

CAPELLA TOWER



Tenant Handbook

July 2024

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Introduction

Welcome

Welcome to Capella Tower. We are dedicated to providing you with the highest level of customer service and support. This tenant handbook contains information about your building's operations, services, policies, and procedures.

Please get in touch with the Building Management Office with any questions regarding the information in this handbook. We are pleased to have you as a tenant in our building and look forward to providing you with the tenant services you require.

Forms

Please send completed forms to the Building Management Office or bring them to Suite 250.

[Tenant Information Form](#)

[Tenant Move-In Form](#)

[Internet Providers](#)

[Riser Access Form](#)

[Annual Bicycle Parking and Shower Facilities Contract](#)

[Capella Tower Health Club Membership Form](#) (return to Capella Tower Health Club or email bcayo@advantagehealth.com)

Building Operations

Building Management Office

Capella Tower
225 South Sixth, Suite 250
Minneapolis, MN 55402

Building Management Office | 612 672 3011
Capella Tower Parking Ramp | 612 338 2101

Building Manager

CBRE

General Manager

[Nathan Reed](#)

Community Manager

[Laura Anderson](#)

Tenant Services Administrator

[Dannielle Peterson](#)

Building Hours and Access

Customer Service Hours

Building Management Office | 8:00 a.m. – 5:00 p.m. M-F
Building Security | Onsite 24/7

Building Hours

Monday – Friday | 6:00 a.m. – 6:00 p.m.
Saturday & Sunday | Closed

Rest assured, after-hours access to the building is available at the mid-block 6th Street entrance, ensuring your convenience and flexibility.

Skyway Hours

Monday – Friday | 6:00 a.m. – 10:00 p.m.
Saturday | 8:00 a.m. – 8:00 p.m.
Sunday & Holidays | 12:00 p.m. – 6:00 p.m.

Access Control System

An access card is necessary to enter the building during non-business hours from 6:00 p.m. to 6:00 a.m., Monday through Friday, Saturday, and Sunday. The initial access card supply will be provided to the tenant at no cost. Replacement access cards are free and can be ordered by entering a work order through the Tenant Services

Portal. If an access card is lost or stolen or when an employee leaves, contact the Building Management Office immediately. To deactivate an access card, please enter a work order or contact the Building Management Office.

We recommend maintaining an active access card list to ensure all company access cards are current.

Holidays

The building is closed in observance of the following holidays or as identified in your lease:

New Year's Day

Martin Luther King Jr. Birthday* Presidents' Day*

Memorial Day Independence Day Labor Day Thanksgiving Christmas Day

Please get in touch with the Building Management Office within 48 hours of notice if you require routine cleaning, heating, air conditioning, or special services during the above-referenced holidays. We will gladly provide you with a cost estimate before any scheduled service.

** The Building Management Office will email to confirm that the building may remain open on MLK and Presidents' Day; however, the Office will be closed.*

Insurance Requirements

CERTIFICATE OF INSURANCE:

Please provide a Certificate of Insurance to the Certificate Holder by the terms of your Lease Agreement. All liability policies shall name the following as additional insureds:

Additional Insured Wording:

MetLife Investment Management, LLC, 225 6th Street Property Owner, LLC, and 225 6th Street Venture LLC, their members and respective affiliates, successors, and assigns, CBRE, Inc.

Certificate Holder:

225 6th Street Property Owner LLC
c/o MetLife Investment Management, LLC
125 S. Wacker Drive, Suite 1100
Chicago, IL 60606

Moving Procedures

Our goal is to provide a seamless transition during your move-in. To facilitate this transition, please review and complete the following documents 2-3 weeks before your move-in:

- ◆ [Tenant Move-In Checklist](#): This checklist contains essential information and requests for a deposit, access cards, parking access, riser management, and the Building Management Office's contact information.
- [Building Moving Procedures](#): This document contains the building policies for a tenant move-in. Please

provide this information to your moving company and contractor(s).

Rental Remittance

All Payments Payable To:

225 6th Street Property Owner LLC

Remit via U.S. Mail:

PO Box 209428
Building ID: CAP101
Austin, TX 78720-9281

Remit via Wire Transfer:

Bank: JP Morgan Chase
Bank Routing & Transit Number: 021-000-021
SWIFT Code: CHASU33
Account Number: 988459993
City and State: 270 Park Avenue, New York, NY 10017
For ACH Transactions: Bank Routing Number: 021-000-021

Building Services

The Collaborative | Third Floor Business Center

The Collaborative

Third Floor Business Center

Capella Tower has a Business Center available to all tenants at competitive rates. The Center consists of three conference rooms with a maximum capacity of 150 persons. Each room is equipped with state-of-the-art audio/visual equipment. The Business Center also displays many original works of art and contains an internet café.

Please get in touch with the office at 612-672-3011 for more information or to reserve a room.

Deliveries, Freight Elevator, and Loading Dock

All large furniture, equipment, or material deliveries should be scheduled with the Building Management Office.

Deliveries to and from the Premises shall be made only at the times, in the areas, and through the entrances and exits reasonably designated by the Landlord. Tenant shall not make deliveries to or from the Premises in a

manner that might interfere with the use by any other tenant of its premises or the Common Areas, any pedestrian use, or any use inconsistent with good business practice.

Hours and Access

The loading dock area or delivery entrance is located on Second Avenue. Please have all deliveries made through the loading dock. To avoid delays, we have found it helpful to notify vendors of loading dock procedures in advance as follows:

1. All deliveries must be scheduled through the Building Management Office at 612 672 3011 or via an Authorized Activity Report
2. Freight elevator access is available with pre-scheduled requests for non-hand-carried deliveries.
3. The passenger elevators may not take two- and four-wheel dollies, carts, and conveyors. Only hand-held packages may be transported in passenger elevators during regular business hours.
4. 20-minute limit on loading dock parking with pre-scheduled request, as available.
5. Tenants requiring four-wheeled carts for mail deliveries must use the freight elevator.

Deliveries

All major deliveries must be scheduled with the Building Management Office 48 hours before. For information on office move-in or out, please see [section 7](#) for more details.

Policies and Procedures: Dock and Freight Elevator Requirements

All companies accessing our property must follow the following dock and freight elevator rules. Our staff will ask any company that doesn't leave the property.

1. The loading dock entrance is between Sixth and Seventh Streets on Second Avenue. The loading dock has a vehicle height restriction of 13 feet and a length restriction of a 29-foot wheelbase. There are ten loading bays available for use.
2. The dock is only used for loading and unloading. Please ensure your team understands these spaces can't be used to park a vehicle for the day, as there are limited parking spaces.
3. If you require dock access, the Building Management Office should schedule it in advance. To obtain dock clearance, complete an "Authorized Activity Report" and return it to the Building Management Office 24 hours before pre-authorized building access for all deliveries. A blank "Authorized Activity Report" can be obtained electronically by contacting the Building Management Office at 612 672 3011.
4. Tenants may provide the Building Management Office with a list of vendors who make regular deliveries, and they will be authorized to access the loading dock without an "Authorized Activity Report." The delivery driver must have a valid driver's license or state ID, which will be checked before they can access the loading dock. Deliveries without preauthorization will be delayed until authorization is obtained from the Tenant.
5. The loading dock facility is secured 24 hours a day, seven days a week, and staffed from 6:00 a.m. to 6:00 p.m., Monday through Friday. The dock master cannot accept deliveries but will notify tenants via telephone that there is a delivery.
6. Work commencing after hours requires the lead person to check in with our lobby attendants upon arrival and departure from Capella Tower. The company must provide the lead person's name and telephone number on the crew.

7. Access to the office tower is limited to the freight elevator. ***The Freight Elevator Is Never Reserved for Exclusive Use During Business Hours.*** It must be shared with other parties as needed. If multiple moves are scheduled, we will work with the companies involved and have a schedule, allowing everyone to complete their project as quickly as possible.
8. Leave room for others to exit the elevator as needed. If multiple parties use the freight elevator, you cannot take up more than half of it. You will share the freight elevator with our janitorial crew Monday through Friday evenings.
9. The freight elevator should never be held for extended periods. All items that need to be relocated should be near the freight elevator and ready to be loaded when the elevator is called to your floor.
10. Construction and moving companies must place Masonite on the floor from the freight elevator to the tenant space. The Masonite will remain on the floor until the project is complete. Please use masking tape to secure the Masonite and eliminate tripping hazards. In addition, care should be exercised to protect all walls and corners.

Elevator Service

Elevator service is available 24 hours a day. After regular business hours, you must use your access card to access the elevators at the lobby level. If an elevator fails to operate correctly, please notify the Building Management Office or Security immediately.

HVAC

After-hours HVAC is available upon request. To request it, submit it to the Building Management Office 24 hours in advance through the [HVAC Portal](#).

Janitorial

The tenant shall not hinder the work of cleaning personnel after 6:00 p.m., and cleaning work may be done at any time when the offices are vacant. Windows, doors, and fixtures may be cleaned at any time. The Building Management Office provides tenants with adequate waste and rubbish receptacles to prevent unreasonable hardship to the cleaning service.

If a small cleaning problem should arise, or if you have any questions or comments regarding the cleaning services, please notify the Building Management Office.

Light Bulb Replacement

All building standard lights will be replaced at no charge. Any non-standard bulbs for tenant suites can be ordered at the tenant's expense and kept in stock to be replaced as necessary.

Mail Service

1. Capella Tower mailroom is a U.S. Postal substation located on the ground level near the Sixth Street and Second Avenue entrances to the building. Outgoing mail is picked up from the building at 5:00 p.m. Monday through Friday. Capella Tower mail is sorted on-site, offering tenants the choice of early pick-up, door-to-door mail delivery, or an assigned post office box in the mailroom facility.

These are secured boxes and can only be accessed by assigned personnel.

2. For your convenience, FedEx and UPS drop boxes are located on the Skyway behind the Tower elevator banks, ensuring easy access for your shipping needs.

Maintenance Requests

Capella Tower makes it easy for you to manage maintenance requests. We use the user-friendly MRI Angus Tenant Service Request system, accessible via <https://www.cbrentenantrequests.com/> The Tenant Services Portal. This web-enabled service management solution allows you to enter service requests, track them in real time, and view and download detailed billing information. To start using this system for your organization, please get in touch with the Building Management Office.

Parking and Bicycle Parking

Monthly and Visitor Parking

The Capella Tower offers a 563-stall underground parking garage with an entry and exit off Seventh Street. The maximum vehicle height clearance is seven (7) feet.

If you ever need assistance after hours, rest assured that help is just a call away. An intercom is mounted at the exterior of the entrance doors, and one is by each entry/exit parking gate, allowing you to communicate with our building security staff. This ensures you always have access to the support you need whenever needed.

Monthly contract parkers enjoy the convenience of 24-hour, seven-day-a-week access to the garage, ensuring their parking needs are always met using their garage access cards.

The garage rates are posted at the facility's entrance. Parking validation programs are available for tenants who wish to pay for client or guest parking. If you would like to inquire about monthly parking or the parking validation program, please get in touch with the Parking Garage Office at 612 338 2101.

Safety and security are paramount in the Capella Tower parking facility. The garage has state-of-the-art surveillance equipment, alarms, and assistance station intercoms. Our dedicated security staff patrols the garage regularly, ensuring your safety. Additionally, a security escort service to your car is available upon request, providing an extra layer of security. You can request this service by contacting the Building Management Office at 612 672 3011 or by visiting the Security Desk located on the Skyway Level.

Because the facility is mostly two-way traffic, always proceed cautiously and travel at a minimal speed.

Bicycles

Exterior bicycle racks are positioned under the Skyway on the Sixth Street side of the building and along 3rd Avenue.

Indoor bike storage and showering facilities are located on the Capella Tower's ground level and are available to tenants within the building. Please get in touch with the Building Management Office at 612 672 3011 for information on yearly contracts and rates.

Security

The landlord may occasionally adopt systems and procedures for the security and safety of the Building and Property, its occupants, entry, use, and contents. Tenant, its agents, employees, contractors, guests, and invitees shall comply with the Landlord's systems and procedures.

Lost and Found

Please get in touch with the Building Management Office to claim lost or found items. If a lost and found item is claimed, the security officer must complete an Incident Report on the person claiming it.

Signage and Directory

Building directories and directional signage must be coordinated through the Building Management Office to maintain quality and uniform appearance. Tenant suite door signage is subject to Building Management approval. Please submit renderings of proposed signage to the Building Management Office for approval.

Storage

Storage may be available on a month-to-month basis. If you want to inquire about potential storage space, please request a service through the [Tenant Services Portal](#) or contact the Building Management Office.

Telecom Providers

Capella Tower has partnered with Lumen, Verizon, AT&T, Comcast, Zayo, and Cogent to provide telecom and internet service.

Transportation

Capella Tower is steps away from Second Avenue's primary northbound bus lane and is only one block from the light rail system.

Buses

Capella Tower provides two covered bus shelters. The Second Avenue bus shelter is located north of the loading dock entrance. The Sixth Street bus shelter is located under the Skyway along Sixth Street, just west of the entrance to the Atrium. In addition, the Metropolitan Transit Commission (MTC) provides bus stops on Seventh Street.

MTC provides convenient bus service to the Capella Tower throughout the metropolitan area. Please consult the MTC Transit Information Center or visit their website for information on routes, fares, and schedules. You may also visit the Commuter Connection store across Sixth Street Skyway in the US Bank Plaza.

Light Rail

The MTC also operates a light rail service north and south of downtown Minneapolis. The Hiawatha Line runs 12 miles south, extending from downtown to the Mall of America, making 19 stops, five of which are downtown. The Hiawatha Line's Downtown Government Center stop, located two blocks from the Capella Tower, is along 5th Street between 3rd and 4th Avenues. The NorthStar Commuter Line runs from the Target Center north along Interstate 94, making six stops, ending in Big Lake.

Cab Stands

Taxicab stands are located on Sixth Street between Second and Third Avenue and Second and Nicollet Avenue.

For more information, visit or call: [Metro Transit](#) | 612 373 3333

- [Bus Routes](#)
- [Metro Blue Line](#)
- [Rideshare](#)
- [Bicycling](#)

Skydeck

The 15th-floor Sky Deck at Capella Tower is available to all tenants and guests daily from April through October, weather permitting. This deck features four televisions, two fire pits, a bar with a fridge and kegerators for private events, audio speakers and outlets throughout, free Wi-Fi, a bocce ball court, and a giant chess board. It is located on the 15th floor of the main tower, accessible via elevators serving floors 12 to 24.

Tenants can access the Sky Deck by scanning their building card at the exterior door. The Sky Deck is open Monday through Friday, from 7:00 a.m. to 8:00 p.m., and is under 24/7 video surveillance. Additional amenities include three unisex restrooms and a catering kitchen with an icemaker.

Rules

- No smoking
- No alcohol (excluding private event rental)
- No unaccompanied minors
- Utilize available trash receptacles
- No drones

Interested in renting for a private business event? Please get in touch with the Capella Tower office at 612-672-3011 for more information or to make a reservation.

Emergency Procedures

Emergency Preparedness Resources and Training

As part of our commitment to safety and security, Capella Tower has developed and curated training videos and other resources to help you be the most prepared in our buildings and help your company facilitate or augment its individualized emergency response plan. We invite you to use these resources by visiting the Emergency Preparedness page on this website.

Emergency Contacts

Below are several important telephone numbers. In an emergency, call 911. After calling the appropriate emergency agency, please get in touch with the Building Management Office.

All Emergencies	911
Local Police Department	612 348 2345
Fire Department	612 348 2345
Building Management Office	612 672 3011
After-hours Building Emergency	612 672 3011

Important Notes

If you call 911 because of a medical emergency, please be sure to also notify the Building Management Office with your name, callback number, and location so that security may swiftly guide the paramedics to your exact location.

Emergency Notifications

If you would like to receive emergency notifications via phone call, text message, or email, please get in touch with your Tenant Administrator or Property Management office to subscribe. Notifications will be sent via MRI Angus.

Biological, Chemical, Radiologic Event, And Pandemic

Biological and chemical threats require important and informed decisions that can affect the lives and safety of building staff, tenants, and visitors. The number of casualties from actual threats will depend on several factors, the most important being the weapon's potency or size and the delivery system's efficiency. While an incident involving a chemical agent would probably be quickly noticed, a biological or radiological attack may not be noticed for several days. Evidence of such threats can vary. The agent may appear as a solid, liquid, or gas. A biological or radiological agent release is nearly impossible to identify at the time of release.

In case of an emergency, including one related to a terrorist attack, the local and federal police and health systems would immediately act. The building will follow the guidance of the police and health officials. Each situation warrants a different response. As the building receives information, it will be immediately relayed to the tenants.

The building will rely on local emergency personnel to administer any necessary medications in response to an emergency, including a dirty bomb, biological, chemical, or other attack. These personnel have the medical expertise to diagnose and provide the appropriate treatment in such situations.

Chemical Agent

Since chemical agents are typically acutely toxic, their effects are typically abrupt and obvious. Determination as to whether an attack has occurred may be made by observation of the victims. The physiological impact on building occupants and visitors may lead to the immediate inference that they may have been exposed to a chemical agent. It is important to recognize key signs and symptoms of chemical exposure to react rapidly. More than any other type of attack, a chemical agent requires a quick reaction because a rapid response will directly

impact the number of lives saved.

General rules for response to a chemical agent are:

- Recognition of a potential chemical agent incident.
- You observe two or more people suddenly in physical distress with no obvious cause.
 - For example:
 - Breathing difficulty or uncontrollable coughing
 - Collapse
 - Complaints of nausea
 - Seizures
 - Blurred vision
 - Complaints of an unusual odor

Actions to be taken in response to a biological or chemical agent event:

- Notify 911
- Stop all personnel from entering the contaminated area.
- Evacuate people away (in opposite direction) from the contaminated area/chemical cloud/release area.
- Notify the Building Management Office at 612 672 3011 of the release in your area.
- Ensure that people who need assistance receive help from emergency personnel.

Radiological Event

The nature of the radiation in an explosion compounds the difficulty of responding to a nuclear or radiological incident. The fact that radioactive material was involved may or may not be obvious, depending on the explosive device's nature. Other than an explosive device to disperse radiological material, a "carrier" could spread particles of radiological waste throughout the area. The effects of this type of event would not become evident for several days or weeks. Unless announced by public emergency officials or confirmed by radiological detection equipment, the presence of a radiation hazard is difficult to ascertain.

Response to a Radiological Event:

If the results of an investigation indicate that a radiological act of terrorism is a realistic possibility, the responsive actions will depend on the evidence discovered.

If a suspected material or a dispersal device is found and a threat is deemed credible, the general steps outlined for responding to a bomb should be taken.

Pandemic and Flu

A pandemic of influenza, or flu, occurs when a new flu virus rapidly spreads from human to human and country to country worldwide. A new virus can spread rapidly because most people are not immune to it. Pandemics are not just particularly bad flu seasons; they can happen at any time of the year.

What is troubling is that whenever a flu strain infects people, there is a chance that the virus could mutate or change to a new virus that spreads easily from person to person and causes serious illness. Infections with new human flu strains cannot be prevented by the flu vaccine that people get each year. Making a safe vaccine to

prevent infections with a new human virus can take several months.

There are precautions individuals can take in the event of a pandemic:

- Frequently washing or sanitizing your hands.
- Covering up when coughing or sneezing.
- Be aware of others who exhibit flu symptoms.
- Most importantly, stay home if you feel sick.

As a business, it is important to develop a plan for:

- The impact of a pandemic on your business.
- The impact of a pandemic on your employees and customers. Establishing policies to be implemented during a pandemic.
- Allocating resources to protect your employees and customers during a pandemic. Educating your employees.
- Coordinating with external organizations and helping your community.

Bomb Threat and Suspicious Device

Once the Building Management Office is notified of a bomb threat, our policy is to advise your firm's manager or senior officer. It is up to the manager or senior officer to decide whether to evacuate the office.

Bomb Threat Procedure

If you receive a bomb threat by telephone, obtain the following information from the caller:

- The exact location of the device
- Time set for explosion
- Description of the device
- Reason the caller has placed the bomb
- Exact words used by the caller
- Caller's name

Note the following:

- Time of call
- Was the caller male or female
- Describe voice and accent
- Background noises
- Was the caller angry or showing other emotions

Upon hanging up with the caller:

1. Call 911
2. Inform Building Management immediately at 612 672 3011
3. Notify your supervisor
4. The Building Management Office will notify all tenant companies; in addition, handouts will be given to all persons entering the lobby and the garage to inform them of the bomb threat

5. If your senior officer advises you to evacuate, do so quickly and move at least three (3) blocks away.

Suspicious Device Procedure

1. Do not attempt to move or touch it
2. Ensure that all mobile phones/radio devices within 150 feet of the package are shut off
3. Call 911
4. Inform Building Security and Building Management immediately at 612 672 3011
5. Evacuation of the immediate area is the responsibility of the Tenant

Building Emergency Systems

Fire Alarm Pull Stations

Pull stations are located on each floor in the elevator lobby, at each building exit, and the entrance to each emergency exit stairwell. In case of fire in or near your tenant space, activate the nearest pull station regardless of whether the alarm signal has already sounded. In addition, call the Fire Department and Building Security.

Fire Life Safety Speaker System

The building is equipped with a life safety speaker system capable of notifying all floors, simultaneously or individually, of emergencies. For the hearing impaired, strobe lighting will be activated, signifying an alarm. Special instructions may be broadcast from the fire control room through the ceiling speaker system, which is audible in all tenant spaces and public areas.

Sprinklers and Smoke Detectors

The building is fully sprinkled, and each floor has smoke detectors. Each system operates independently and automatically. Smoke or heat will activate the alarm signal on that floor, the floors above, and below, and the alarm will also be activated in the Fire Control Room.

Elevators

Once a pull station alarm and/or an elevator lobby smoke detector are activated, the elevators will automatically be recalled to the mezzanine level lobby. They will not respond to the lobby call buttons and shall not be used for evacuation.

Civil Disturbance

Should a riot or civil disturbance start outside the building, the courtesy officer may lock all entrances. The police will be notified. We will keep you informed. If a disturbance should occur in the main lobby, all elevators on the first floor will be turned off, and the police will be summoned.

Elevator Malfunction

If you are in an elevator and it malfunctions, remain calm. Modern elevator technology makes it virtually

impossible for the elevator to fall. There is no physical danger in a stalled elevator, only the inconvenience of waiting to be released. Located inside each elevator is an emergency phone. This is accessible by pushing the panel door on the elevator cab's lower left side. The phone connects us directly to our security team, who ask you to identify which elevator cab you are in. This information is located on the rear of the phone access door. Security will then notify our elevator vendor of the malfunction. The elevator company will be notified immediately, and a technician will be dispatched to correct the problem. Building Management staff and/or courtesy officers will try to remain in constant contact and let you know what is being done.

IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE STAIRWELLS.

Evacuation Purpose

This plan aims to provide for the safe and orderly evacuation of personnel and visitors in an emergency. This plan contains emergency reporting procedures, what to do, and who will assist you. The procedures outlined in this plan will be followed unless otherwise directed by police or fire department officials. To establish a safe and orderly evacuation plan, employees should become familiar with the building's emergency equipment and this emergency plan.

Statement of Policy

This plan has been developed with the knowledge that there is no such thing as a "fire-proof" building and that education, preparation, and rehearsal are essential to a successful emergency evacuation plan.

Evacuation Procedures

If an individual smells smoke or sees a fire, a pull station box must be pulled. If there is time, call 911 to alert the Fire Department. Then, call the Building Management Office at 612 672 3011.

Evacuation procedures shall begin upon hearing a fire alarm or as otherwise instructed by emergency personnel or the automated building Public Address system (i.e., Fire Wardens/Suite Monitors, Building Management, or Fire Department officials).

During an Evacuation: ***REMAIN CALM***

- If you have time, close, but DO NOT LOCK, each office door as you leave. Then, walk quietly and orderly to the nearest emergency exit.
- If your primary exit is blocked by smoke, use your secondary exit.
- Request assistance in evacuating impaired persons by implementing the Buddy System. Listen for instructions from the Fire Department and other Fire Wardens/Suite Monitors.
- DO NOT USE ELEVATORS during an alarm. They will return to the first floor with the doors locked open, and the elevator will not operate during a fire alarm.
- Feel the face of closed doors for heat before grabbing doorknobs and opening them. If the door feels hot, DO NOT OPEN, but proceed to an alternate exit route.
- Go to the nearest accessible stairwell exit; walk quietly on the RIGHT side of the stairwell, holding on to handrails. DO NOT RUN. Emergency personnel are trained to use the LEFT side of the stairwell to come up, so please stay out of their way.
- Be prepared to merge with people evacuating from other floors. Do not prop open stairwell doors.
- Once outside and away from the building, gather with co-workers in a predetermined assembly area. This will help facilitate head-count procedures.

- Walk to the predetermined gathering places. DO NOT congregate in the fire lanes, near building entrances, or impede emergency equipment and personnel arrival.
- Do not get in your car and drive away; doing so will distort the headcount and interfere with arriving emergency equipment.
- Do not return to the building until the “all clear” is given by the Fire Department.
- The cessation of an audible alarm is not an “all-clear.” Wait for specific instructions before entering the building again.
- Directives issued by the Fire Department or other emergency personnel will take precedence over this plan.

Evacuation Procedure for Individuals with an Impairment or Disability

The Fire Warden should maintain an up-to-date list of all persons with an impairment or disability on their floor. Please note that people with an impairment or disability may not appear to be so. Such individuals may include those with a heart condition or other ailment(s) which are not immediately apparent. We recommend asking each individual if they can evacuate without assistance. Those individuals should be directed to a “safe room.” This room is a window office, preferably a corner office with a telephone. The Fire Warden should compile a list, which will include the following information about the persons with an impairment or disability:

- Name
- Suite number, location, and telephone extension of the safe room
- Type of impairment
- Type of equipment needed to evacuate, if any

A system should be implemented wherein the Fire Warden assigns two assistants to the person(s) with an impairment or disability. Assistant #1 will remain with the individual while Assistant #2 exits the building and provides information to the Fire Department personnel. The person(s) with an impairment or disability should not be left alone until the evacuation plans are in place.

NOTE: Persons with an impairment or a physical disability may include any of the following:

- Persons with a permanent disability (i.e., permanent back problem, wheelchair user, etc.); persons with a temporary disability (i.e., broken leg, broken arm, sprained ankle, on crutches, etc.); or other impairments (mental or psychological)
- Pregnant women
- Any other person who requests assistance
- Once the Fire Department arrives, their instructions should be followed immediately

Fire and Life Safety Systems

Central Fire Alarm System

The fire alarm system will activate if a smoke detector, sprinkler head, or pull station is activated. Audible alarms and visual strobes will activate, and a 24-hour monitoring center will automatically dispatch the Fire Department. Building doors will automatically switch to an unlocked status if an alarm occurs after normal building operating hours. The Fire Department will respond and investigate the source of the alarm.

Following current building codes, smoke detectors, horns, and strobes are located throughout the building. The

central fire alarm system is activated whenever a fire alarm condition exists. The Engineering staff is trained on the system and will take the proper action for such emergencies. Manual fire alarm pull stations are located throughout the building, generally near exits from an area or floor. Fire extinguishers are in cabinets next to the stairwell doors and strategically throughout tenant spaces. Please arrange for staff training on the proper use of fire extinguishers. The Fire Department and authorized fire extinguisher companies can assist you with training. Building Management can assist you in arranging training. A telephone rings to a monitoring system inside each elevator. Persons trapped in an elevator can get assistance through this means of communication. Stairwells are pressurized with outside air to prevent smoke from entering and allowing a safe, smoke-free exit from the building. Elevator shafts are also pressurized with outside air if someone is unknowingly trapped in an elevator during a fire emergency.

Assisting Visitors Unfamiliar with Building

Please be aware that if visitors are present during an emergency, your Emergency Team needs to assist the visitor in evacuating the premises. Suppose a visitor sign-in sheet is maintained at your front desk. In that case, we suggest someone be assigned to bring that information to the Suite Monitor after evacuating the building to help facilitate an accurate headcount.

Above all, everyone involved needs to keep their safety in mind and allow the Fire Department to take control.

Fire Emergency

If you discover a fire, you should REMAIN CALM and:

1. Pull the nearest fire alarm. Alarms are in the corridors adjacent to the stairwells.
2. Call 911 from a safe location.
3. Evacuate or relocate and assist all others in the immediate area.
4. Close doors behind you to isolate the fire.
5. Proceed to stairwells and listen for instructions. NEVER use the elevators.
6. Be cautious when opening doors to avoid spreading the fire. Touch any door to see if it is hot before opening.
7. Quickly and quietly exit the building via the enclosed stairways located at opposite ends of each side of the building and remain outside until Building Management, Security, or the responding authorities announce the "all clear."

If smoke is present, stay low and crawl with your body against the floor. The most apparent air is near the floor. If forced to dash through smoke or flame, hold your breath and cover your nose and mouth with an article of clothing.

Fire Prevention

Inspection Suggestions

While everyone needs to know how to respond in an emergency, it is also essential to take steps to prevent emergencies from occurring. We recommend a monthly Fire Safety Inspection including, but not limited to, the following items:

Move flammable or combustible supplies off-site. If your Lease provides that chemicals or materials be stored on-site in quantities requiring MSDS sheets to be posted, they must be posted in central locations where they

are visible to all. Flammable liquids should be kept in a combustible cabinet. Avoid using extension cords instead of permanent wiring. If used, extension cords need three-pronged connections and no multiple outlets. Use breaker strips. All UL-listed authorized appliances and electrical cords should be in good repair. All coffee, cooking, or heating electrical appliances should be turned off daily before leaving the office. No smoking.

Candles or open flames are not allowed in the building at any time. Potential fire hazards, including blocked stairwells, faulty fire protection equipment, leaks, or damaged wiring, should be reported to the Building Management Office immediately. Building Management does not allow space heaters, as they are a fire hazard. Please get in touch with the Building Management Office if you are cold in your office. All emergency contact lists, physically impaired employee lists, and other critical information lists should be kept current. Evacuation procedures should be reviewed regularly by Suite Monitors to ensure appropriateness. Procedures should be communicated to occupants in your assigned area at least quarterly.

Do not accumulate large quantities of discarded files or paper trash in your office or storage area. Pay special attention to housekeeping in departments that produce large amounts of debris, such as duplication machines and mailing and receiving rooms.

Do not store large quantities of flammable solvents, duplicating, or combustible fluids.

Keep electrical appliances in good repair—report unsafe conditions to the building office.

When furnishing an office, consider the fire potential of materials used in large amounts, like overstuffed chairs, settees, couches, or anything that could become a combustible item. Such furnishings should be flameproofed.

Where the potential for fire is incredibly high, such as in supply rooms, tenants may wish to consider installing additional fire extinguishers. Additionally, stored items must maintain an 18" clearance between those items and the ceiling.

Windows

In a fire condition, windows should not be opened except for emergency ventilation. An open window supplies oxygen or fuel to the fire, and a fire will burn toward an oxygen supply. If time or situation permits, windows and doors should be closed to isolate and contain the fire. However, the most critical recommended procedure is to vacate the fire area immediately.

Fire Safety with Christmas Trees

Christmas trees pose a significant fire hazard; therefore, real Christmas trees are no longer allowed at Capella Tower. Below are some guidelines provided by the Fire Department. This list does not represent all the precautions and requirements, so before displaying an artificial Christmas tree or ornament with lighting, please request the complete set of guidelines from the Fire Department.

All artificial trees should be UL-approved or labeled as flame-retardant/resistive by the manufacturer. Decorations on trees must also be non-flammable. Lights on artificial Christmas trees must be UL-listed. Small, low-temperature bulbs are recommended. No candles or open flames are allowed on or near the tree, including portable heating devices. All three lights should be turned off nightly.

Flooding

In the event of a flood that may cause damage to tenant property or affect the regular operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The priority is to ensure that no personal injury occurs due to a flood. The second priority is discovering the cause and preventing or minimizing additional flooding.

Once the flooding has been contained, clean-up operations will commence. Tenants should contact their insurance carrier for any damage to their property.

Follow these same procedures should the sprinkler system be released within the building.

Homeland Security

Capella Tower recommends that each tenant have an emergency action plan to help their employees prepare for and react quickly to a regional emergency, including terrorist attacks. Click on the links below to access various resources that aid in preparing for a regional emergency.

Department of Homeland Security: [dhs.gov](https://www.dhs.gov)

Federal Emergency Management Agency: [fema.gov](https://www.fema.gov)

American Red Cross: [redcross.org](https://www.redcross.org)

Center for Diseases Control and Prevention Emergency Preparedness and Response: [cdc.gov](https://www.cdc.gov)

Local media outlets will provide important information during an emergency.

Medical Emergency

If an accident or illness occurs, one of your employees or a visitor to your office area, please:

1. Call Emergency Services at 911.
2. Provide the Emergency Dispatcher with the following information:
 - Your Name
 - Your Building's name and address
 - Your specific floor number and the exact location of the emergency
 - Any pertinent details of the accident or illness
3. Do not move the injured/ill person. Attempt to make them as comfortable as possible.
4. If feasible, send someone to meet the emergency unit upon its arrival in the lobby.
5. Call the Building Management Office at 612 672 3011
 - Inform management that you have called 911 and briefly describe the nature of the emergency.
6. The emergency unit will be with you shortly and administer all necessary medical assistance.
7. Determine, if possible:
 - Name, address, and age of injured/ill person
 - The nature of the problem, as best you can surmise
 - All known allergies and current medications taken by the individual
 - A local doctor

The Management, Engineering, and Security staff will do all we can to ensure the patient's comfort while awaiting the arrival of the medical rescue team. Although we assume no liability for our assistance, we strongly encourage Tenants and employees to become familiar with First Aid and the contact information and protocol used to alert emergency services.

Power Failure

Emergency generators serve most Capella Tower buildings and common areas. In the event of power failure, these generators will provide limited emergency power for certain essential building functions. Those functions include:

1. Activating emergency lights on each floor throughout the building, including all Exit signs.
2. Activating all stairwell lighting.
3. Activating the Building's emergency Fire, Life, and Safety Systems and the Building's communication systems.

Suppose the power failure continues beyond the duration of the generator's power. In that case, building management may deem the building closed, and all occupants will be required to evacuate until the power can be restored and the building is safe for re-entry.

Severe Weather and Natural Disasters

The U.S. Weather Service reports the movement of severe weather that may threaten the metropolitan area. Tenants can evacuate or remain in the building during a severe weather alert. If your company decides to evacuate the building, notify the Incident Commander of your intention. If the U.S. Weather Service gives an early warning and chooses to remain in the building, specific steps can be taken to prepare for the severe weather.

Tenants should maintain an inventory of first aid and emergency supplies to be used during severe weather. Notify the management office of all leaks, fires, and structural or other damage during or after the storm. If informed by the U.S. Weather Service that severe weather is imminent, follow the steps below:

- Move to core areas of the building
- Take cover in an interior hallway
- Stay away from doors and windows
- Close perimeter doors behind you

Major Natural Disasters

Disasters and emergencies affecting large areas can sometimes develop quickly. Flash floods and earthquakes, for example, can strike with little or no warning. Perhaps the most essential thing to remember is to KEEP CALM. In a disaster or emergency, keep your radio or television set tuned to hear weather reports and forecasts (issued by The National Weather Service) and other information and advice your local government may broadcast. Use your telephone only to report disaster events to the Minneapolis Police Department or Minneapolis Fire Department (depending on the nature of the emergency) and Property Management. If you tie up phone lines to get information, you may prevent emergency calls from being completed. Stay away from disaster areas. Follow the advice and instructions of the authorities in charge.

Public Utility Duties

Auxiliary Power - Center Point Energy has provided primary power. During disasters that cause loss of primary power, the Power Company will work to restore service as quickly as possible. Customers with vital energy power requirements should consider auxiliary generators or surge protectors.

Telephone Service

Telephone service may be interrupted during severe weather. Telephone companies can install emergency service lines for customers with compatible switching equipment. Customers requiring emergency service should ask their telephone representative for specific information.

Building Duties

The Building Staff will take the following actions:

- Frequent contact will be maintained with the U.S. Weather Service.
- The security officer on duty, the property manager, and the engineering staff will continually perform building patrols to monitor building damage.
- Emergency repairs will be made when the weather permits.
- A thorough search for safety hazards will be conducted.
- Public Utilities will maintain constant communications until all disrupted service is restored.
- The Building Management Staff will update the Capella Tower Tenant National Emergency Number 800 589 2554 on the condition of the building and its ability to be reopened for everyday use.

Tornado

A tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. Keep a radio tuned in to hear whether the Weather Service will announce the approximate detection time and direction of movement. In the event of a Tornado Warning: REMAIN CALM. Stay away from the interior perimeter of the building and all exterior glass. Leave your exterior office and close the door. Go to an enclosed stairwell and move to the basement level if time permits and it is safe to do so. Sit down in the stairwells or core areas and protect yourself by putting your head as close to your lap as possible or kneeling to protect your head. If trapped outside the office, seek protection under a desk or sturdy table. Keep your radio or television set tuned to a local station for updated information.

Water Interruption

A temporary interruption of the water supply may disrupt building services. Without water, sanitary conditions and building cooling systems cannot be maintained. Additionally, water interruption limits the Fire Department's ability to extinguish fires.

Shelter-In-Place Plan

The Minneapolis Fire Code requires various buildings to develop a plan to shelter occupants inside the building in the event of a hazardous material, biological, or other emergency outside the building. The shelter-in-place plan aims to safeguard occupants during an emergency outside the building by preventing or limiting the infiltration of hazardous materials into the building by closing doors, shutting off air handling/HVAC systems, and moving occupants away from perimeter windows and doors to safer locations in the building. Where possible, these locations will be near restrooms. Once a year, a shelter-in-place drill will be conducted to ensure occupants know what to do and where to go in an emergency. In addition to the Building Staff, Tenant Safety Wardens will be responsible for performing duties and shall be provided with training.

Procedures

Building Management will announce via broadcast e-mail, phone tree, and fire tower public address system when a shelter-in-place emergency occurs. When an emergency is announced, Tenant Safety Wardens will ensure that all occupants in their suite go to their designated shelter locations. Security will recall the elevators to the lobby level by manually initiating a fire recall sequence via the keyed override switches in the Lobby. They will close and lock all outside doors at the lobby level and loading dock. In addition, Security will ensure that all retail tenants with direct access to the street level close and secure these doors. Please note that according to the City Fire Code, all fire exit doors will be accessible for egress. Designated re-entry stair tower doors (these doors will be labeled) will be unlocked during the emergency to allow for inter-floor travel. In some types of emergencies, occupants on the lower levels will be directed to the upper floors to avoid possible exposure to outside contaminants that are heavier than air. The Building Engineers will shut down all air handling equipment and close all outside air dampers. Building Management will monitor the emergency via the city's emergency broadcast network, local news radio, and cable TV emergency broadcast systems. Updates will be provided to the building occupants via the fire tower public address system.

Shelter Locations

Occupants of multi-tenant floors should shelter in the common corridor, and those of single-tenant floors should shelter in most interior rooms or spaces within the confines of their respective floors.

Physically Disabled Persons

As with fire emergency procedures, the Tenant Safety Wardens shall ensure that those with a physical disability are assisted to their shelter location.

All Clear

When notified that the emergency is over, Building Management will direct all occupants via the fire tower public address system to evacuate the building until the building air handling systems are operated to remove contaminants.

Annual Shelter-in-Place Drill

The annual shelter-in-place drill will be scheduled through the Building Management Office. Please note that a complete building evacuation is not required during this drill.

Threatening Person and Armed Intruder

- Immediately report any situation involving a threatening person to the Minneapolis Police Department by calling 911. Also, notify the Building Management Office.
- Please provide as much information as possible, including a physical description of the person(s) and their location, as well as the statements made by said Person(s) and if they are armed.
- Also, report the presence of any suspicious individuals in or about property-to-property Management. Vital information to communicate is a physical description of the person and the location they were last seen.

Toxic Hazards

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed and call 911. Provide the building address, floor, phone number, and type of spill. Take appropriate action to contain the hazard, close doors behind you, and always follow all safety procedures when working with toxic materials.

Natural Gas

Natural gas is not currently an energy source in Capella Tower. However, the hotel and retail tenants at Capella Tower utilize natural gas for various purposes.

If you notice a natural gas odor, notify the Building Management Office at 612 672 3011 to have it investigated. Provide specific information about the location where the odor was noticed.

Rules and Regulations

Rules and Regulations Overview

Tenants and their visitors are required to comply with the Tenant Rules and Regulations.

All Building and Tenant Vendors performing work on-site are required to comply with the Vendor Rules and Regulations.

All Building and Tenant Vendors who perform construction-related services (Designing or Building) are required to comply with the Construction Standards.

The Tenant Rules and Regulations, Vendor Rules and Regulations, and Construction Standards may be modified by the Owner's Agent occasionally. Please refer to the Tenant Handbook for the most current version.

Tenant Rules and Regulations

Tenant Rules and Regulations
Capella Tower
225 South Sixth Street
Minneapolis, MN 55402

The term "Tenant" used herein includes the Tenant's officers, agents, contractors, employees, licensees, and invitees. "Premises" refers to the defined premises in the Tenant's lease.

ACCESS SYSTEM: If the Tenant requests wiring for an access control system, an approved electrician shall install it.

AIR QUALITY: Tenant shall not cause or permit any foul or toxic gas or other odors to be produced upon or permeate from the Premises.

ANIMALS: Animals are not permitted in the Building or the Premises unless they are service animals as defined

under the Americans with Disabilities Act.

BICYCLES, SKATEBOARDS, ROLLER SKATES, IN-LINE SKATES, SCOOTERS AND MOTORIZED VEHICLES:

Bicycles, skateboards, roller skates, inline skates, and scooters are not permitted inside the building, in the elevators, or on the walkways outside the building.

Motorized vehicles (excluding motorized wheelchairs) are not permitted inside the building except in areas designated by Landlord.

Suppose a secure bicycle parking area exists at the building for tenants to use in common. In that case, the Tenant shall be entitled to use it, subject to the applicable rules and regulations imposed thereon by the Landlord.

BUILDING ACCESS: Landlord may deny access to any portions of the Building or the Premises if the individual does not comply with Landlord's Visitor Access Program. Subject to applicable law, the Landlord shall not be liable for damages for any error about the admission to, or exclusion from, the building of any person. Further, in the event of civil unrest or any other emergency, Landlord reserves the right to prevent access to all areas of the building, as necessary, to mitigate the risk of damage to person or property. Such actions may include closing and locking the doors to the building.

COMBUSTIBLE & FLAMMABLE: Subject to the terms of the Lease as to the handling of permitted hazardous materials, the Tenant shall not use or keep in the Premises or the building any kerosene, gasoline, or flammable or combustible fluid or material, nor use any method of heating or air conditioning other than provided by Landlord or agreed to by Landlord under the provisions of the Lease.

COOKING: No cooking shall be done or permitted by Tenant in the Premises, except that Tenant may maintain and use in the breakroom/kitchen area microwave ovens, toaster ovens, and equipment for brewing coffee, tea, hot chocolate, and similar beverages, if Tenant shall (i) prevent the emission of any food or cooking odor from leaving the Premises, (ii) be solely responsible for cleaning the areas where such equipment is located, (iii) maintain and use such areas solely for Tenant's employees and business invitees, not as public facilities, and (iv) keep the Premises free of vermin and other pest infestation. Notwithstanding clause (ii) above, the Landlord shall, without special charge, empty and remove the contents of one (1) 15-gallon (or smaller) waste container from the food preparation area so long as such container is fully lined with, and the contents can be removed in, a waterproof plastic liner or bag, supplied by Tenant, which will prevent any leakage of food-related waste or odors; provided, however, that if at any time Landlord must pay a premium or special charge to Landlord's cleaning or scavenger contractors for the handling of food-related or so-called "wet" refuse, Landlord's obligation to provide such removal, without special charge, shall cease.

CORRIDOR DOORS: Corridor doors, when not in use, shall be kept closed unless approved by the Landlord and free of obstructions.

DEFACEMENT: Tenant shall not overload the floor of the Premises or mark, drive nails, screw, or drill into the partitions, woodwork, or plaster or in any way deface the Premises or any part thereof; provided, however, that Tenant may hang on the walls of the Premises artwork, whiteboards, and other items typically hung in office premises using nails, hooks or other devices reasonably approved by Landlord for such purposes.

DISORDERLY CONDUCT: The Landlord reserves the right to exclude or expel from the building any person who, in the landlord's judgment, is intoxicated or under the influence of liquor or drugs or who shall in any manner

act in violation of any of the Rules and Regulations.

DOORS, KEYS, AND LOCKS: Tenant shall not place any locks or bolts (or alter any locks or bolts already in place) on any interior or exterior door in the Premises or Building without Landlord's prior written consent, and Landlord shall always have the right to retain and use keys or other access codes or devices to all locks within and into the Premises.

Upon the expiration or termination of the lease, the Tenant shall return all building-issued keys to the Landlord. If the Tenant loses any previously issued key or pass card, the Tenant shall pay the standard replacement charge to replace it.

ELEVATOR—FREIGHT: Tenant shall make prior arrangements with the Landlord to use the freight elevator to move heavy articles, large deliveries, or other items inappropriate for the passenger elevators. Deliveries shall occur during hours approved by the Landlord and by the scheduling procedures for the freight elevator.

Landlord reserves the right to inspect and, where deemed appropriate by the Landlord, to open freight coming into the building and to exclude from entering the building any freight that violates any of these Rules and Regulations and any freight for which such inspection is not permitted. Tenant shall not cause the freight elevator to be loaded beyond rated capacities.

ELEVATOR—PASSENGER: The passenger elevator cars are designed solely to move people between building floors. They are not intended for freight or mail delivery unless explicitly coordinated with the Landlord for such use, in which case special requirements/protection may be required.

JANITORIAL, RECYCLING, & TRASH: The landlord's janitorial staff shall not be hindered from cleaning the Premises after 6:00 PM on business days. The janitorial staff shall not clean occupied areas if it disrupts the Tenant.

Unless expressly permitted by the Lease, the Tenant shall not employ anyone other than the Landlord's contractors to clean, maintain, and repair the Premises.

The tenant shall comply with the building's recycling guidelines. Electronic waste (E-waste) must not be disposed of in the building's trash or recycling stream. E-waste must be collected and disposed of via the Landlord's designated EPA-certified e-waste recycler.

LOST OR STOLEN ITEMS: The landlord is not responsible for any loss, theft, disappearance, or damage to personal property on the premises. However, it occurs.

NUISANCES: Tenant shall not generate any objectional noise, vibration, or other offensive conduct that interferes with the rights of the other tenants of the building.

PATH OF TRAVEL: Sidewalks, doorways, vestibules, halls, stairways, elevators, and other similar areas shall not be obstructed by Tenant or used by Tenant for any purpose other than ingress and egress to and from the Premises. No rubbish, litter, or material shall be placed, emptied, or thrown in those areas. The halls, passages, exits, entrances, elevators, stairways, balconies, and roof are not for the use of the public, and Landlord shall, in all cases, retain the right to control and prevent access to it by all persons whose presence in the judgment of Landlord shall be prejudicial to the safety, character, reputation, and interests of the building and its tenants. No tenant and no employees or invitees of any tenant shall go upon the roof of the building.

PLUMBING: Plumbing fixtures and appliances shall be used only for the purposes for which they were designed, and the expense of any breakage, stoppage, or damage resulting from the violation of this rule shall be borne by the tenant.

RISER ACCESS: Tenants are prohibited from installing any equipment in any riser room, utility, equipment rooms, or any other rooms not leased to the Tenant without the Landlord's prior written approval. The landlord will direct electricians to where and how telephone and telegraph wires will be introduced into the premises and the building. Without the Landlord's consent, no boredom or cutting of wires will be allowed. The location of telephones, call boxes, and other office equipment affixed to the Premises shall be subject to the Landlord's prior approval.

SECURITY AND LIFE SAFETY: The Landlord may, from time to time, implement systems and procedures for the security and safety of the building, the property, and its occupants, and the Tenant shall comply with them. Tenants are responsible for life safety inside their respective Premises and must comply with all Building life safety programs, fire drills, and emergency preparedness programs.

Tenant shall be responsible for ensuring that the doors of the Premises are closed and securely locked before leaving the Building and must observe strict care and caution that all water faucets or water apparatus are entirely shut off before Tenant or Tenant's employees go the Building, and that all electricity, gas or air shall likewise be carefully shut off, to prevent waste or damage, and for any default or carelessness Tenant shall make good all injuries sustained by other tenants or occupants of the Building or Landlord. Landlord shall not be responsible to Tenant for loss of property on the Premises, however occurring, or for any damage to the property of Tenant caused by the employees or independent contractors of Landlord or any other person.

SIGNAGE & DIRECTORIES: Signs, advertisements, or notices shall not be painted or affixed to windows, doors, or other building parts or placed outside tenant space without the Landlord's approval. Unless otherwise expressly provided in the Lease, the Tenant shall be entitled to have the name of the Tenant's company listed on (a) the Building directory situated in the lobby of the Building (if such a directory exists) and (b) the Tenant directory on each floor of the Building (multi-tenant floors only) where the Premises are located, with the cost of any changes to Tenant's name on the directory during the Lease term to be at Tenant's cost.

Unless otherwise expressly provided in the Lease, the landlord shall install all tenant identification and suite numbers at the entrance to the Premises on multi-tenant floors using the standard building graphics (this does not apply to full-floor tenants).

SMOKING: Tenants shall not smoke or permit smoking anywhere in the building (including the Premises) or on the property except in any Landlord-designated smoking areas outside the building. Smoking includes e-cigarettes, electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems.

SOLICITING: Canvassing, selling, soliciting, and distributing handbills or any other written materials in the building is prohibited, and the Tenant shall cooperate to prevent the same.

VENDING/BREAKROOM/KITCHEN EQUIPMENT: Vending machines, water coolers, and coffee machines may be installed within the Premises only if the equipment and manner of installation comply with the building requirements and operational standards as defined in the Building's Conditions for Construction and Tenant Construction Standards.

VENDOR RULES AND REGULATIONS AND CONSTRUCTION STANDARDS: All contractors or vendors performing work in the building shall be subject to the Landlord's prior approval, which approval shall not be

unreasonably withheld. They shall comply with the Vendor Rules and Regulations and the Construction Standards.

WEAPONS: Weapons are prohibited in all Building and Real Property areas.

WINDOW TREATMENTS: The landlord shall have the right to designate and approve any curtains, blinds, shades, or screens attached to or used in connection with any door or window of the Premises. Except for such approved coverings, nothing shall be attached to or hung on the windows or placed on the windowsills of the Premises.

The Rules and Regulations may be modified or amended by Landlord occasionally. The Rules and Regulations are supplemental to the executed leases in the building, provided that,

IN THE EVENT OF ANY CONFLICT BETWEEN THE RULES AND REGULATIONS AND A TENANT'S WRITTEN LEASE, THE APPLICABLE TERMS OF THE LEASE SHALL CONTROL.

Vendor Rules and Regulations

Vendor Rules and Regulations Capella Tower 225 South Sixth Street Minneapolis, MN 55402

The Vendor Rules and Regulations may be modified or amended by the Owner's Agent occasionally. The Vendor Rules and Regulations are supplemental to the executed Owner's Agent vendor contract or Tenant lease, provided that, in the event of any conflict between the rules and regulations and the lease or agreement, the applicable terms of the lease or contract shall be controlled.

AIR QUALITY: Vendor shall not cause or permit any odors to be produced upon or permeate from the Premises.

At the Owner's Agent's sole discretion, any work that will produce odors and compromise building air quality shall be performed after the building's regular business hours and may require specialized air evacuation controls, as the Owner's Agent shall direct.

ANIMALS: Animals are not permitted in the Building or the Premises unless they are service animals as defined under the Americans with Disabilities Act.

APPROVAL OF VENDORS & CONTRACTORS: All contractors or vendors performing work at the Building/Property shall be subject to the Owner's Agent's prior approval. The owner's Agent must be notified 48 hours before any work commences. Approval shall not be unreasonably withheld and shall be required to comply with these Vendor Rules and Regulations, Tenant Rules and Regulations, or the building's Construction Standards, as applicable.

A completed Authorized Access Reports (AAR) form must be submitted to and approved by the Owner's Agent before the Vendor performs work. Submission may be completed by either requesting Tenant or Vendor.

BICYCLES, SKATEBOARDS, ROLLER SKATES, IN-LINE SKATES,

SCOOTERS AND MOTORIZED VEHICLES:

Bicycles, skateboards, roller skates, inline skates, and scooters are not permitted inside the building, in the elevators, or on the walkways outside the building.

Motorized vehicles (excluding motorized wheelchairs) are not permitted inside the building except in areas designated by the Owner's Agent.

BUILDING ACCESS: At its sole discretion, the owner's Agent reserves the right to refuse entrance to vendors' employees who cannot meet and maintain the requisite standard of the building visitor policy. If applicable, contact the Building Management Office.

To be issued building access cards and critical sets, all vendors must check in at the Skyway-level Security Desk and complete mandatory check-in procedures, such as providing valid personal identification, reviewing site work policies, etc.

Vendors may be required to designate a representative that will be vetted, have a thumbprint captured, and be approved to access building access cards and key sets from the Capella Tower Key Watcher system at the Skyway Security Desk.

Loading Dock access, including deliveries, must be arranged in advance with the Owner's Agent via an AAR. Loading Dock access not previously approved may be delayed or turned away. The Owner's Agent must approve any parking in the loading dock. Materials may not be left on the Loading Dock without prior authorization for more than four (4) hours.

All Building keys and access cards checked out by Vendor staff must be returned to Building security staff each day after work has been completed and checked out again the subsequent day work is performed.

CONDITION OF PREMISES: All work shall be done neatly and orderly. The vendor shall be responsible for replacing disturbed materials to their original condition. The work shall only be done by a tradesperson experienced and skilled in the work involved. Vendors shall protect all existing areas from damage, dust, and debris. The Vendor is responsible for protecting and maintaining all existing base building work and finishes, which may or may not be included in the Vendor's scope of work.

Any damage incurred to the Premises or Premises' property during work will be immediately reported to Owner's Agent.

CYBERSECURITY: [Vendor Cybersecurity Network Rules](#)

DISORDERLY CONDUCT: The owner's Agent reserves the right to exclude or expel from the building any person who, in the judgment of the Owner's Agent, is impaired or under the influence of liquor or drugs or who shall in any manner act in violation of any of the Rules and Regulations.

DOORS, KEYS, AND LOCKS: The vendor shall not install locks or bolts (or alter any locks or bolts already in place) on any interior or exterior door in the Premises or Building without the Owner's Agent's prior consent. The owner's Agent shall always have the right to retain and use keys or other access codes or devices to all locks within and into the Premises.

ELEVATOR: The vendor shall make prior arrangements with the Owner's Agent to use the freight elevator.

Deliveries shall occur during hours approved by the Owner's Agent and by the scheduling procedures for the freight elevator. Owner's Agent reserves the right to inspect and, where deemed appropriate by Owner's Agent, to open freight coming into the building and to exclude from entering the building any freight that violates any of these Rules and Regulations and any freight for which such inspection is not permitted. The vendor shall not cause the freight elevator to be loaded beyond rated capacities.

The passenger elevator cars are designed solely to move people between building floors. They are not intended for freight or vendors unless explicitly coordinated with the Owner's Agent for such use, in which case special requirements/protection may be required.

Damage to any elevator caused by vandalism or negligence by the vendor shall be repaired at the Vendor's and Tenant's cost. If operators are required for elevators and on premium time, the fee shall be charged to the Vendor or Tenant at the Owner's Agent's prevailing labor and material rate.

The owner's Agent may require the Vendor or Tenant to contract directly with an elevator maintenance Vendor for elevator-related work. The vendor or Tenant should arrange this at least 72 hours in advance.

HAZARDOUS MATERIALS: If Hazardous Materials are present, the related work shall be performed by recommendations of the National Institute of Occupational/Safety and Health (NIOSH), the requirements of the Occupational Safety and Health Administration (OSHA) asbestos standard, and the Landlord's Hazardous Materials Operations and Maintenance Manual. Unless approved by the Landlord in writing, all asbestos-related work shall be done before or after the building's regular business hours, achieving clean air before commencing the building's regular business hours.

If requested by the Owner's Agent, the Vendor shall provide and retain on the job site Safety Data Sheets (SDS) for all chemicals being used, with copies provided to the Owner's Agent. Deliveries of hazardous materials require prior approval from the Owner's Agent.

INCIDENT REPORTING: In case of an accident involving personnel or property, the Tenant and Vendor shall inform the Owner's Agent immediately. The notification shall state the location of the accident and any actions taken.

Proper notification entails providing details regarding the circumstances of the accident to the Owner's Agent or authorized representatives of the Owner's Agent, such as engineering management staff or building security.

JOB PREPERATION: Field verification is required for all scopes of work. The vendor must verify field conditions. The vendor shall arrange a job walk before the start of work and provide an accurate and comprehensive schedule of all work, including phasing, if applicable, from project start through completion. The owner's Agent must approve all on-site staging areas.

LOST OR STOLEN ITEMS: The owner's Agent is not responsible for any loss, theft, disappearance, or damage to personal property, however occurring.

The vendor is responsible for the security of its materials and equipment.

NUISANCES: The vendor shall not generate any objectionable noise, vibration, or other offensive conduct while on the property. Work performed shall not interrupt or disturb building operations.

Radios, CD players, or similar pieces of equipment used to disrupt others are not allowed.

PATH OF TRAVEL: Sidewalks, doorways, vestibules, halls, stairways, and other similar areas shall not be obstructed or used by the Vendor for any purpose other than ingress and egress. No rubbish, litter, or material shall be placed, emptied, or thrown in those areas. Corridor doors shall be closed and free of obstructions when not in use.

Public areas are to be always kept clean. The vendor shall not clutter or block hallways, exits, service elevator lobbies, or electrical closets. Failure to do so will result in the Owner's Agent's clean up at the Vendor's and Tenant's joint and several costs.

PLUMBING: Plumbing fixtures and appliances shall be used only for the purposes for which they were designed, and the expense of any breakage, stoppage, or damage resulting from the violation of this rule shall be borne by the Vendor.

All plumbing, piping, and fixture installations are subject to the approval of the building Chief Engineer.

RECYCLING & TRASH: The vendor shall comply with the building's trash and recycling guidelines. Electronic waste (E-waste) must not be disposed of in the building's trash or recycling stream. E-waste must be collected and disposed of via an EPA-certified e-waste recycler.

Construction and work-related debris and waste must be disposed of in approved, vendor-provided construction waste receptacles. Construction waste may not be disposed of in base-building trash compactors.

RESTRICTED AREAS: Vendors must limit themselves to the work area and designated areas.

The vendor is to use specified restrooms only. Use of restrooms on Tenant floors is not allowed.

A vendor's use of equipment, lunchrooms, vending machines, copiers, telephones, etc., in occupied space is not allowed.

RISER ACCESS: Vendors are prohibited from installing any equipment in any riser room, utility, equipment rooms, or any other rooms not leased to the Vendor without the Owner's Agent's prior approval.

SCOPE OF WORK: All costs required to support the project on behalf of the tenant, including but not limited to building engineering, security, elevator, dumpster, parking, maintenance, or after-hours costs, shall be the responsibility of the Tenant and to be paid at the Owner's Agent's prevailing rate for labor and materials.

No work that would alter the building's exterior appearance or common areas shall be performed without the Owner's Agent's approval.

No changes to the perimeter window treatment are permitted unless pre-approved by the Owner's Agent at its sole discretion.

SECURITY AND LIFE SAFETY: The vendor will comply with Building Security, Emergency Preparedness, and Fire and Life Safety Protocols. The vendor takes responsibility for understanding and implementing building protocols related to its personnel and the locations involved in its scope of work.

The vendor will comply with all Local, State, and Federal safety and health regulations (including OSHA) that pertain to any work in this Locality/Municipality and the Building.

The vendor shall take extraordinary measures to prevent false alarms and promptly inform the Owner's Agent if

such an event occurs.

If work related to Building Life Safety equipment is required, prior notice to the Owner's Agent in the form of an Authorized Activity Report is required, which the Owner's Agent must approve before work is performed.

SIGNAGE: Signs, advertisements, or notices shall not be affixed to windows, doors, or other parts of the building and real Property or placed at the location involved in their scope of work unless approved by the Owner's Agent.

SMOKING: Vendors shall not smoke or permit smoking anywhere in the Building or the Real Property except in any Owner's Agent-designated smoking area located outside. Smoking includes smokeless tobacco, pipes, cigarettes, cigars, electronic cigarettes, personal vaporizers, and nicotine delivery systems.

Designated smoking areas are located on 2nd Ave outside the Hyatt Centric and adjacent to the Star Tribune building entrance on 3rd Ave.

SOLICITING: Canvassing, selling, soliciting, or distributing handbills or any other written materials in the building or on the Real Property is prohibited, and the Vendor shall cooperate to prevent the same.

UNION AFFILIATION: The vendor will verify the union affiliation if the owner's agent requests it.

VENDOR IDENTIFICATION: All Vendors shall wear company-supplied identification and may be required to wear building-supplied building passes.

WEAPONS: Weapons are prohibited in all Building and Real Property areas.

Construction Standards

[Construction Standards](#)

Sustainability

Overview: Capella Tower is committed to sustainability. This means enhancing investment performance, operational resilience, and business governance to benefit the company's properties, tenants, employees, investors, and communities. The building's Green Scorecard provides more information about Capella Tower's sustainable operations.

As a tenant, we hope you will recognize and take ownership of your critical role in minimizing our building's impact on the environment by reducing energy and water use and sorting waste. Please review and adhere to the guidelines below within your office.

Waste Recycling: Tenants must adhere to the building's waste recycling program. This means sorting waste properly into recycling, compost (if applicable), and landfill bins. If you would like informational signage for your space, please view the Recycling Guidelines on the Sustainability tab at the top of this page or contact the Property Management Office for additional guidance.

Electronic Waste (e-waste) Recycling: Electronic waste (e-waste) contains hazardous material that must NOT be disposed of in the building's trash or recycling stream. E-waste must be collected and disposed of via a certified

e-waste recycler. Reach out to the Property Management Office for more information about collection times and the e-waste collection location at the building. All drop-off of personal or business e-waste for recycling at the building is at your own risk. Before dropping off the equipment for reuse/recycling, it is your responsibility to (a) delete the data on the hard disk drives and any other storage devices in the equipment, (b) back up or transfer any data before deletion, and (c) remove any removable media, such as diskettes, CDs, or PC cards. Neither the Owner nor the Owner's Agent will verify the removal of confidential data that may be stored on the Tenant's personal or business electronic equipment before being recycled. Owner and Owner's Agent, Capella Tower, accepts no liability for losing confidential data or software.

Green Construction: Tenants must adhere to the "Green Construction Standards" in Capella Tower's [Construction Standards](#). This applies to the initial tenant space buildout and subsequent improvements and renovations.

Sustainability Data-Sharing: To facilitate ENERGY STAR certification, tenants must provide the Property Management Office with the following figures upon request (on an annual basis).

1. Number of computers in tenant space
2. Number of employees/occupants in tenant space

Energy Disclosure Requirements: For the building owner to comply with federal, state, or local law, tenants must deliver energy use information related to the tenant's space upon Property Management's request (on an annual basis).

Additional Resources: Property management teams are equipped with resources to assist tenants in optimizing sustainability in their space.

1. Refer to the sustainability tab above for additional resources.
2. Contact the Property Management Office if you have additional questions/comments/suggestions for enhancing sustainability within your space or Capella Tower as a whole.