



## Building Rules and Regulations

1. Sidewalks, doorways, halls, stairways, vestibules and other similar areas shall not be obstructed by Tenant or used for any purpose other than ingress to and egress from their respective Leased Premises, and for going from one part of the Building to another part.
2. Plumbing fixtures shall be used only for their designated purpose, and no foreign substances of any kind shall be deposited therein. Damage to any such fixture resulting from intentional misuse by Tenant or any employee or invitee of Tenant shall be repaired at the expense of Tenant.
3. All contractors and technicians rendering any installation service to Tenant shall be subject to Landlord's reasonable approval prior to performing services. This applies to all work performed in the Building, including, but not limited to, installation of telephone, telegraph equipment, and electrical devices, as well as all installation affecting floors, walls, woodwork, windows, ceilings, and any other physical portion of the Building.
4. Tenant shall not consume electrical load in excess of that usually furnished or supplied for the use of premises as general office space. Appliances including, but not limited to space heaters, air conditioners and beverage warmers are prohibited in the Leased Premises. Appliances including, but not limited to microwaves, refrigerators, toasters and beverage dispensers shall be limited to the kitchen.
5. Signs, advertisements, graphics, or notices visible from building exteriors shall be subject to Landlord's written approval.
6. Tenant shall notify Landlord of any contractors or technicians rendering any installation service to Tenant prior to performance of services. This applies to all work performed in the Building, including, but not limited to, installation of telephone and electrical devices, as well as all installations affecting floors, walls, woodwork, windows, ceilings, and any other physical portion of the Building.
7. Movement in or out of the Building of furniture, office equipment, or other bulky material, which requires the use of elevators, stairways, or Building entrance and lobby, shall be restricted to hours established by Landlord and Tenant. All such movement shall be prearranged with Landlord, and the use of an elevator for such movements shall be restricted to the Building's freight elevator. Landlord shall require a Certificate of Insurance prior to any contractor providing any services for Tenant. Tenant shall assume all risk of damage to articles moved and injury to persons or public resulting

from such moves. Landlord shall not be liable for any acts or damages resulting from any such activity.

8. Any damage done to the Building by the movement of Tenant's property, including equipment and/or cafeteria supplies, or done by Tenant's property while in the Building, shall be repaired at Tenant's expense.

9. Tenant shall cooperate with Landlord in maintaining the Leased Premises. Without the consent of Landlord, which shall not be unreasonably withheld, Tenant shall not employ any person for the purpose of cleaning, security, changing lights, ballasts, locks, etc. of the Leased Premises other than the Building's contracted personnel. In determining whether or not to grant or withhold its consent, Landlord shall be entitled to consider, among other things, the need for labor harmony at the Project.

10. To ensure orderly operation of the Building, deliveries of water, soft drinks, newspapers or other such items to Leased Premises shall not be made except by persons approved by Tenant and Landlord and shall such deliveries shall be made by use of the freight elevator.

11. Nothing shall be swept or thrown into the corridors, halls, elevator shafts, or stairways.

12. No birds, fish, or animals of any kind shall be brought into or kept in, on or about the Leased Premises except for services animals.

13. No cooking shall be done in the Leased Premises, excluding the Cafeteria, except with Underwriter's Laboratory approved equipment for brewing coffee, tea, or other hot beverages and microwaves, provided such use is in accordance with all applicable codes, laws, and ordinances and shall not produce fumes or odors. Open flames are prohibited on the Premises.

14. Tenant shall not install or store any food, soft drink or other vending machine within the Leased Premises, without Landlord's prior written consent.

15. Tenant shall not use or keep on its Leased Premises any hazardous materials other than limited quantities reasonably necessary for the operation and maintenance of office equipment. Tenant shall not use or keep any noxious gas or substances in the Leased Premises, or permit the Leased Premises to be used in a manner offensive or objectionable to Landlord or occupants of the Building by reason of noise, odors, or vibrations.

16. Tenant shall not tamper with or attempt to adjust temperature control thermostats in the Leased Premises. Landlord shall make adjustments in thermostats on call from Tenant.

17. Upon Tenant's request, Landlord will furnish Tenant with a reasonable number of initial keys for entrance doors into the Leased Premises, and may charge Tenant for additional keys, thereafter. Upon termination of their Lease, Tenant shall surrender to

Landlord all keys to the Leased Premises, and give to Landlord the combination of all locks for safes and vault doors, if any, in the Leased Premises.

18. Canvassing, peddling, soliciting, and distribution of handbills in the Building are prohibited, and Tenant will cooperate to prevent these activities.

19. Tenant shall cooperate with Landlord in enforcing all local and State laws restricting smoking, including electronic cigarettes, in or about the premises. 560 Mission maintains a no smoking policy inside the building and the plaza. Smoking is prohibited within 25 feet of building entrances. There is a designated smoking area located in the northeast portion of the plaza at Jessie Street.

20. Tenant shall cooperate with Landlord in reducing heat loads and HVAC demands by lowering and closing window blinds during peak warm weather and opening blinds during cold weather.

21. The Building hours of operation are (excluding holidays):

6:00 A.M. to 6:00 P.M. Monday through Friday

9:00 A.M. to 1:00 P.M. Saturday

22. Landlord reserves the right to rescind any of these rules and regulations and to make future rules and regulations required for the safety, protection, and maintenance of the Building, the operation and preservation of good order thereof, and the protection and comfort of the tenants and their employees and visitors. Such rules and regulations, when made and written notice given to Tenant shall be binding as if originally included herein.