



THE THEORY AND COMPUTING SCIENCES BUILDING

BUILDING 240
9400 S. CASS AVENUE
ARGONNE, IL 60439

Updated April 2nd, 2012

TENANT HANDBOOK

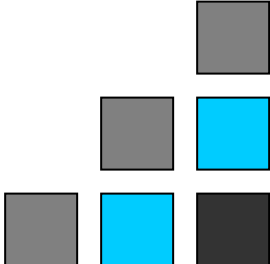
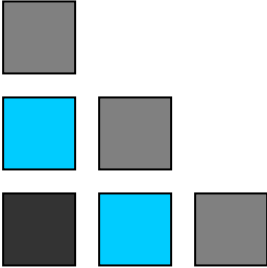


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Ownership

The Theory and Computing Sciences Building is owned by the Theory and Computing Sciences Building Trust. Included in the Trust’s responsibilities are:

- o To enter into a ground lease with the U.S. Department of Energy for a parcel of land at the Argonne National Laboratory in Argonne, Illinois for the express purpose of developing an office and research building on the premises that will be used for conducting scientific research and educational programs for the benefit of science and the nation.
- o To undertake the financing, design and development of the Theory and Computing Sciences Building on the leased parcel.
- o To own and provide for the management of the Theory and Computing Sciences Building once it is completed.

Argonne National Laboratory

Argonne National Laboratory (ANL), UChicago Argonne, LLC, and the Department of Energy (DOE) are considered the occupants or tenant of the Theory and Computing Sciences Building.

Authorized Person(s)

The tenant shall designate an Authorized Person(s) to communicate requests to the Office of the Building. Each Authorized Person shall be provided web-site access to the building’s work order request system, Angus. Once a request is input into the Angus system, it is automatically dispatched to the facilities management team for completion. The Authorized Person can also monitor completion of pending requests.

Authorized Person(s):

Base Building Contact: Judy Stickels, Manager, TCS Building Operations – Argonne National Laboratory
 Data Center Contact: Rene L Gobeyn, Data Center Facility Manager - Argonne National Laboratory

Facilities Management / Office of the Building

The Theory and Computing Sciences Building is professionally managed by Kennedy Wilson Properties, Ltd.

The facility manager’s Office of the Building is located in Room 1168. The Facility Manager is Robert Guglielmi (630-252-0295). His assistant is Kathy Nosek (630-252-0063). The chief engineer for the building is Tom Plating (630-252-0294).

The facilities management staff is available from 7:00 a.m. to 4:30 p.m., Monday through Friday. Engineering staff is available from 6:00 a.m. to 6:00 p.m. The Office of the Building is closed for most nationally recognized holidays.

Building Address – **Building 240** - Theory and Computing Sciences Building, 9400 S. Cass Avenue, Argonne, Illinois 60439

In the event of an emergency, this address should be given to the Police Department, Fire Department, or Emergency Medical System (EMS) department dispatcher. You can report an emergency by dialing 911 from any landline phone. For cell phones, dial 630-252-1911.

Local Mail Carrier: 42 Stephen Street (3.2 miles), Lemont, IL 60439, (630) 257-6204

Property Hours of Access

Lobby Entrance:

The building is accessible during normal business hours through three (3) lobby entrances from 6:00 a.m. to 6:00 p.m. Monday through Friday. Outside of normal business hours, tenants may access these entrances using their Cardkey access cards.

Loading Dock Entrance:

The main Loading Dock entrance is located at the southeast corner of the building. This entrance is available Monday through Friday from 6:00 a.m. to 6:00 p.m.

The Loading Dock is available by reservation after normal business hours and on Saturdays, Sundays and holidays. Please

contact the Office of the Building at 630-252-0295 to make a reservation.

Additional charges may apply to after hour deliveries or moves.

After Hours Building Access:

The building is accessible after normal business hours and on Saturdays, Sundays and holidays by using your Carkey access card. If you do not have a Cardkey access card or are having problems with your current one, please contact Judy Stickels.

Handicap Access:

The Theory and Computing Sciences Building is fully handicap accessible. Should you have any questions or need assistance you can contact the Office of the Building at 630-252-0295.

Building Amenities:

Conference Center:

The conference center is located on the first floor. It comprises 6,700 SF and can accommodate 365 attendees. The center includes a 4,400 SF exhibit hall style room and 2,300 SF for multi-program breakout rooms. The conference center is capable of allowing public access.

Library:

The library comprises 18,000 SF and occupies the top two floors. It has a lounge area and numerous desks to provide a quiet place to work. It is open 24 hours/7 day a week to individuals with Argonne site access. Anyone wishing to access the library outside of normal business hours will need to use their Cardkey access cards to enter the building.

The main entrance to the library is on the 5th floor. Library staff is available from 8:30 a.m. to 5:00 p.m.

Café:

The "Concrete Cafe" is located on the second floor of the building. The amenities include grab-n-go food products and hot/cold beverages. The cafe opens at 7:30 a.m. and closes at 3:30 p.m., Monday through Friday.

Oases:

There are a total of 17 oases within the building. Most Oases include a copier/printer, refrigerator, microwave, dishwasher and kitchen sink for tenants use.

Locker Room:

The Men's and Women's locker rooms are located on the 2nd floor of the building. All items kept in the locker room must be stored inside a locker. Anything left outside the lockers will be disposed on. The building will not be responsible for any lost items from the locker room.

Lockers are available on a first come, first serve basis and are not intended for long term storage.

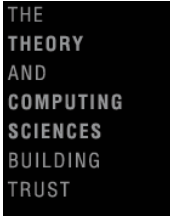
The exit door to the outside of the building must not be propped open at any time. This would represent a breach of building security.

Balconies and Patios:

The building has a number of balconies and patios for your enjoyment. During the warmer months, tables and chairs are available for your use. Please do not remove any of the furniture from these areas. We ask that you clean up these areas after you use them.

Outside Green Areas:

The landscaping around the building is there for your enjoyment. Included are numerous benches available for use. We ask that you refrain from moving any of these benches.



Green Initiatives

The Theory and Computing Sciences Building strives to reduce our carbon footprint on the environment. We are constantly looking for ways to accomplish this. If you have suggestions for ways we could improve, please contact the Office of the Building to let us know.

Lights:

To conserve energy and our environment we ask that you turn off the lights in your offices and conference rooms when not in use.

Recycling:

Disposal bins for recyclable material are located around the building. Please help us by using these bins to dispose of your recyclable paper and other items.

Smoking:

The Theory and Computer Sciences Building is a smoke free facility. Smoking within 15 feet of any entrance to the building is prohibited.

The only designated smoking area is located outside of the Conference Center. We ask if you do smoke, to please put your trash in a designated bin.

Fines will be assessed for smoking outside of the designated area.

Tenant Feedback

Our goal is to ensure the best possible work environment for you and your colleagues. We welcome your feedback and want to hear your ideas for making the property better. If you have something you want to tell us, please fill out the Suggestions / Complaint form and return it to the drop box outside the Office of the Building or hand deliver to the Office of the Building personnel.

Elevators

The Theory and Computing Sciences Building is equipped with two (2) passenger elevators. The center elevator is a freight elevator. Elevators are fully automatic and available 24 hours a day.

Service	No.	Dimensions	Lbs./Cab
Passenger	2	7.5' X 5.8'	3,500
Passenger/Freight	1	8.9' X 5.8'	5,000

The two (2) passenger elevators were designed solely for transporting occupants and guests. For this reason, all deliveries other than small, hand-carried objects are restricted to the freight elevator. All deliveries and materials movement, which require the use of hand-trucks or two-or four-wheeled carts such as mail carts, are prohibited on the passenger elevators. These restrictions apply equally to the movement of bulky objects regardless of how they are carried. Construction personnel are required to use the freight elevator for movement at all times.

Use of the freight elevator is required for all large deliveries or office moves. Advanced notice will need to be given to the Office of the Building to arrange for protective padding of cab walls and flooring. Please fill out the Moving/Delivery Form and contact the Office of the Building at 630-252-0295 to reserve the freight elevator.

Please refer to the "Moving Procedures" section for large computer equipment, office or furniture moves.

Additional charges may apply to after hour deliveries or moves.

Elevator Malfunction:

The passenger and freight elevators are professionally maintained by Kone Elevators, a specialized elevator maintenance firm.

All of the elevators in the building are equipped with two-way communication. Should an elevator malfunction, press the Help Button located on the panel below the Floor Call Buttons to report your location to Argonne Fire Department on call at all times.

Elevator equipment and performance are constantly monitored by building employees. Should you experience any irregularity or difficulty with elevator service, please note the elevator car number and report it immediately to the facilities manager.

Deliveries

All deliveries shall be through the Loading Dock. No deliveries should be made through the main entrance doors, through the building lobby or through the passenger elevators.

The dock is accessible during normal business hours. The dock is a drop-off / pick-up area only. Parking at the dock is limited to a maximum of 10 minutes. After normal business hours, special or extended dock time may be requested. No holding area exists on the loading dock; therefore immediate transport to your suite is necessary.

Delivery personnel are required to use the freight elevator exclusively. The two passenger elevators are reserved for passenger use only.

Deliveries cannot be accepted by the facilities management team.

Please contact the Office of the Building at 630-252-0295 for assistance in scheduling a delivery.

Additional charges may apply to after hour deliveries.

Moving Procedures

Significant movement of furniture, office equipment, construction materials, computers, or any other items requiring more than two trips up and down the freight elevator is restricted to weekends, or weekdays after 6:00 p.m. through 6:00 a.m. the following morning. Please fill out the Moving/Delivery form and return it to an Authorized Person, at least 24 hours prior, to arrange for the movement route and freight elevator scheduling.

Large moves require protection to building corridors, doors, stairwells, elevator floor coverings, public areas, lobbies, and service areas and are the responsibility and expense of the tenant and/or moving company. As part of any significant move, the following shall apply:

- Protection of building floor covering by masonite or plywood along the prescribed route of movement through the building as outlined by facilities management.
- Protection of elevator lobbies, building corridors, and doors by cardboard, plywood, or other pre-approved materials.
- The protection of elevator and entrance door frames by 2 x 4 boards at 90 degree angles taped to the door frame is required. Any use of the freight elevator requires notice to the Office of the Building to arrange for protective padding of cab walls.
- The movement of materials, furniture, etc. is limited only to those corridors, stairwells, elevators, and service areas designated by the Office of the Building.

Additional charges may apply to after hour moves.

General Surface Parking Lot and Traffic Procedures

Do not park in any spaces with a "Reserved", "Visitor" or other company name designation. In the event that there are no available parking spaces, please park at Building 223. Traffic safety violations are issued for the following violations:

- Exceeding the posted speed limit
- Failing to stop for pedestrians at a crosswalk
- Failure to wear seatbelts
- Failure to come to a complete stop at a STOP sign
- Failure to wear a safety helmet on a bike
- Parking in a fire lane or blocking a fire hydrant
- Parking in a No Parking Zone that blocks building dock areas

If you notice a violation of the Parking and Traffic Procedures, please fill out the Incident Form and return it to the Office of the

Building.

Please see Exhibit C, Argonne Traffic Policies for additional information.

Bicycle Racks:

Bicycle racks have been provided for tenant use. Racks can be found in the west parking lot and south of the main entrance. It is the responsibility of the user to ensure their bicycles are secure. The building is not responsible for any lost or damaged bicycles.

Heating, Ventilation and Air Conditioning (HVAC)

For energy efficiency, air conditioning and heating will be provided during the hours of 6:00 a.m. to 6:00 p.m., Monday through Friday.

Comfort Requests (Hot or Cold Calls):

The building's HVAC equipment is operated to provide optimum comfort for occupants. In the event an occupant would like the temperature adjusted in their area, they should contact an Authorized Tenant Representative to submit a work request to the facilities management team. In order to best respond to the request, the exact location and nature of the request should be provided to the Office of the Building.

Occupants should not adjust temperature control thermostats in any building common areas other than small meeting rooms. The Authorized Tenant Representative should contact the Office of the Building for assistance.

Hints for Keeping Your Office Temperature Comfortable:

- o Dress appropriately for different weather and office temperatures and conditions.
- o Remember we need to keep everyone as comfortable as possible; two different employees in the same office at the same temperature may feel a difference depending on personal temperature preferences and on the type of clothing worn.
- o Be aware of placement of copiers, computers, printers, and any other equipment that may give off heat.
- o This type of equipment may change the ambient temperature around your thermostat.

HVAC Overtime Requests (Conference Center Only):

When air conditioning or heating is required after normal business hours, the following procedures should be followed to request overtime HVAC:

An Authorized Person may request overtime HVAC by no later than 12:00 p.m. on the prior day preceding the request. The requests should include the floor and area of service as well as the start and end times of the service.

Failure to provide all information in a timely fashion may prohibit engineering from honoring this request. To conserve energy, please request only those hours that are necessary and turn non-critical lighting and equipment off.

Security

As part of the Argonne National Laboratory campus, access to the Theory and Computing Sciences Building Conference Facility is open to ANL personnel, visitors and guests. Visitors do not need to obtain a separate pass to gain access.

Additional charges may apply to security requests outside of normal operations.

Employee Badges:

Regular ANL and DOE employees are issued photo identification badges. Other site occupants who have regular and frequent need for access for a period of at least six months may receive photo identification badges upon written request from the responsible division director or from DOE-CH to the Foreign Visits & Assignments and Site Access Manager.

Badges must be worn on the upper part of the body, in plain view at all times while on the property. Regular ANL and DOE employees and certain other site occupants who have been issued photo identification badges may obtain access at any time for official business or other Laboratory-approved activity by displaying their authorized badge. They may also request the

issuance of a gate pass for a visitor online and are responsible for ensuring visitor compliance with all environmental, health, safety, and security requirements of the site.

Passes intended for long-term (more than five days) and off hour visits must be approved by the respective division office.

Exceptions: Access requirements may be waived by the Laboratory Director, or designee, to facilitate attendance at Laboratory or DOE sponsored or authorized special events (e.g., Arts at Argonne, seminars, public meetings) in accordance with agreed-upon parameters.

Visitor Gate Passes:

Visitors are defined as person(s) seeking access who are not regular ANL or DOE employees or other site occupants. Visitors who have been issued a gate pass may enter the site for Laboratory-approved activities subject to the time and date restrictions on their gate pass. All visitors are required to present photo identification, such as a driver's license or passport, to receive a gate pass. In addition, all those operating a motor vehicle on site must have a valid driver's license.

Passes must be worn in plain view, on the upper part of the body, at all times while on site.

Gate passes may be used only to gain site access for the person to whom the pass was issued.

Passes are issued at the Argonne Information Center (AIC) during the hours of 6:30 a.m. - 5:00 p.m. upon request of an ANL or DOE employee or other site occupant.

During the hours of 5:00 p.m. and 6:30 a.m., U.S. citizen visitors may be admitted by Protective Services after verification of the visit with the host or display of a Gate Night Pass. When visitor access is required outside of normal business hours, pre-registration with the AIC or verification of the visit with the host by protective force security officer is required and a gate pass is issued.

Tenant / Service Persons Access:

The facilities management staff will not unlock doors or provide access to individual tenant spaces or offices unless approval is given to the Office of the Building by Judy Stickels.

Occasionally, it will be necessary for persons such as service personnel to have access to locked areas of the building. Tenant shall provide written notice to facilities management by an Authorized Person in advance.

Contractors or delivery personnel will be denied access if advance notice and arrangements (as outlined in the section entitled "Deliveries") are not made with the Office of the Building by the tenant.

Cardkey Security Card Access System:

The Theory and Computing Sciences Building access is controlled through a Cardkey security card system. All tenant employees accessing the building after normal business hours will need to obtain a Cardkey through Judy Stickels. ANL will make changes or new entries as requested in writing by Judy Stickels.

Certain tenant suite's lock systems operate using the Cardkey system. All employees should be familiar with the times during which their card is activated or valid. The Office of the Building cannot open doors for tenant employees prior to their personal Cardkey schedule. Please consult Judy Stickels for information and guidelines on your suite specific system.

Tenant Security Responsibilities:

Security measures are only successful when each occupant of the Theory and Computing Sciences Building takes an active role towards a secure environment.

- Valuables and cash (kept to a necessary minimum) should be stored in a safe place. Hang coats and wraps away from the entrance to the office.
- Make sure doors to your office are secured when the office is not occupied and at the close of the business day.
- Inform the Office of the Building of any building keys which are lost immediately.
- Keep purses and gift packages out of sight and locked up in a cabinet or desk.
- All employees and visitors are required to display Argonne issued badge/pass credentials at all times.

- Badges must be worn on the upper part of the body, in plain view at all times while on Laboratory property.
- Rear doors or secondary entrances should be kept locked at all times. Do not prop open exterior doors.

Theft:

Should you suspect that your offices have been broken into or if items are found to be missing, contact an Authorized Person. Theft of all Argonne owned property must be immediately reported to the ANL Protective Services at 2-5730 or 2-5731. Avoid disturbing anything in areas which you feel might have been affected by an intruder.

Lost and Found:

Any individual finding lost items should turn them in to Judy Stickels in room 3142. You can also call the Office of the Building at 630-252-0295 if you have lost any items.

Keys and Locks

Tenant Keying Requests:

All locking hardware, security systems, and keying must be coordinated through Judy Stickels and the Office of the Building. To obtain a key, the Authorized Tenant Representative must contact the Office of the Building. The request will be routed to the Lockshop, which will issue keys upon receiving the form and authorization by a division director, department manager or building administrator.

Additional charges may apply for certain key requests.

Service Personnel and Contractor Access:

Telephone, mechanical, electrical and service-sink closets are an integral part of the building's operational system and are not to be used for storage or any purpose other than their designated use.

All service and repair personnel must report to the Office of the Building prior to commencing work. Installations that require access to any mechanical or other areas must be coordinated with the Building Office in advance.

Approved contractors or service personnel are permitted controlled access to secured areas of the building when cleared through the Office of the Building. The following keys may be distributed by the Office of the Building:

- Mechanical room
- Telephone or data closet
- Slop sink / Maintenance closet
- Electrical closet

*****Contractors must sign-in and out with the Office of the Building before performing any work.*****

*****Contractors must check-out and check-in keys daily.*****

General Maintenance Request

Normal wear and tear is common in all buildings. In the event that you find something in need of repair, please send a maintenance request to: tcsbldgmgmt@anl.gov

Please be sure to include:

- Your Name
- Contact Information
- Description of Maintenance Request
- Location of Request

Lighting Maintenance

Ceiling lighting fixtures in common areas are maintained periodically by the facilities staff. In order to assure that quality and

color of light remain consistent, only staff members should change lighting elements. If bulbs or elements need replacement or other attention, please notify an Authorized Person to contact the Office of the Building.

On rare occasions, ballasts regulating the amount of electricity supplied to the lamps, may overheat and/or burn out. Ballast failure is generally accompanied by a readily identifiable odor. In this event, please report the condition to an Authorized Person immediately.

Please notify an Authorized Person to submit a work request if you notice an exit sign out.

While we attempt to address each lighting request within 24 hours of notification, certain fixtures could take longer to replace.

Janitorial Services

The Theory and Computing Sciences Building is committed to first class janitorial service. We have contracted with an outside service specialist to ensure high quality service.

General office cleaning and periodic window washing are provided Monday through Friday except holidays. Should you have cleaning or trash removal needs beyond the ordinary level of service, the Office of the Building can schedule such additional services upon request. Examples of items requiring extra scheduling for removal are packing cartons, discarded office equipment and other non-compactable materials.

Although most services are scheduled for evening hours, housekeeping personnel are available on a limited basis during the day to maintain public areas and restrooms. The Office of the Building can assist you with any unplanned maintenance needs, which may arise from time to time.

Windows are washed twice per year as conditions require and weather permitting.

The facilities management team regularly inspects the building to ensure high quality of maintenance. However, should a problem arise, the Authorized Person should contact the Office of the Building. We welcome your inquiries and suggestions.

Hazardous Waste Policy:

The Theory and Computing Sciences Building is not a licensed hazardous waste management facility. As such, all hazardous materials, including medical waste, must be disposed of at the expense and liability of individual tenants. Hazardous materials are not allowed in the building without prior consultation with the Office of the Building and appropriate permits from the EPA and OSHA.

Dumpster Requests:

In the event it is necessary to dispose of a large amount of trash, fixtures, furniture or construction debris, a dumpster may be requested through the Office of the Building. Similar to Deliveries, herein, removal of significant items requires advanced notification and reservation of the freight elevator through the Office of the Building.

If items need to be disposed of that are not normal trash, but may not require a dumpster, occupants may place a sticker on the item requesting the night time janitorial staff to dispose of.

Conference Center

Details for the operations of the conference center can be found by visiting the conference center website. The website is currently under construction and this section will be updated once it is complete.

Meeting Rooms

There are 32 small- and medium-sized conference rooms throughout the building

The meeting rooms in building are scheduled within the Laboratory's Zimbra Collaboration Suite. However, you do not need a Zimbra account to schedule the conference rooms or see the schedule. Please follow the appropriate instructions below.

Schedule events via your personal calendar. If you don't want these events to show up in your main calendar, you can create a sub calendar to hold these. To create a new calendar, right-click the word "Calendars" above your Calendar list and select **New Calendar**. This calendar will then provide you with a view of any conference room bookings you create.

To add an appointment to a conference room:

- Open your calendar and create a new appointment. (If using the QuickAdd, click "More Details")
- If you don't want the appointment to show up in your personal calendar, make sure the calendar you created above is selected in the **Calendar** field. You can enter the location in one of three ways.
- Simply enter the room number and click the room as it appears in the list. If multiple rooms are desired, separate them with a semicolon (;). *and/or*

- Click the Find Locations tab. Fill out the search field to find applicable rooms. *and/or*
- Click the Schedule Tab. Click the icon on the line underneath your name and select the icon that looks like a group of buildings. Enter the room's address (e.g. *2C1@tcs.anl.gov*) and press enter. The schedule of availability will appear on the line.

Using any of the above methods will schedule the room. If you choose a time that is not available, the appointment will be rejected, and a notification will be sent to your address.

Meeting rooms will hold between 6 and 12 people.

Worker Safety

It is the policy of the TCSB Trust and Kennedy Wilson as the Facility Manager for the TCS Building, that a safe work place is provided. Contractors and building occupants will conduct their work in a safe manner consistent with good safety practices in addition to all written requirements.

All work to be performed in the TCS Building by a contractor retained by Kennedy Wilson or by a Kennedy Wilsons' employee is required to conform to safe work practices. Kennedy Wilson employees and retained contractors are advised to follow OSHA requirements while performing work. Kennedy Wilson requires all contractors and sub-contractors to fully comply with applicable safety requirements bearing on the performance of work.

Please see Exhibit A for details.

General Guidelines

The Theory and Computing Sciences Building is committed to providing quality space managed with professionalism and an experienced eye for detail. Your help in meeting these standards is greatly appreciated. The following common sense rules protect occupants and visitors and are intended as a broad outline only.

- o Keep exit doors and access to exits clear for passage at all times.
- o Please do not block corridors, elevators, stairwells, or other public spaces, or use them for any purpose other than traveling to or from your offices.
- o Please do not alter the exterior appearance of the building by installing signs, advertisements, notices or other graphics on exterior walls, or interior surfaces visible from outside, without prior permission.
- o Please do not stack boxes or stored items adjacent to the windows. This is dangerous and unsightly.
- o Please do not use temporary paper signs on doors. Interior signs on doors and any directory tablet must be of a size, color and style approved in writing by the Office of the Building.
- o Please do not use plumbing fixtures for other than their intended purposes. Depositing coffee grounds, sweepings, rubbish, rags, acids or other substances in sinks, toilets or other plumbing fixtures can result in damage.
- o Please be considerate of others. This rule prohibits noise audible from the hallways or from adjoining office suites, whether created by musical instruments, radios or televisions, group activities, tenant machinery or equipment, or any other source.
- o The use of an open flame in any area is prohibited. Open flame devices shall include, but are not limited to, candles, potpourri burners, incense burners and oil lamps. Remember, a candle is an open flame; it can easily ignite any combustible material nearby.
- o Please be mindful of floor loading. Extra heavy equipment, i.e., a safe, paper storage, file cabinets all need to be approved by the Office of the Building.
- o Portable space heaters are a potential source of a fire and are prohibited.

Exhibits

- Exhibit A, Safe Work
- Exhibit B, Emergency Procedures

Exhibit A

Theory and Computing Sciences Building (“TCSB”) Kennedy Wilson - Facilities Manager, TCSB

Memorandum – Tenant Notification Protocol for Safe Work Practices of Facilities Manager

Introduction

All work to be performed in the TCS Building by a contractor retained by Kennedy Wilson or by a Kennedy Wilson employee is required to conform to safe work practices.

Kennedy Wilson employees and retained contractors are advised to follow OSHA requirements while performing work.

It is the policy of the TCSB Trust and Kennedy Wilson as the Facility Manager for the TCS Building, that a safe work place is provided. Contractors and building occupants will conduct their work in a safe manner consistent with good safety practices in addition to all written requirements.

Kennedy Wilson, as Facility Manager, requires all contractors and sub-contractors to fully comply with applicable safety requirements bearing on the performance of work. It is the Facility Manager’s responsibility to ensure that safety rules and procedures are enforced. Work is to be performed in a safe manner to protect Argonne’s (the “Tenant”) employees, visitors, the public and adjacent property.

This policy outlines the process for Tenant’s employees to notify Kennedy Wilson of potentially unsafe work practices by a contractor retained by Kennedy Wilson or by a Kennedy Wilson employee observed performing services at TCSB.

Safety Issues Observed

Specifically, the policy addresses the following categories of unsafe work being observed:

1. Life safety issues are observed. Given as an example, but not limited to, life safety equipment not functioning properly or obstructions to an emergency egress path.
2. Unsafe work environment is observed. Given as an example, but not limited to, observing a person using improper tools or not taking appropriate precautions to perform tasks.
3. An emergency situation is observed wherein there is an imminent threat of injury to person or property.

Persons Performing Work

The policy includes work performed by the following parties:

- o Work performed by a Kennedy Wilson employee.
- o Work performed by a vendor contracted by Kennedy Wilson.
- o Work performed by a vendor contracted by Tenant.

Actions to be Taken by Tenant

The actions to be taken if any of the above conditions are observed:

1. Life safety issues are observed. If a Tenant observes such conditions, they are directed to contact Judy Stickels for notification. Judy will notify Kennedy Wilson to report the condition. Kennedy Wilson will investigate and correct any issues observed and provide a report to the Trust and Tenant of the resolution.
2. Unsafe work environment is observed. If a Tenant observes such actions, they are directed to contact Kennedy Wilson at 630-252-0295 for notification. Kennedy Wilson will investigate and correct any issues observed and provide a report to the Trust and Tenant of the resolution.
3. An urgent situation is observed wherein there is an imminent threat of injury to person or property. If a Tenant employee observes such actions, they are directed to contact Kennedy Wilson at 630-252-0295 for immediate notification. Kennedy Wilson will investigate and correct any issues observed and provide a report to the Trust and Tenant of the resolution.

The Kennedy Wilson Office is located in Room 1168. Kennedy Wilson staff is on site from 7 a.m. until 5 p.m. Monday through Friday, holidays excepted.

In all instances, the tenant should include a description of:

- o The location of the observation,
- o What specifically they observed; and
- o A description of the person working.

Insurance

Current policy requires obtaining of evidence of insurance from all contractors and subcontractors by Kennedy Wilson. The submittal of evidence of insurance, with additionally insured, applies to all companies on the site whether or not the vendor and contractor (with related subcontractors) were retained directly by Kennedy Wilson, the Trust or the tenant. The Trust, Tenant and Kennedy Wilson shall be named as additional insured.

Worker Qualifications and Communication

Prior to retaining a contractor to perform work, this policy will require the following steps be taken:

1. Kennedy Wilson employees are advised to follow OSHA requirements while performing work.
2. Qualify contractors and subcontractors as suitable to work and perform the specific type of work requested.
3. The standard Service Contract used by Kennedy Wilson requires compliance with OSHA and other applicable regulations.
4. All vendors performing work at the site are required to review and execute a form indicating they've reviewed and will adhere to the Building's Work Standards, including safety and security guidelines.
5. Communication of site specific requirements, policies and procedures.
6. Contractor shall provide clear supervisory expectations to their employees.
7. Review of potential hazards and determination of area closures are warranted.
8. No work shall take place when a representative of the building is not in attendance.

Record Keeping

Kennedy Wilson will maintain reports on each incident reported and the resolution of each instance for review by the Tenant or the Trust.

