact location and name of the sick or injured person.
3. Whether an ambulance or doctor has been notified.
  - a. If not, the Leasing and Management Office will contact an ambulance service and make ready their entrance into the Building, if necessary.
  - b. If the sick or injured person requests you to call his doctor, please do and notify the Leasing and Management Office so assistance can be given to the doctor when entering the Building.

Assign one of your assistants to stand by on the floor where the sick or injured person is located to meet the doctor and/or ambulance attendants at the elevator, and guide them to the sick or injured person.

If the sick or injured person is to be sent to the hospital, try to send a friend or fellow employee along to comfort the person and help him/her at the hospital until a relative arrives.

Following the conclusion of the Medical Emergency:

1. Consult with your assistants and determine if they encountered any special problems or incidents during the performance of their emergency duties.
2. For future reference by Leasing and Management Office, prepare a brief written report of your efforts and actions in response to the emergency, including any special problems or incidents that you encountered, and submit the Tenant Report to the Leasing and Management Office as soon as possible.

*(NOTE: Retain copies of your report for future reference by yourself, your employer and/or any company executives.)*

## XVIII. Bomb threats-Standard Operating Procedure

It has been clearly proven that the vast majority of these calls are indeed false alarms, meant only to disturb or disrupt the normal work of a person or company. However, at no time should any call be regarded as just another false alarm. The following guide will be useful. When a call is received, there are several things to do:

1. Keep the caller on the line as long as possible. Ask the caller to repeat the message.
2. Obtain as much information from the caller as possible:
  - a. Location of the bomb
  - b. Time of detonation
  - c. Outside appearance or description of bomb
  - d. Reason for planting the bomb
3. Tell the caller the Building is occupied and it might cause the death of some innocent people.
4. Listen for background noises that might help in determining from where the call is being made.
5. At the conclusion of the call, during normal business hours, immediately report the call to the Security Desk, giving as much of the following information as possible:
  - a. Your name
  - b. Your location and phone number
  - c. Name of the initial recipient of the threats
  - d. Name of any employee threatened by the caller
  - e. Normal work location of any threatened employee
  - f. TIME the bomb is supposed to explode
  - g. Exact LOCATION where the bomb is supposed to be
  - h. OUTSIDE APPEARANCE of the suspected bomb package
  - i. REASON given for the bomb
  - j. Your name
  - k. Time of threat

After normal business hours, please contact the security guard at 617-782-0242/1003. He will then contact the Property Manager and other appropriate parties.
6. Notify your supervisor about the Bomb Threat call.
  - a. Have all written records or notes of the Bomb Threat call available for the Property Manager (or his representative) to analyze and take with him.
  - b. IMPORTANT - Open phone lines are essential to effectively control this emergency, so please only make necessary calls.

## BOMB THREAT TELEPHONE REPORT

Name of person receiving call: \_\_\_\_\_

Time received: \_\_\_\_\_ Time reported: \_\_\_\_\_

Name of supervisor notified: \_\_\_\_\_

Time: \_\_\_\_\_

Actual words used by caller (as close as possible): \_\_\_\_\_

\_\_\_\_\_

Name of Building or Company call was directed to: \_\_\_\_\_

Location of Bomb (if given): \_\_\_\_\_

\_\_\_\_\_

Time Bomb is to explode (if given): \_\_\_\_\_

Reason for threat (if given): \_\_\_\_\_

\_\_\_\_\_

Voice of caller:      Male \_\_\_ Female \_\_\_ Child \_\_\_ Adult \_\_\_

                         Accent \_\_\_ Unknown \_\_\_ Familiar \_\_\_\_\_

Comments: \_\_\_\_\_

Caller appeared to be: Calm \_\_\_ Angry \_\_\_ Nervous \_\_\_ Serious \_\_\_ Drunk \_\_\_ Sober \_\_\_

Comments: \_\_\_\_\_

Background noise (describe): \_\_\_\_\_

\_\_\_\_\_

Person making this report:

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Print Name*

## XIX. Suspected Bomb-Safety Precautions

The Safety Precautions enumerated below are designed to acquaint you with the dangers inherent in the search, discovery and handling of suspected bombs, upon either notification of a bomb, or if you have other reason to be suspect.

*While some of the following safety precautions may seem elementary, do not dismiss them as unimportant, nor take them for granted because adequate knowledge of their precautionary provisions may save your life, the lives of your fellow employees and tenants, and the lives of the individual customers and visitors who daily frequent the Building.*

1. Do not use radio equipment to transmit messages.
2. Do not change the lighting conditions (turning switches on/off).
3. Do not smoke.
4. Do not accept the contents of any container as bona fide, simply because it was delivered by routine means.
5. Do not accept container markings and/or appearance as sole evidence of their contents, identification and legitimacy.
6. Do not touch a suspected bomb.
7. Do not shake, shock or jar a suspected bomb.
8. Do not cover a suspected bomb.
9. Do not carry a suspected bomb.
10. Do not assume that a suspected bomb is a specific (high-explosive or incendiary) type.
11. Do not open any suspicious container or object.
12. Do not cut a string, cord or wire on a suspicious container or object.
13. Do not cut or remove the wrapper on a suspicious container.
14. Do not unscrew the cover of a suspicious container or object.
15. Do not move the latch or hook on the cover of a suspicious container or object.
16. Do not raise or remove the cover of a suspicious container.
17. Do not change the position of a suspicious container or bottle.
18. Do not place a suspicious container or object into water.

## XX. Explosions

If an explosion occurs, report the explosion to the Security desk at 617-782-0242/1003. Give the following information:

1. Your name, location and phone number.
2. Your company's name.
3. Exact location of explosion.
4. Cause of explosion.
5. Any reasons you have to believe explosion was caused by a bomb.
6. Extent of casualties and number and type of injuries.
7. Whether explosion caused a fire, if so, location of fire.

The Security Office will immediately contact the Fire and Police Departments, as well as dispatching emergency personnel to the scene.

You should move or evacuate employees and visitors from your tenant area(s) if necessary.

Within 24 hours, prepare a brief written report describing the emergency including any special problems or incidents experienced.



- b. Assign your assistant to execute the following (additional) emergency procedures for the safety and protection of your personnel and company assets:
  1. Tell them to lock your main entrance door.  
*(NOTE: Tell them to have a responsible employee stand by at the Entrance door with a key to allow authorized personnel only to enter or leave.)*
  2. Tell them to lock all sensitive areas, as appropriate.
  3. Tell them that if the demonstrators access your floor(s) and office(s), your employees should make notes of all rooms and/or areas invaded by the demonstrators to facilitate a later search for suspicious items.
4. When the demonstrators leave, or are removed by the police and the civil disturbance is no longer threatening the Building:
  - a. If the demonstrators invade your floor(s) and office(s):
    1. Immediately contact the Leasing and Management Office and give them a list of your floor(s) and office(s) that were invaded.
    2. Tell your assistants to initiate a quick search of your invaded floor(s) and your office(s) for any items that are unusual or foreign to the normal environment.

**IMPORTANT:**

- \* Warn them to be alert for unattended and suspicious items that were carried by the demonstrators, e.g., clothing, knapsacks, bags, etc.
- \* Warn them not to touch, move, jar, disturb or cover any suspicious items that are found.
- \* Tell them to warn their employees and visitors accordingly.
- \* Tell them to advise you immediately when they finish their search whether or not they have found any suspicious items so you can immediately relay the information to the Leasing and Management Office.

## XXII. Natural Disasters and Other Emergencies

### 1. Electrical Power Outage

Brighton Landing is equipped with an emergency generating system, which will power certain Building systems during a power outage. These systems include all alarm and life-safety systems, limited emergency lighting on each floor and one elevator in each rise. All elevators will be automatically lowered to the lowest landing and the doors will open. If an outage is of short duration, it should cause little concern. If it is of longer duration, however, you may desire to leave the Building. If so, you could utilize one of the available elevators or the stairways.

### 2. Tornadoes or Funnel Clouds

In most cases, advance warning in the event of a tornado is not possible. Therefore, if a tornado is sighted approaching the Building, notify the Leasing and Management Office and begin moving your people towards core area rooms including restrooms and stairways of the Building. The greatest danger will be that of flying glass and objects, therefore, attempt to locate where the maximum number of walls are between you and the exterior of the Building.

## XXIII. Elevators

In the event you are in an elevator that stops between floors or if the doors will not open, do not attempt to force the doors open. Push the "Emergency Alarm Button." It will ring automatically at the Security Console. A security officer will immediately respond, and advise you of the nature of the problem. He will summon elevator personnel to assist you.

The elevators are equipped with numerous safety devices that prohibit them from falling under emergency conditions. Under no circumstances should you attempt to exit a car except through the doors that have opened level with a floor. Do not try to climb out and jump to a floor below should the doors open between floors.

In the event of a power interruption to the Building, the elevators will be automatically lowered to the ground level, one at a time, and the door will open again.