

CONTENTS

EMERGENCY PROCEDURES

In an Emergency	3
Employee or Public Accident	4
Biological or Chemical Threats	5
Severe Weather	6
Fire	7
Bomb Threat	8
Bomb Checklist	9
Elevator	10
Building or Floor Evacuation	11
Power Failure	12

GENERAL BUILDING INFORMATION

Personnel and Phone Numbers	14
Northmarqdirect.com	15
Certificate of Insurance	16
Construction/Changes to Suite	17
Deliveries	18
Directory Strips & Suite Signs	19
Electronic Card Access	20
Hours of Operation	21
Keys	22
Move-In Procedures	23
Parking	24
Smoking	24
Soliciting	24
Storage	24
Bike Storage.	24

SERVICES AND AMENITIES

Conference Room	26
Heating/Air Conditioning	26
Janitorial Service	27
Lights	27
Mail Services	28
Maintenance	28
Notary Public	29
Pets, Dogs, & Bicycles	29
Retail Services	29
Security	30
Trash Removal	31
Recycling	31
Recycling Information	32

APPENDIX

Building Rules and Regulations	33
Tenant Information Request Form	37

EMERGENCY PROCEDURES

IN AN EMERGENCY...

TENANT EMERGENCY PROCEDURES

POLICE/FIRE/AMBULANCE	9 – 1 – 1
Tenant Service Request (Hot Line)	(952) 831-1001
After-Hours Property Protection	(952) 831-1001
Management Office at Butler Square	(612) 339-4343

Emergencies and disasters are unpredictable and strike without warning. It is for this reason that NorthMarq has implemented organization and preplanning procedures for effective emergency action.

This handbook contains quick reference information and procedures on how to report an emergency and what to do.

Each tenant of Butler Square should have a “safety warden” whose responsibility is to make sure emergencies are handled properly and to make sure employees are properly evacuated.

EMPLOYEE OR PUBLIC ACCIDENT

In the event an accident or illness of an employee or visitor takes place in your office area:

1. Call Police/Fire **9 – 1 – 1**
2. Give Police/Fire Dispatcher the following information:
 - a. Building name and address: Butler Square, 100 North Sixth Street.
 - b. Suite number, which elevator bank to use (A, B or C) and floor number of emergency.
 - c. Your name and the telephone number you are calling from
 - d. What happened to the injured party and his or her physical condition?
 - e. How many people are involved?
 - f. What medical treatment/first aid is currently being given?

The information you provide is vital in allowing the dispatcher to send to the scene the specific medical help that is needed. The dispatcher may also be able to tell you how to best care for the injured party until the ambulance arrives. Do not hang up first because the dispatcher may need additional information.

3. Do not move injured or ill person. Try to make them comfortable.
4. If possible, assign someone to watch for the arrival of emergency medical personnel and guide them to the person or persons needing assistance.
5. Call the NorthMarq management office at **(612) 339-4343** or after hour's number at **(952) 831-1001**; report the above information. Inform them that you have called the Police/Fire Department.

THIS IS WHAT HAPPENS:

1. Fire Rescue Squad will be with you shortly and administer necessary medical assistance.
2. Ambulance will arrive and take injured or ill person to hospital for professional help, if necessary.
3. NorthMarq personnel will be there shortly to assist with any information, reports, etc.

BIOLOGICAL OR CHEMICAL THREATS

If you receive or encounter any suspicious material or substance:

1. Call **911** and state the following information:
 - a. Building name and address: Butler Square, 100 North Sixth Street.
 - b. Suite number, which elevator bank to use (A, B or C) and location of suspicious material or substance.
 - c. Explain situation.
2. Call NorthMarq management office at **(612) 339-4343** or after hours **(952) 831-1001** from a safe place and state the following information:
 - a. You have called 911 and reported a suspicious material/substance.
 - b. Floor of building/suite number and location of suspicious material or substance.
3. The police will respond to the call and determine what actions are necessary.

SEVERE WEATHER

TORNADO WARNING:

By definition, a tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. The Weather Service will announce the approximate time of detection and direction of movement. Wind will be 75 MPH or greater.

PUBLIC WARNING:

An announcement will come over the radio, TV, or five-minute steady blasts or sirens by the Civil Defense Warning System.

If strong winds, heavy rain or large hail are present, take shelter immediately.

Your office may wish to purchase a weather radio that activates when the U. S. Weather Bureau issues an alert.

ACTION TO TAKE:

1. Get away from the perimeter of the building and exterior glass. Do not watch the tornado. **LISTEN FOR ANNOUNCEMENT.**
2. Leave your exterior office – close the door.
3. Go to the center corridor of building or the B bank of elevators. This is in the main corridor. If you do not have access, go to the closet elevator bank.
4. Sit down in the corridor and protect yourself by putting your head as close to your lap as possible or kneel, protecting your head.

IF YOU ARE IN TRANSIT IN THE BUILDING:

1. Take stairwell to 1st Floor – Lower Level for shelter. Do not use elevator.
2. Do not go to the first floor lobby or outside the building.

IF YOU ARE CAUGHT IN AN OUTSIDE PERIMETER OFFICE:

1. Seek protection under a desk.

If you would like further information, tune your radio to WCCO at 830 AM on your radio dial.

FIRE PROCEDURE

Upon discovery of a fire:

1. Call Fire/Police at **911**.
 - a. Give building name and address: Butler Square, 100 North Sixth Street
 - b. Give suite number and elevator bank to use (A, B or C)
 - c. Give details of fire emergency.
 - d. Remove persons in immediate danger.
 - e. Confine fire – close doors within your suite.
2. Call NorthMarq management office at **(612) 399-4343** or after hours at **(952) 831-1001** and report the above information. Inform them that you have called the Fire/Police.
3. Red fire alarm pull stations, visible and audible alarms, fire extinguishers and smoke detectors are located on each floor by the elevator lobby. There is also a pull station and audible alarm located by each stairwell. A pull station, when activated, will sound an audible alarm, which notifies occupants of fire. If a sprinkler head detects heat of 165 °, they will disperse water. Alarms will only sound on the floor that detects the fire along with the floor above and below. Elevators will capture and return to 1st floor.
4. **Evacuate the building. See evacuation procedure included herein.**

Each tenant is responsible to assign a “Safety Warden” within their suite to help assist employees to the closest stairwell. All handicapped personnel should be assigned a “buddy” or two to help them in and down the stairwell. Please call the NorthMarq management office with a list of handicapped personnel within your employ.

5. Do’s and Don’ts
 - a. Do not attempt to fight the fire.
 - b. Do use stairwell exits only and proceed down to the 1st floor – exiting outside.
 - c. Do not use elevators. Elevators are removed from service when an alarm detects fire.
 - d. If caught in heavy smoke, take short breaths; breathe through your nose, then crawl to escape. The air is better near the floor.
 - e. Close all office doors within your space.

THIS IS WHAT HAPPENS

1. Fire Department and the NorthMarq management office will respond.
2. NorthMarq management personnel when authorized by the Fire Department will give an “all clear” announcement over the Building Address System.

BOMB THREAT

In the event a bomb threat is received:

1. Immediately call Police/Fire Department **9 – 1 – 1**
 - a. State – “I have received a bomb threat.”
 - b. Give company name.
 - c. Give building name, address and floor: Butler Square, 100 North Sixth Street.
 - d. Give name of person receiving the call.
 - e. Give number of caller from “*69”.
2. After you have notified Police/Fire, notify the NorthMarq management office at **(612) 339-4343** or after hours **(952) 831-1001**.
3. Commence search of your area to determine if any strange objects are present – **DO NOT TOUCH SUSPICIOUS OBJECT IF FOUND**.
4. Report to Police the results of your search.
5. Fill out the checklist immediately following this page. This checklist is a guide on handling a bomb threat call and the information to record and have available for authorities.

THIS IS WHAT HAPPENS:

1. Police and NorthMarq management personnel will respond.
2. Police and NorthMarq management personnel make building search.
3. Police or Bomb Squad contacts and questions the person who received the bomb threat.
4. A building evacuation may take place as authorized by the Police. If this is the case, you will hear an announcement over the public address system.
5. An “all clear” announcement will be given on the building public address system when authorized by the Police and the NorthMarq management office.

BOMB CHECKLIST

- | | | |
|---|---|-----------------------|
| 1. When is the bomb going to explode? | _____ Slurred | _____ Whispered |
| 2. Where is the bomb right now? | _____ Ragged | _____ Clearing throat |
| 3. What does the bomb look like? | _____ Deep breathing | _____ Cracking voice |
| 4. What kind of bomb is it? | _____ Disguised | _____ Accent |
| 5. What will cause the bomb to explode? | _____ Familiar | |
| 6. Did you place the bomb? | <i>(If voice is familiar, who did it sound like?)</i> | |
| 7. Why? | _____ | |
| 8. What is your address? | _____ | |
| 9. What is your name? | _____ | |

BACKGROUND SOUNDS

- | | | | | | | | | | | | | | | | | | |
|--|--|---------------------|-----------------|--------------|----------------|---------------------|-------------|-----------------|--------------|-------------|--------------------|---------------------|-------------|-------------|-------------------|-------------|-------------------------------|
| <p style="text-align: center;">EXACT WORDING OF BOMB THREAT</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Sex of caller: _____ Race: _____</p> <p>Age: _____ Length of call: _____</p> <p>Telephone number at which call is received:</p> <p>_____</p> <p>Time call received: _____</p> <p>Date call received: ____/____/____</p> | <table border="0" style="width: 100%;"> <tr> <td>_____ Street noises</td> <td>_____ Machinery</td> </tr> <tr> <td>_____ Voices</td> <td>_____ Crockery</td> </tr> <tr> <td>_____ Animal noises</td> <td>_____ Clear</td> </tr> <tr> <td>_____ PA System</td> <td>_____ Static</td> </tr> <tr> <td>_____ Music</td> <td>_____ House noises</td> </tr> <tr> <td>_____ Long distance</td> <td>_____ Local</td> </tr> <tr> <td>_____ Motor</td> <td>_____ Office mach</td> </tr> <tr> <td>_____ Booth</td> <td>_____ Other(<i>specify</i>)</td> </tr> </table> | _____ Street noises | _____ Machinery | _____ Voices | _____ Crockery | _____ Animal noises | _____ Clear | _____ PA System | _____ Static | _____ Music | _____ House noises | _____ Long distance | _____ Local | _____ Motor | _____ Office mach | _____ Booth | _____ Other(<i>specify</i>) |
| _____ Street noises | _____ Machinery | | | | | | | | | | | | | | | | |
| _____ Voices | _____ Crockery | | | | | | | | | | | | | | | | |
| _____ Animal noises | _____ Clear | | | | | | | | | | | | | | | | |
| _____ PA System | _____ Static | | | | | | | | | | | | | | | | |
| _____ Music | _____ House noises | | | | | | | | | | | | | | | | |
| _____ Long distance | _____ Local | | | | | | | | | | | | | | | | |
| _____ Motor | _____ Office mach | | | | | | | | | | | | | | | | |
| _____ Booth | _____ Other(<i>specify</i>) | | | | | | | | | | | | | | | | |

BOMB THREAT LANGUAGE

- | | |
|-------------------|--------------------|
| _____ Well spoken | _____ Incoherent |
| _____ Educated | _____ Message read |
| _____ Foul | _____ Threat maker |
| _____ Taped | _____ Irrational |

REMARKS: _____

Your Name: _____

Your Position: _____

Your telephone number: _____

Date checklist completed: ____/____/____

ELEVATOR

Elevators are one of the safest modes of transportation that there is. However, they do have malfunctions due to their sophisticated automatic controls. Elevators go on security Monday thru Friday 5:30 p.m. and remain locked until 7:00 a.m. Monday. Saturday and Sunday the elevators are on security 24 hours. To obtain access to the elevators when locked, you must use your security card to access your floor or suite.

WHAT TO DO IN AN EMERGENCY:

1. Push the telephone call button on the elevator panel.
2. Phone will automatically be answered by Otis Elevator, 24 hours per day, 7 days a week. Otis Elevator has 24-hour access to the building.
3. Give building name, address, and elevator car number.
4. Remain calm.
5. Answer phone in the elevator if it rings.
6. **Do not** try to force open an elevator door.
7. Should a medical emergency take place while in a malfunctioning elevator, use the phone in the elevator. Otis Elevator will contact the Police/Rescue Squad, and they will respond immediately.

THIS IS WHAT HAPPENS:

1. Elevator repair person will respond.
2. Someone will be in touch with you by phone or from outside the elevator.
3. Passengers will be assisted as soon as possible.

BUILDING OR FLOOR EVACUATION

It is the responsibility of each employee to be familiar with evacuation plans. It is also the responsibility of each employee to know their company “Safety Warden” as well as their alternates. Each employee should be familiar with the locations of the fire stairwells and procedures of evacuating any handicapped employees.

DO’S

1. Follow the predetermined procedures for evacuating any handicapped personnel.
2. Close the door of your office as you leave.
3. Form evacuation line – two abreast.
4. Use enclosed stairwell for evacuation.
5. Keep talking to a minimum.
6. Use handrails in enclosed stairwells.
7. Listen for instructions over Building Address System and follow them.
8. In stairwell, watch out for individuals from the Fire Department or NorthMarq management office coming up stairwell to handle emergency.
9. Be ready to merge with other people evacuating the building.
10. Once out of the building, keep moving away from the building to perimeter of building site.
11. Keep calm.

DON'TS

1. Do not go to the elevators – they will not respond.
2. Once you have left your area, do not return.
3. Do not run or create panic.
4. Do not return to the office until the “all clear” announcement is given by the Fire Department or NorthMarq management office over the public address system.
5. No smoking.

The stairwells are to be used *only* for emergency evacuation. They are not to be used for exercise, smoking, exiting the building or any other activity.

POWER FAILURE

In the event the building incurs a power failure:

1. Raise blinds to let in outside light.
2. Use a portable flashlight. The building has an emergency generator, which will light the common corridor and stairwells.
3. If you are instructed to evacuate, lock all areas.
4. Do not congregate in the lobby or atrium areas.
5. Return to the building when instructed by the proper authorities.
6. **LISTEN FOR ANNOUNCEMENT!** If you are trapped in an elevator during a power failure, wait for assistance. Your elevator will cease **normal** operation; there will not be a power failure to the elevators as the elevators are hooked up to an emergency generator. Do not force open the doors or try to escape through the roof hatch. **DO NOT PANIC.**

THIS IS WHAT HAPPENS:

1. NorthMarq management personnel will respond with flashlights to help anyone evacuate the building if necessary.
2. NorthMarq management staff will shut down as much equipment as possible to avoid serious damage when power is returned to the building.

GENERAL BUILDING INFORMATION

PERSONNEL AND TELEPHONE NUMBERS

NORTHMARQ (612) 339-4343

Property Management

Office		(612) 339-4343
Tim Lutz	Engineer	(612) 339-4343
Barb Lene	Operations Assistant	(612) 339-4343

Marketing / Leasing

Sonja Breyfogle	(612) 305-2144
Brent Erickson	(612) 305-2110

Security

Main Number (normal business hours)	(612) 339-4343
Monday – Friday (after hours)	(952) 831-1001
Saturday - Sunday	(952) 831-1001

Maintenance Hot-Line

Main Number (normal business hours)	(612) 339-4343
Monday – Friday (after hours)	(952) 831-1001
Saturday - Sunday	(952) 831-1001

Janitorial

Krendell Breaux - ABM Cleaning Supervisor	(612) 319-1299 (Page)
After Hours	(612) 366-2310 (Cell)

Minneapolis Police Department 9 – 1 – 1

Minneapolis Fire Department 9 – 1 – 1

Emergency 9 – 1 – 1

NORTHMARQ-DIRECT.COM

Dear Tenant,

We are pleased to introduce you to NorthMarq-Direct.

We believe you will find northmarqdirect.com a valuable resource for your company and we encourage you to sign up as soon as possible. At www.northmarqdirect.com you can search for the Butler Square building and at Butler Square's home page you can find great information that is available to all of the employees in your company (no log in required). Management will use this site to communicate building news and events.

At northmarqdirect.com, after logging in, you can discover how this site can help you with your building related needs such as reserving a conference room, requesting maintenance services, emergency procedures or viewing the tenant handbook.

If you have any questions regarding the sign up procedure for NorthMarq-Direct, please call the management office at **(612) 339-4343**.

CERTIFICATE OF INSURANCE

Each tenant must provide a "Commercial General Liability Insurance" policy as agreed to in Article 10, Section 10.2 of the lease document. The additional insured party named in your insurance coverage is **Butler Properties, LLC (owner)** and **NorthMarq Real Estate Services LLC (managing agent for owner)**. The certificate should read "Butler Properties, LLC and NorthMarq Real Estate Services LLC are hereby named as additional insured as their interests may appear with respects to the leased office space at 100 North Sixth Street, Minneapolis, MN 55403.

Please have your insurance agent forward a Certificate of Insurance to NorthMarq at the following address:

NorthMarq Real Estate Services LLC
Attn: Bev Mattice
3500 American Blvd. W. #200
Bloomington MN 55431

Or have a copy faxed to Bev Mattice at (952) 893-8189.

CONSTRUCTION / CHANGES TO SUITE

Because of the complexities of the building and due to the historical nature of Butler Square (Butler Square is listed on the National Registry of Historic Buildings), we have very strict guidelines to follow when making any changes to the building or the tenant suites. Please note the following:

1. All changes to the tenant suites, no matter how small they may seem, must have prior approval from the NorthMarq management office.
2. No nails or screws are allowed to be attached to the wood beams or bricks without prior approval of the NorthMarq management office.
3. All contractors doing work in Butler Square must be approved by the NorthMarq management office.
4. The General Contractor Guidelines packet must be signed off on by any contractor doing work at Butler Square.
5. All contractors must provide the building with current proof of insurance.

Any contractors found working in the building without prior approval from the management office will be asked to stop work immediately and leave the building.

If you have any questions regarding changes to your suite, please call the NorthMarq management office at **(612) 339-4343**.

DELIVERIES

Daytime deliveries in the loading dock area are limited to 20 minutes maximum. Any deliveries over 20 minutes must be scheduled with the NorthMarq management office at **(612) 339-4343**. Loading dock deliveries can be made from 6:00 p.m. until 5:30 a.m. Monday through Friday.

Repairs to the building are part of operating costs, which are paid by all tenants.

Handcart Deliveries – Please note the following:

- All handcart deliveries must be made through the loading dock only. No handcart deliveries can be made through the main floor common areas.
- It is not necessary to reserve the freight elevator for handcart deliveries. Please remember, however, that carts of any nature must have rubber wheels and used only in the freight elevator.

ELECTRONIC CARD ACCESS

For the protection and safety of the tenants in Butler Square, we have a proximity card access security system which controls and monitors off-hour access to the building and limits elevator access to floors. Access is by a cardkey during the following hours:

	<u>Elevator</u>	<u>Building</u>
Monday – Thursday	5:30 p.m. to 7:00 a.m.	1:00 a.m. – 6:00 a.m.
Friday	5:30 p.m. to 7:00 a.m.	2:00 a.m. – 6:00 a.m.
Saturday	All day	2:00 a.m. – 7:00 a.m.
Sunday	All day	All day
Holiday	All day	All day

NorthMarq management provides each tenant with cardkeys that are then assigned by the tenant to specific employees. Each employee is responsible for his/her own cardkey. Transfer of cardkeys among employees is prohibited.

If an employee loses his/her cardkey, **please report it immediately to the NorthMarq management office at (612) 339-4343** to ensure the security of the building and all tenants. When a cardkey is reported lost or stolen, it is immediately deleted from the computer memory, rendering it useless for future access. A printed record of each card's use detailing times and dates of activity may be obtained from NorthMarq management office upon request.

If a card should become lost, additional building cardkeys are available at a cost of \$10.00 each. It is your responsibility as a tenant to notify us of necessary name changes, additions or deletions to and from the system. It is very important that each tenant knows which employee is holding a given cardkey in order to utilize the aforementioned features. **Please allow 24 hours notice for any changes which must be accompanied by a letter of authorization.**

Upon termination of lease, all access cards must be returned to the management office. A \$10.00 fee will be charged for each access card not returned.

CARDKEY OPERATION

When presenting your access card to the reader, make sure you hold the card 3-4 inches away from the card reader. Present the front or back of the card, not the edge. A green light and a "beep" will indicate that your card has been accepted and access is granted. A red light indicates that your card has been denied. If this happens, contact the management office at **(612) 339-4343**.

Your access card has been individually programmed to allow you access to specified areas of the building as authorized by the management office. The readers on the elevators will allow you access to secured floors for which you are authorized. To use your access card in the elevator, you must present your card to the reader and then press the floor indicator button for the floor you wish to access. If your card is not authorized for that floor, the reader will display a red light.

HOURS OF OPERATION

Building Hours

Butler Square is open to the public between the hours of:

Monday & Tuesday	6:00 a.m. to 12:00 a.m.
Wednesday & Thursday	6:00 a.m. to 1:00 a.m.
Friday	6:00 a.m. to 2:00 a.m.
Saturday	7:00 a.m. to 2:00 a.m.
Sunday and Holidays	Closed

The building is accessible after hours by a cardkey system. The card readers for the building are located at 2nd Avenue, 1st Avenue, and 6th Street Handicap and Skyway. On various holidays the building is locked up, but still available by cardkey to tenants.

Dock Hours

Monday - Friday	6:00 a.m. to 10:00 p.m.
Saturday	7:00 a.m. to 10:00 p.m.
Sunday	Closed
Holidays	Closed

Elevator Hours

The elevators are secured during the following hours:

Monday – Friday	5:30 p.m. to 7:00 a.m.
Saturday	All day
Sunday	All day
Holidays	All day

Access to the upper floors is granted via the cardkey system.

Skyway Hours

The Skyway is open to Butler Square the same hours as above building hours.

Security Guard Hours

	First Shift	Second Shift	Third Shift
Monday	6:00 am – 4:00 pm	6:00 pm – 2:00 am	
Tuesday	6:00 am – 4:00 pm	6:00 pm – 2:00am	
Wednesday	6:00 am – 4:00 pm	6:00 pm – 2:00 am	
Thursday	6:00 am – 4:00 pm	6:00 pm – 2:00 am	
Friday	6:00 am – 4:00 pm	5:00 pm – 12:00 am	12:00 am -8:00 am
Saturday	8:00 am – 4:00 pm	4:00 pm – 12:00 am	12:00 am-8:00 am
Sunday	8:00 am - 6:00 pm	6:00 pm – 2:00 am	
Holidays	Guard On Duty 24/7		

The security guard is available to escort on a limited basis, if necessary, and within on half to one block radius.

KEYS

Each tenant receives keys to their suite at move-in.

All dispersed keys are the responsibility of the tenant. In the event keys are lost or misplaced, or if you desire to have suite entry changed, please contact the NorthMarq management office at **(612) 339-4343** to make arrangements. All locksets must be keyed to the building master key system to permit access to all areas of the building by the property management or other officials in the event of a fire or other emergency.

All costs associated with new keys, re-keying, or additional locksets will be billed separately to each tenant.

MOVE-IN / MOVE-OUT PROCEDURES

Moving and all necessary arrangements are the responsibility of the tenant. The NorthMarq, management office will assist in every way possible to make your move-in or move-out as easy and convenient as possible.

- Please inform us of your moving contractor and have your agent call to set up a meeting with us as soon as possible to discuss the proper move-in or move-out procedures.
- Please schedule all move-ins or move-outs with the NorthMarq management office at **(612) 339-4343**, if possible, at least one week in advance. The loading dock and freight elevator can be scheduled after 5:00 p.m. Monday through Friday, or anytime on Saturday or Sunday. If necessary, we can pad the A or B bank elevators upon specific request.
- If damage occurs to any of the hallway walls or elevator walls during the move, the tenant will be held responsible for payment of any necessary repairs. If any plants are damaged or stolen during the move, for whatever reason, the tenant will be responsible for the replacement of the plants.
- **NorthMarq management requires that the moving company present a copy of its certificate of insurance.**
- Please have at least one representative from your company supervise your move and the moving company's activities throughout the entire move.

PARKING

Parking is available at Butler Park across the street on 1st Avenue from Butler Square.

Butler Park.....(612) 339-8208

Parking is also available at the city ramps adjacent to Butler Square.

4th Street Ramp.....(612) 376-0090

5th Street Ramp.....(612) 339-2003

7th Street Ramp.....(612) 339-9031

SMOKING

In accordance with the Minnesota Clean Air Act and the more recent Freedom To Breath Act, all common areas, corridors, stairwells, rest rooms, and other public areas are designated non-smoking. We also ask that employees refrain from smoking at the exterior entrances to the building.

SOLICITING

For the convenience and protection of our tenants, soliciting, selling, petitioning and posting of signs is strictly prohibited. If a tenant observes any of these activities in the building, please inform the solicitor that such activities are not permitted in the building and/or call the NorthMarq management office at **(612) 339-4343** immediately. We will send a staff member to escort the individual from the premises.

STORAGE

Butler Square has storage spaces available for rent in the building. These spaces come in a variety of sizes and configurations. Contact the NorthMarq management office at **(612) 339-4343** for more information on rates.

BIKE STORAGE

In addition to our bike racks by 2nd Avenue, Butler Square also has a “secured” storage area with lockers in the lower level of the building for those who want to securely park their bikes for a nominal fee. If you are interested in the “secured” storage area, please contact the management office at **(612)-339-4343**.

SERVICES AND AMENITIES

CONFERENCE ROOM

The building conference room is located on the first floor across from the escalator. The conference room is capable of seating approximately thirty people and can be divided by a moveable wall to accommodate two separate groups of approximately fifteen people in each conference room. There is video/audio equipment available for you to use just by signing out a key from the management office (Suite 220C). The rooms are available free of charge to the tenants of Butler Square. The rooms are available on a first come, first serve basis. Use www.northmarqdirect.com, "*Conference Room*" to reserve the rooms yourself or contact the NorthMarq management office at **(612) 339-4343**. Please do not adhere ANYTHING to the walls, glass, or fixtures within the conference room area, dispose of all trash when finished using the conference room area, inform the management office of any spills immediately so that we can properly clean the carpet, and when finished with the conference room, please arrange the room as you found it.

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

NorthMarq management takes great pride in providing a comfortable environment for you and your employees. We are committed to a quick response to your heating or air conditioning concerns.

If your space is hot or cold, use www.northmarqdirect.com , "*Work Request*" or call the NorthMarq management office at **(612) 339-4343** to request service. If the onsite office is closed and it is an emergency, call the NorthMarq maintenance hot line at **(952) 831-1001** and the engineer on duty will respond as soon as possible.

JANITORIAL SERVICE

Janitorial services are provided by ABM Cleaning Services. Listed below is a brief overview of services that are provided routinely:

- Mop all flooring in office spaces as necessary, not less than twice a week.
- Vacuum carpeted areas nightly.
- Dust, clean all furniture, fixtures, desk equipment, displays, telephones, files, windowsills and blinds.
- Sweep and wash rest rooms. Wash and polish mirrors, clean toilets, urinals, and basins.
- Empty and clean wastepaper baskets, ashtrays, receptacles, etc.
- Clean all sinks and countertops in kitchens, checking under sink areas for trash and cleaning as necessary.
- Spot clean side light glass as necessary.
- Spot clean all partitions and partition glass.
- Spot clean all carpets.

In the event services are not to your satisfaction, please do not hesitate to call the NorthMarq management office at **(612) 339-4343** so that we may respond to your needs in an efficient and effective manner.

LIGHTS

Please report burned out lights via www.northmarqdirect.com "*Work Request*" or call NorthMarq management office during normal business hours at **(612) 339-4343** or after hours at **(952) 831-1001**. Maintenance personnel will be sent to replace the burned out bulbs. There is no charge to replace building standard light bulbs.

MAIL SERVICES

Mail Delivery

The building's central mail station is located on the first level of the building. Regular mail is delivered to this central station and then delivered to the tenants by approximately 3:00 p.m. Monday through Friday. Tenants may also pick up their mail at the will-call door at the Post Office between 10:00 a.m. and 11:00 a.m. Monday through Friday however; tenants will need to make prior arrangements for this service.

Outgoing Mail

Mail is picked up daily from the Post Office at 2:30 p.m. and 5:00 p.m.

Express Mail Services

Drop boxes are centrally located for your convenience on the first level next to the freight elevator with the following express mail services:

<u>Service</u>	<u>Pick Up Time</u>
Federal Express Monday through Friday	6:30 p.m.
UPS Monday through Friday	8:00 p.m.

MAINTENANCE

In the event maintenance problems arise within your space or in the building common area, please use www.northmarqdirect.com, "*Work Request*" or notify the NorthMarq management office at **(612) 339-4343** or the 24-hour maintenance hot line at **(952) 831-1001**.

Give your name, company name, suite number, the nature of the problem, and that you are at Butler Square, and maintenance personnel will be sent to assist you as soon as possible.

Maintenance personnel are equipped to maintain lighting, plumbing, electrical, cooling and heating problems.

NOTARY PUBLIC

The services of a Notary Public are available free to Butler Square tenants at the NorthMarq management office, Suite 220C.

PETS, DOGS, & BICYLCES

It is the policy of the building that no dogs, pets or bicycles are allowed in the building. There is a bike rack available to secure your bicycle. It is located outside the 2nd Avenue entrance to Butler Square.

RETAIL SERVICES

<u>Tenant</u>	<u>Service</u>	<u>Hours</u>	
ATM Cash Machine	Cash machine (Fastbank)	24 hours	
General Store	Pop, candy, magazines, newspapers, lotto tickets, cards and other convenience items.	M-F	7:30 a.m. to 5:30 p.m.
Cradle Club	Day care center for infant to school age children	M-F	6:00 a.m. to 6:00 p.m.
US Post Office	Mail Service	M-F	9:00 a.m. to 5:00 p.m.
<u>Restaurants</u>			
Kokapelli	Deli	M-F	7:00 a.m. to 3 p.m.
Champps	Sit-down restaurant and bar.	M- Sat Sun	11:00 a.m. to 1:00 a.m. 11:00 a.m. to 10:00 p.m.
D'Amico Cucina	Four-star, sit-down restaurant serving dinner.	M-Thur F-Sat Sun	5:30 p.m. to 10:00 p.m. 5:30 p.m. to 11:00 p.m. Closed

SECURITY

Security Guard

Security guards are on duty Monday-Thursday 9:00 a.m. to 2:00 a.m., Friday 6:00 a.m. to Sunday at 2:00 a.m. In the event of an emergency, a guard will be available to assist you by calling **(612) 339-4343** or after hours at **(952) 831-1001**.

The guards patrol all floors of Butler Square. They do not enter tenant suites unless the suite doors are found unlocked or a suspicious condition is discovered.

The security guard is available to escort on a limited basis, if necessary, and within one-half to one block radius of Butler Square.

Theft: Your call will be answered 24 hours a day by our switchboard and will be immediately routed to the security officer on duty at Butler Square. Also, please remember it is all of our responsibilities to keep Butler Square a safe and secure place. If you notice any unusual activity (suspicious people, doors unlocked, etc.), call the number above immediately and then call police. Please make these numbers available to all of the employees in your suite and have them post the numbers near their telephone.

Ramp Parking:

If parked in one of the ramps below, anyone concerned about their safety can call the number below and the ramp security guard will come to Butler Square and escort you to their vehicle.

4 th Street Ramp	(612) 376-0188
5 th Street Ramp	(612) 339-7750
7 th Street Ramp	(612) 333-9042

Emergency Notification Names:

We request that each tenant provide the NorthMarq management office with names and home telephone numbers of the tenant's employees who should be notified in case of an after-hours emergency in your office. All telephone numbers will be held in strict confidence.

Alarm Systems:

Please notify the NorthMarq management office if you have an alarm system. We should receive an access card or number to be able to enter your suite in case of an emergency and for the cleaning crew. This code or access card will be kept confidential and in a secure location.

TRASH REMOVAL

Trash from normal everyday office operations will be removed nightly by the janitorial staff. Furniture, equipment carts or crates cannot be handled by the building or janitorial staff and must be removed by the tenant's supplier. Please be sure to make sure the necessary arrangements with your supplier prior to the delivery of furniture and equipment.

Trash labels are provided by the janitorial contractor for items too large for wastebaskets.

Please break down all boxes to be recycled. Please do not place any trash in the common corridor for pick-up.

RECYCLING

As with many corporations across the nation, NorthMarq management is concerned with the environment. In an effort to minimize both un-recycled waste and trash removal expenses, we offer a complete office-recycling program. Your office paper, cardboard, glass and aluminum may be discarded in various recycling containers. (See following attachment, which lists all recycling materials.) Tenants are responsible for providing and dumping their desk recycling bins into a common recycle bin located within their suite. Our nightly janitorial service will dispose of your common recycle bin into our building recycle bins. For more information or to order cardboard desk recycling bins, please contact the NorthMarq management office at **(612) 339-4343**.

The following items CANNOT be thrown in the trash and need to be recycled:

Batteries: Includes all batteries, AAA, AA, C, D, button cell, 9-volt, and all others, both rechargeable and single use. There will be a bin located in the management office (Suite 220C) for tenants to bring their batteries and have them recycled.

Electronic devices: Includes most monitors; including cathode ray tube (CRT), liquid crystal diode (LCD), and plasma monitors, computers, printers, VCRs, cell phones, telephones, radios, and microwave ovens. Please notify the management office if you have any electronic devices which you need to get rid of. The management office will send out a quarterly notice to the tenants of a specific date that we have scheduled for a pickup to recycle these items. In order to encourage this process, there will be no charge to the tenant for recycling the items mentioned above.

Appliances: If you have an appliance that needs to be disposed of, please call the management office for a vendor to contact. The cost of the disposal of the appliance will be the tenant's cost.

Do Recycle These:

Newsletters
Adding Machine Paper
Post-it-Notes
Computer Paper
Miscellaneous Forms
Reports
Pastel colored paper
Cardstock
Stationary
Index Cards
Computer Printouts
Copier Paper
Phone Message Slips
Envelopes
Manila File Folders
Window Envelopes
Carbon-less Forms
Newspapers/Magazines
Fax Paper

Do NOT Recycle These:

Copier Paper Ream Wrappers
Food Waste
Bathroom Wastepaper
Food Containers
Napkins
3 Ring Binders
Candy Wrappers
Tyvek Synthetic Envelopes
Label & Envelope Boxes
Metal
Paper Bags
Pizza Boxes
Photographs
Hanging File Folders, plastic tabs
Transparencies
Styrofoam (cups, plates, and peanuts)
Dark colored paper
Gift wrap
Brown Envelopes

Note: paper clips, staples, and rubber bands DO NOT need to be removed.

All colors of glass bottles and jars, steel, tin, and aluminum cans, and plastic bottles with necks that are of the volume of one gallon or less may be co-mingled together and recycled.

BUILDING RULES AND REGULATIONS

1. No sign, placard, picture, advertisement, name or notice shall be installed or displayed on any part of the outside or inside of the Building without the prior written consent of the Landlord, which consent shall not be unreasonably withheld. Landlord shall have the right to remove, at Tenant's expense and without notice, any sign installed or displayed in violation of this rule. All suite identification signs or lettering shall be in conformance with the Building's standards and shall be installed at the expense of Tenant by a person or vendor chosen by Landlord. In addition, Landlord reserves the right to change from time to time the format of the signs or lettering and to require previously approved signs or lettering to be appropriately altered.

2. No window treatment or signage hanging of any kind is to be placed on the windows or glass walls of the Premises without prior Landlord approval. No awning shall be permitted on any part of the Premises. Tenant shall not place anything or allow anything to be placed against or near any glass partitions or doors or windows which may appear unsightly, in the opinion of Landlord, from outside the Premises.

3. Tenant shall not obstruct any sidewalks, halls, passages, exits, entrances, elevators, escalators or stairways of the Building. The halls, passages, exits, entrances, shopping malls, elevators, escalators and stairways are not for the general public, and Landlord shall in all cases retain the right to control and prevent access to the Building of all persons whose presence in the judgment of Landlord would be prejudicial to the safety, character, reputation and interests of the Building and its tenants provided that nothing contained in this rule shall be construed to prevent such access to persons with whom any tenant normally deals in the ordinary course of its business, unless such persons are engaged in illegal activities. No tenant and no employee or invitee of any tenant shall go upon the penthouse and/or roof of the Building. Furniture placement must kept eighteen inches (18") from the perimeter wall of the Building (or shall be mobile to be moved from said perimeter) and in no event shall access to the mechanical panels on the Building's perimeter be blocked or materially impeded.

4. The directory of the Building will be provided exclusively for the display of the name and location of tenants only and Landlord reserves the right to exclude any other names therefrom.

5. Tenant shall not cause any unnecessary labor by carelessness or indifference to the good order and cleanliness of the Premises and/or the Building. Landlord shall not in any way be responsible to any Tenant for any loss of property on the Premises, however occurring, or for any damage to any Tenant's property by the janitor or any other employee or any other person, except intentional damage to property.

6. Landlord will furnish Tenant free of charge with two keys to each door in the Premises. Landlord may make a reasonable charge for any additional keys, and Tenant shall not make or have made additional keys, and Tenant shall not alter any lock or install a new or additional lock or bolt on any door of its Premises. Tenant, upon the termination of its tenancy, shall deliver to Landlord the keys of all doors which have been furnished to Tenant.

7. If Tenant requires a burglar alarm or similar services, it shall first obtain, and comply with, Landlord's reasonable instructions in their installation.

8. No equipment, materials, furniture, packages, supplies, merchandise or other property will be received in the Building or carried in the elevators except between such hours and in such elevators as may be reasonably designated by Landlord.

9. Tenant shall not place a load upon any floor which exceeds the load per square foot which such floor was designed to carry and which is allowed by law. Landlord shall have the right to prescribe the weight, size and position to all equipment, materials, furniture or other property brought into the Building. Heavy objects shall stand on such platforms as determined by Landlord to be necessary to properly distribute the weight. Business machines and mechanical equipment belonging to Tenant which cause noise or vibration that may be transmitted to the structure of the Building or to any space in the Building to such a degree as to be objectionable to Landlord or to any tenant shall be placed and maintained by Tenant, at Tenant's expense on vibration eliminators or other devices sufficient to eliminate noise or vibration. The persons employed to move such equipment in or out of the Building must be reasonably acceptable to Landlord. Landlord will not be responsible for loss of, or damage to, any such equipment or other property from any cause, and all uninsured damage done to the Building by maintaining or moving such equipment or other property shall be repaired at the expense of Tenant.

10. Landlord reserves the right to exclude persons from the Building between the hours of 6 p.m. and 7 a.m. the following day (or such other hours as may be established from time to time by Landlord) and on Sundays and legal holidays, unless that person is known to the person or employee in charge of the Building as being an employee of Tenant and has a pass or is properly identified. Tenant shall be responsible for all persons for whom it requests passes and shall be liable to Landlord for all acts of such persons. Landlord shall not be liable for damages for any error with regard to the admission to or exclusion from the Building of any person.

11. Tenant shall not waste electricity, water or air conditioning. Tenant shall keep corridor doors closed. Tenant shall close and lock the doors of its Premises and entirely shut off all water faucets or other water apparatus, lighting, and computers before Tenant and its employees leave the Premises. Tenant shall be responsible for any damage or injuries sustained by other tenants or occupants of the Building or by Landlord for noncompliance with this rule.

12. The toilet rooms, toilets, urinals wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, no foreign substance of any kind whatsoever shall be thrown into any of them, and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the Tenant who, or whose employees or invitees, shall have caused it.

13. Tenant shall not install any radio or television antenna, satellite dish, loudspeaker or other device on the roof or exterior walls of the Building except by virtue of a separate license negotiated with Landlord. Tenant shall not interfere with radio or television broadcasting or reception from or in the Building or elsewhere. Tenant shall remove any device and wiring to device when tenant vacates the building.

14. Except as approved by Landlord, Tenant shall not mark, drive nails, screw or drill into the woodwork (other than the floor) or brick or in any way deface the Premises. Tenant shall not cut or bore holes for wires. Tenant shall not affix any floor covering to the floor of the Premises in any manner except as reasonably approved by Landlord. Tenant shall repair any damage resulting from noncompliance with this rule.

15. Tenant shall be responsible to have all voice/data cabling removed from sub floor when vacating their premises.

16. No animals are allowed in the Building with the exception of seeing-eye, hearing or other trained service animals. In the event any injuries are caused to Tenant's employees or invitees, the owner of said animal agrees to indemnify and hold the Landlord

and its managing agent and all other tenants harmless from all costs (including reasonable attorneys' fees) with respect to the presence of any animals in the Building.

17. No bikes are allowed in the building except for designated areas.

18. Tenant shall store all its trash and garbage within its Premises and not in the common area hallway. Tenant shall not place in any trash box or receptacle any material which cannot be disposed of in the ordinary and customary manner of trash and garbage disposal. All garbage and refuse disposal shall be made in accordance with directions issued from time to time by Landlord. Tenant shall be required to recycle paper, glass, plastic, cans, and cardboard in manner requested by Landlord.

19. No cooking shall be done or permitted by any Tenant on the Premises, except by the Tenant with Underwriters' Laboratory approved microwave oven or equipment for brewing coffee, tea, hot chocolate and similar beverages shall be permitted provided that such equipment and use is in accordance with all applicable federal, state and city laws, codes, ordinances, rules and regulations.

20. No space heaters shall be allowed in the Premises.

21. Tenant shall not use in any space or in the public halls of the Building any hand trucks except those equipped with the rubber tires and side guards or such other material-handling equipment as Landlord may approve. Tenant shall not bring any other vehicles of any kind into the Building. Tenant must not utilize any elevator other than the designated freight elevator: i) for deliveries requiring hand trucks or other material-handling equipment, or ii) for moving furniture, equipment or other similarly-sized personal property into or out of the Building.

22. Tenant shall not use the name of the Building in connection with or in promoting or advertising the business of Tenant except as Tenant's address.

23. Smoking is not allowed anywhere within any common areas or leased premises of the Building. Smoking is not permitted in any lavatory or other restroom, lobby, stairwell, hallway, elevator, atrium or within the parking ramp. Smoking is not allowed outside the building within 25 feet of any entrance or intake vent.

24. The requirements of Tenant will be attended to only upon appropriate application to the office of the Building by an authorized individual. Employees of Landlord shall not perform any work or do anything outside of their regular duties unless under special instruction from Landlord, and no employee of Landlord will admit any person (Tenant or otherwise) to any office without specific instructions from Landlord.

25. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular tenant or tenants, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other tenant or tenants, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the tenants of the Building.

26. These Rules and Regulations are in addition to, and shall not be construed to in any way modify or amend, in whole or in part, the terms, covenants, agreements and conditions of any lease of premises in the Building.

27. Tenant will refer all contractors, contractor's representatives and installation technicians rendering any construction services on or to the premises for Tenant to Landlord for Landlord's reasonable approval and supervision before performance of any construction service. This provision shall apply to all construction work performed in the Building, including the installation of all electrical devices and attachments and installations of any nature affecting floors, walls, woodwork, trim, windows, ceilings, HVAC systems, life safety systems, or any other physical portion of the Building. Such approval, if given, shall

in no way make the Landlord a party to any contract between Tenant and any such contractor, and Landlord shall have no liability therefore. .

28. Tenant shall be required to separately cool any server room with an air conditioning unit separate from the base building system.

29. Landlord reserves the right to make such other reasonable rules and regulations, or to amend and revise the foregoing rules and regulations as in its judgment may from time to time be needed for the safety and security, for the care and cleanliness of the Building and for the preservation of good order in and about the Building. Tenant agrees to abide by all such rules and regulations and any additional or modifications to these rules and regulations which are adopted from time to time by Landlord.

30. Tenant shall be responsible for the observance of all of the foregoing rules by Tenant's employees, agents, contractors and invitees (to the extent Tenant has the power to control such invitees).

EXHIBIT B

TENANT INFORMATION REQUEST FORM – BUTLER SQUARE

To provide a smooth transition for your move, please provide the following information to the management office. This information will be held in strict confidence and used for building management and operations purposes only. Please print or type.

LEGAL TENANT NAME: _____ **DOING BUSINESS AS:** _____

TYPE OF BUSINESS: _____

SUITE #: _____ PHONE #: _____ FAX #: _____

BILLING ADDRESS (If other than this location):

Company: _____
Attention: _____ Phone #: _____
Address: _____
City: _____ State: _____ Zip: _____

NORMAL BUSINESS HOURS:

Monday – Friday: _____ Weekends: _____

TENANT ON-SITE CONTACTS AND AUTHORIZED TO ORDER WORK:

	Name/Title	Phone#	Email Address
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

ACCOUNTING CONTACT:

Name	Phone#	Email Address
_____	_____	_____

AFTER HOURS EMERGENCY CONTACTS:

	Name	Phone #	Cell Phone#
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

EXHIBIT B

ORIGINAL INSURANCE CERTIFICATE:

The Insurance Certificate should read as follows:

Additional insured with respects to their interest as landlord and management company:

Butler Properties, LLC and NorthMarq Real Estate Services LLC

Mail to:

NorthMarq Real Estate Services LL
Attn: Bev Mattice
3500 American Blvd. W. #200
Bloomington MN 55431

HOW SIGNAGE SHOULD READ (Delivery for signage is 2-4 weeks):

Suite Sign:

Directory Strips:

Directional Sign:

TOTAL # OF EMPLOYEES: _____

HANDICAP EMPLOYEES?: _____

BUILDING ACCESS SYSTEM:

#keys needed? _____

Access cards needed? _____

