

TENANT HANDBOOK

2023



333 11TH AVENUE SW

CALGARY, AB



WELCOME TO 333 – 11TH AVE SW

Aspen Properties would like to welcome you to 333 -11th Avenue!

We offer this guide as a reference tool and an introduction to our building, you will find detailed information regarding moves, security, and emergency procedures, as well as other important building information. We hope you find this manual helpful and informative. If you require assistance in any area, please contact us at 403.216.2660.

Aspen Properties will provide all reasonable protection to properties under their management and in the event of any emergencies, will do all it can to ensure safety and protection of human life.

DISCLAIMER

While every effort has been made to ensure the accuracy of the information contained herein, Aspen Property Management assumes no responsibility for any errors, omissions, and/or revisions to this information.

The terms and conditions contained in the lease supersede any of the procedures set out in this handbook.

This handbook is confidential and proprietary to Aspen Property Management. It is released solely for the purposes of communicating policies and procedures to tenants in 333 – 11th Avenue. Copying or use for any other purpose is strictly prohibited.

TABLE OF CONTENTS

INTRODUCTION	1
ASPEN ADMINISTRATION CONTACTS	3
TENANT SERVICES	4
BUILDING OPERATIONS	10
JANITORIAL SERVICES	16
TENANT MOVES	19
SIGNAGE	20
SECURITY	21

ASPEN ADMINISTRATION CONTACTS

General Inquiries: 403.216.2660 or apl@aspenproperties.ca
Website: www.aspenproperties.ca
Aspen Fax: 403.216.2661

Property Manager: Phone: 403.781.8504
Courtney Cote Email: ccote@aspenproperties.ca

Assistant Property Manager: Phone: 403.216.2241
Eric So Email: eso@aspenproperties.ca

Property Administrator Phone: 403.781.8520
Krystal Beck Email: kbeck@aspenproperties.ca

Operations Manager Phone: 403.781.8502
Dwayne Couronne Email: dcouronne@aspenproperties.ca

Leasing Inquiries: Phone: 403.470.2847
Andrew Domment Email: adommett@aspenproperties.ca

Aspen Security (24/7): 403.781.8505
Aspen Security (EMERGENCY): 403.263.4184
Parkchamp: 403.907.0989

BUILDING DETAILS/CONCIERGE INFORMATION

333 – 11th Avenue SW
Calgary, AB
T2R 1L9

Open to the public from 7:00 a.m. until 6:00 p.m., Monday to Friday. Outside of these hours, a security access card is required to gain entrance to the property.

Concierge Phone: **403.830.3379**
Email: 333-11-Concierge@aspenproperties.ca

Aspen Head Office Address

Aspen Properties
Suite 1300, 112 – 4th Avenue SW
Calgary, AB T2P 0H3

BUILDING AMENITIES AND TENANT SERVICES

ASPEN APP/ TENANT SERVICES

The Aspen App will serve as your go-to for service requests, tenant news, building updates, and amenity bookings.

Scan the QR code below to request access to download the app. Once verified as an Aspen tenant, our team will send a download link. From there, simply create an account. If access to the app is not available, requests can be submitted online at service.aspenproperties.ca.



Contact your Property Management Team should you require any assistance or have any questions.

ASPEN CLUB

This premier offering, the Aspen Club is exclusively for the tenants of Aspen Properties-owned buildings in Calgary and Edmonton. Over 100,000 square feet of amenities spread across eight centrally located buildings will elevate the experience of your daily office life. To register, please complete the Aspen Club Registration Form on the Aspen App.

All Aspen Club amenities are exclusive to Tenants only.

BICYCLE STORAGE

A secured bicycle cage is available on the east end of 333 – 11th Avenue SW. To register for access, complete the Aspen Club registration form on the Aspen App

All bicycles are stored at the owner's own risk. Aspen is not responsible for lost, stolen, or damaged bicycles.

Bicycle parking is also available along 11th Avenue. These racks are provided by the City of Calgary and are available on a first-come, first-served basis.

FITNESS CENTRE

The 333 -11th Avenue Fitness Centre is located on the main floor. Memberships are offered to 333 – 11th Avenue Tenants free of charge. For access complete the Aspen Club registration form on the Aspen App.

Please note, access is restricted until the waiver package is completed.

The facility is open 24/7; however, hours of HVAC operation are:

- Monday to Friday - 6:00 a.m. to 9:00 p.m.
- Saturdays & Sundays - 9:00 a.m.
- Statutory Holidays – OFF

TENANT INSURANCE

At the start of your lease and the beginning of each new insurance period, we require an up-to-date copy of your insurance certificate in accordance with your lease agreement.

SAFE WALK

Aspen provides a safe walk program for all tenants in 333 – 11th Avenue SW. Security will escort you anywhere within 333 – 11th Avenue SW including to your vehicle, or to the nearest transit stop.

Contact security at **403.781.8505** one (1) hour prior, to arranging your safe walk today.

All leasing inquiries should be directed to the Leasing Manager.

MAIL

Mail is delivered to the mailboxes located on the ground floor by Canada Post. New tenants will receive one (1) mailbox key from Aspen upon move-in.

LEASING

All leasing inquiries should be directed to the Leasing Manager.

STORAGE SPACE

Limited storage space is available at the building. Place a Service Request via the Aspen App for current rates and availability.

SMOKING

In accordance with Municipal and Provincial laws, smoking is prohibited anywhere in the interior of the building. Smoking is not permitted within five meters of any entrance. Please be mindful that individuals that are entering/exiting building points that may have allergies, asthma, or other health conditions.

BUILDING ACCESS CARDS

Building access cards are provided to tenants to access 333 – 11th Avenue SW after hours and to access certain restricted areas. A tenant's first card is issued free of charge; however, lost/stolen cards incur a \$10.00 + GST replacement fee.

To complete an access card, request please have your manager or authorized personnel for your company go to our website. www.aspenproperties.ca under Tenant Resources to complete the form. If an employee is terminated, please complete an access card request immediately. Please be advised that we require up to 48 hours' notice or 2 business days, to complete the termination.

JANITORIAL	
Additional services include fridge cleaning, carpet and furniture shampooing, dish washing, additional interior window cleaning and side light window cleaning	Quotes provided on an individual basis. Please place a Service Request via the Aspen app for a quote.
SECURITY	
Additional suite keys	\$10.00 + GST per key
Re-key of tenant suites	Must be approved by Property Management. Place a Service Request via the Aspen app for assistance
Security access cards: replacement cards or cards not returned at the end of tenancy	\$10.00 + GST per card
Security officer services (3-hour minimum) for moves or special events	Quotes provided on an individual basis (3-hour minimum charge)
SIGNAGE – LANDLORD APPROVAL REQUIRED	
Lobby directory changes/additions	Contact Property Management
Tenant signage / Common lobby directional signage - Multi-tenant floors	Quotes provided on an individual basis
MECHANICAL	
After-hours/extended HVAC request (heating, ventilation, air conditioning)	Quotes provided on an individual basis. Please place a Service Request via the Aspen app for a quote at least 48 hours ahead of the requested dates
REPAIRS	
Ceiling tiles – standard materials only, labour charges additional	Quotes provided on an individual basis
Carpentry services, labour only, material additional – regular business hours	Quotes provided on an individual basis
Plumbing services	Quotes provided on an individual basis
Electrical services	Quotes provided on an individual basis
Miscellaneous maintenance	Quotes provided on an individual basis

PARKING

333 -11th Avenue has an underground parkade which is managed by ParkChamp.

The parkade is opened Monday to Friday 6:00 a.m. to 6:00 p.m. The entry point into the parkade is from 11th Avenue SW.

For monthly parking inquiries or any other parking-related questions, please contact ParkChamp at tenants@parkchamp.ca

PERKOPOLIS CONCIERGE PROGRAM

Perkopolis is a full-service online concierge program with access to a licensed travel agency, discounts/exclusive offers (shopping, travel, wellness, hotels, and tickets) and access to 500+ perks across North America's top brands – anywhere, at any time of the day.

To register your company and gain access to this fantastic discount service please contact Anita Opoku, Account Manager Client Success Team at anita@perkopolis.com to register. Check out Perkopolis you can visit their website at www.perkopolis.com.

DOGS

333 – 11th Ave is a dog-friendly building. We appreciate how important four-legged friends are to their owners and the benefits they can bring to a creative work culture.

If you would like your four-legged friend to join you at work, please review and complete our Dog Application and Policy.

Doggy bags and a garbage bin are available for use on the east side of the building. Please ensure you pick up after your dog.

ADDITIONAL SERVICES

333 – 11th Avenue SW offers various services to tenants on a fee basis. Please note that taxes and administrative fees may be applicable.

ACCOUNTING CONTACT

All accounting inquiries can be directed, ap@aspenproperties.ca.

RENTAL REMITTANCE

Before each calendar year begins, Aspen sends out annual invoices for basic rent, operating costs, and property taxes to be paid monthly.

Additional Invoices will only be issued if there are changes during the year.

For non-fixed charges such as maintenance requests, light replacements, etc. a separate invoice will be issued for each service.

All charges are due on the first day of each month. Cheques are payable to **Aspen Properties (333 – Centre) GP Inc.**

Alternatively, if you wish to pay by Electronic Funds Transfer (EFT), please contact ap@aspenproperties.ca

OPERATING COSTS & PROPERTY TAXES

Budgets for 333 – 11th Avenue SW are approved in the third quarter of the fiscal year, which runs from January to December annually. During budget preparation, anticipated operating costs and property taxes are estimated for the next calendar year.

Tenants are pre-billed for estimated operating costs and property taxes. At the end of each fiscal year, operating costs and property taxes are confirmed and a reconciliation is prepared for each tenant. A midyear adjustment may be made if there is a requirement.

Operating costs include, but are not limited to, general building services for cleaning, garbage removal, recycling, electricity, water, gas, repairs, maintenance, elevators, security, building management, taxes, and insurance.

Operating expenses are charged to tenants in accordance with their lease. Questions pertaining to operating costs and property taxes may be directed to ap@aspenproperties.ca

BUILDING OPERATIONS

FIRE ALARM SYSTEM

333 – 11th Avenue SW is equipped with a wet sprinkler system, and pre-actioned sprinklers within tenant spaces, as well as heat and smoke detectors. There is a minimum of 2 fire alarm pull stations on every floor. Fire alarm systems are monitored 24/7.

LIFE SAFETY SYSTEM

There is an emergency generator for 333 – 11th Avenue SW that operates the base building system, the fire alarm, and the life safety systems including pull stations, speakers, alarm bells, emergency lighting, exit lighting, fire pumps, sprinkler alarms, security intercoms, smoke and heat detector alarms, fire department elevators and fire phones.

Stairwells in 333 – 11th Avenue SW are non-pressurized smoke control areas. Red fire phones are located on every floor for emergency communication. In addition, security intercoms are located throughout 333 – 11th Avenue SW for additional emergency communication. These telephones are monitored 24 hours a day.

Additionally, an analog telephone line is available to contact Aspen security for emergencies or in the event that the digital telephone is inoperable, you can contact security at 403.263.4184.

ELECTRICAL SYSTEM

All electricity for 333 – 11th Avenue SW is supplied from the City of Calgary's downtown electrical grid. The voltages available to our tenants are 480/277 or 208/120 volts AC.

There may be occasional fluctuations in the incoming voltage, because of issues with the grid. These fluctuations are beyond Aspen's control.

If you have sensitive electronic equipment, we recommend that you invest in an electrical protection device such as an uninterruptible power source (UPS) or surge protector.

Electrical outlets within your premises are available for installation for a fee. Place a Service Request via the Aspen App for more information.

LIGHTING

To conserve energy, tenants should ensure that lights are turned off when not in use as there is no automation system in place to control lighting after hours. Manual light switches will operate lighting in tenant spaces after hours.

LIGHT BULB REPLACEMENT

All standard fixtures (installed by the Landlord during construction), are maintained by Aspen. All nonstandard lighting (supplied by the tenant during construction), are maintained by the tenant.

Standard lighting contains fluorescent tubes T8 and T5 and pot lights. All other types of bulbs are considered specialty lighting. Aspen is happy to perform repairs and maintenance to non-standard fixtures; however, the cost of labour and materials are the tenant's responsibility.

Contact the Aspen App and allow 24 hours to have bulbs replaced.

HVAC

333 – 11th Avenue SW is equipped with efficient heating, ventilation, and air conditioning systems. Fresh air is drawn into the building and cleaned by a filtration system, then heated or cooled and humidified as required.

HVAC systems operate in 333 – 11th Avenue SW from 6:00 a.m. – 6:00 p.m. Monday to Friday, excluding statutory holidays.

Charges will apply for after-hours HVAC service. To schedule extended HVAC services, place a Service Request via the Aspen App at least two business days prior to your request.

Indoor air quality testing is undertaken on an annual basis to ensure that the air in 333 – 11th Avenue SW follows government standards. Any concerns over indoor air quality can be directed to the Aspen App

Aspen will make every effort to provide you with a comfortable working environment. If you require adjustments to the temperature in your working area. Place a Service Request via the Aspen App for more information.

CONSTRUCTION/ RENOVATIONS

PREFERRED CONTRACTORS

Preferred contractors are trades pre-qualified to work in 333 – 11th Avenue SW. All contractors must have approval from Aspen before being authorized to work in the building.

A preferred contractors' directory is included in our Construction Rules and Regulations manual. To Review the Construction Rules and Regulations go to our website www.aspenproperties.ca, under Tenant Resources.

ALTERATIONS/RENOVATIONS

Our Construction Rules and Regulations Manual will provide you with important guidelines for office design or renovations.

To Review the Construction Rules and Regulations go to our website www.aspenproperties.ca, under Tenant Resources

These guidelines have been established to anticipate any circumstances that may arise during a project and to maintain consistency and standards in building components and finishes. All alterations/renovations must comply with these guidelines and must meet the City of Calgary or other code requirements.

Aspen must approve all renovations or alterations. Depending on the extent of the alterations and drawings, permits may be required prior to the commencement of work.

To discuss any construction-related queries contact the Operations Manager.

A [Fire Impairment Request](#) and [Security Clearance](#) forms must be submitted and approved prior to the commencement of any work.

CONSTRUCTION RULES & REGULATIONS

Please refer to the [Construction Rules and Regulations Manual](#) for complete details of base building standards and finishes. Any questions pertaining to construction products Please contact the Operations Manager.

The following guidelines relating noise and odour guidelines during approved construction:

NOISE

The following work is not permitted between the hours of 6:00 a.m. and 6:00 p.m.:

- Coring or drilling
- Welding
- The use of ramset, hilti, kangyo or other explosive percussion or vibrating tools
- The use of paint machines
- Any demolition
- External noise from radios

ODOUR

All substances producing noxious fumes are prohibited from use in the building between the hours of 6:00 a.m. to 6:00 p.m. in accordance with the Workers' Compensation Board (WCB) requirements. These substances include, but are not limited, to the following:

- Lacquers
- Oil-based paints
- Enamel paints

- Lacquer-based contact cement
- Carpet glues
- Sealers
- Burning equipment
- Gas welders

ENVIRONMENTAL INITIATIVES

RECYCLE AND MINIMIZE WASTE

Aspen Properties wants to encourage tenants to reduce, reuse, recycle and recover where possible. We can make a positive impact by managing our waste stream effectively. Our recycling program is a user-friendly way to give you more opportunities to become effective recyclers. This simple act will help all of us achieve the goal of eliminating recyclable paper fibre from the landfill.

If you require blue centralized recycling bins, please make your request through the Aspen App.

REDUCING ENERGY

Plug loads are one of the fastest growing sources of energy use in commercial buildings today. Plug loads are any devices that plug into a building's electrical system. If you have devices not being used, unplug or make sure they are turned off.

BUILDING DETAILS

LOADING DOCK / LOADING ZONE

333 – 11th Avenue does not have a loading dock, however the designated loading zone for the building is located on the east side of 333 – 11th Avenue SW.

Please call the Concierge at 403.830.3379 for loading dock assistance.

The loading zone out front of 333 – 11th Avenue SW is controlled by the City of Calgary, there is a 20-minute time restriction for parking in this zone. Tenants, contractors, and patrons can be ticketed and towed at any time.

COURIER DELIVERIES

Freight elevators are available for delivery of heavy goods, tenant moves, and couriers.

Deliveries on dollies and/or handcarts must come through the east side loading zone door and be transported via the freight elevator.

The freight elevators cannot be locked off during business hours (7:00 a.m. to 6:00 p.m.). For all elevator information please see the Elevators section.

Handheld items may be delivered through the main lobbies in regular passenger elevators.

ELEVATORS

Elevator service in 333 – 11th Avenue SW is available 24 hours a day. A security access card is required for elevator access after-hours (6:00 p.m. to 7:00 a.m.).

If detained inside an elevator cab all elevators are equipped with the proper safety equipment and will not drop. Use the alarm button and elevator intercom to speak directly with security and receive instructions.

Building staff will make every effort to release you from the elevator as quickly as possible. Our elevator maintenance company will be dispatched immediately to correct the problem. Security personnel will remain in constant contact with you while you are in the elevator, and keep you informed of the process.

PASSENGER ELEVATORS

Passenger elevators cannot be used for deliveries using dollies, heavy goods or materials.

Dimensions:

- 80.5" W x 65" D x 88.5"H
- Door opening- 41.5"
- Weight Capacity- 3500 lbs

FREIGHT ELEVATOR

Freight elevators must be used for all deliveries but is not bookable during business hours.

Dimensions:

- 79" W X 66" D X 120" H
- Door opening 41.5" W
- Weight capacity of 3,500 lbs

To book a freight elevator, complete an [Elevator Booking](#) form.

Availability of freight elevators		
Monday to Friday	Before 7:00 a.m.	Available for major deliveries. Security Guard required.
	7:00 a.m. – 11:30 a.m.	Available for minor deliveries. Elevator cannot be locked off.
	11:30 a.m. – 1:30 p.m.	Deliveries restricted.
	1:30 p.m. – 4:00 p.m.	Available for minor deliveries. Elevator cannot be locked off.
	4:00 p.m. – 6:00 p.m.	Deliveries restricted.
	6:00 p.m. – 7:00 a.m.	Available for major deliveries. Security Guard required.
Saturdays, Sundays & Holidays	Available for major deliveries. Security Guard required.	

SUITE REPAIRS

Tenants are responsible for plumbing, mechanical and electrical repairs within their leased space. Aspen has technicians that are available for general in-suite repairs for a nominal fee.

Alternatively, Aspen is happy to recommend an outside contractor. To obtain quotes and availability contact a member of your Property Management Team.

SUITE KEYS & LOCK CHANGES

333 – 11th Avenue SW uses a Sergeant master lock and key system that has its own key blank style, which prevents new/additional keys from being cut by any external locksmith. All suite entrance doors must adhere to this lock/key requirement as specified in the Construction Manual (manual can be found on www.aspenproperties.ca). Keys must be keyed to the floor and building master key to ensure that housekeeping and emergency personnel can access tenant spaces.

If you wish to install an internal security system or specialized lock system, a copy of the key and appropriate security codes must be provided to Aspen. Aspen must approve the changing of any lock to a nonstandard style. If a lock style is changed, the door and lock must be returned to the building standard, at the tenant's expense, before the tenant vacates the space.

Three suite keys will be provided at no charge at the commencement of your lease. Additional keys are \$10.00 each.

Contact the Aspen App to change cylinders or reset combinations on any locks within your premises, charges will apply.

JANITORIAL SERVICES

Aspen provides a janitorial service via an external contractor who is responsible for the daily cleaning of office suites as well as all common areas. This includes lobbies, washrooms, and maintaining the cleanliness of the exterior of 333 – 11th Avenue SW.

For more information on janitorial services please contact the Assistant Property Manager.

CENTRALIZED WASTE/RECYCLING PROGRAM

To optimize efficiency and sustainability within the property, we have a centralized waste & recycling program throughout tenants' suites. This means there will be waste & recycling bins located centrally throughout your suite, replacing the need for bins at each desk.

Please reach out to a member of the Property Management team for more information or submit a Service Request through the Aspen App if you require bins.

WASTE REMOVAL AND LARGE-SCALE CLEANING PROJECTS

Janitorial staff will remove garbage from centralized waste receptacles only. Extra garbage should be tagged with a green garbage label for easy identification. Labels can be requested through the Aspen App.

Janitorial staff will not remove large volumes of garbage, electronic equipment, furniture, appliances, construction debris, chemicals, or hazardous materials as 333 – 11th Avenue SW has a limited capacity for garbage and recycling materials.

For large scale cleaning projects, tenants are asked to arrange additional commercial disposal bins to be brought on site, at the tenant's expense.

For recommended disposal companies contact the Assistant Property Manager.

RETAIL AND RESTAURANT WASTE/RECYCLING

Retail and restaurant waste/recycling must be coordinated by tenants to containers stored at the east side of 333 – 11th Avenue SW. Spillage from waste transfer should be cleaned immediately. Debris found outside of the containers will be cleaned by janitorial staff and any associated fees will be invoiced to the appropriate tenant.

RECYCLING/ORGANICS

333 – 11th Avenue operates a single stream recycling program for paper, plastics (#1-7), tin and aluminium, soft plastics, glass and flattened cardboard and an organics program for all organic items.

Desk recycling bins will not be emptied by our janitorial staff. All items should be placed in the large, centralized recycling bin for removal. It is recommended that the Tenant shred any sensitive information.

Aspen will provide you with a large blue bin for recycling, as well as a green bin for organics. These are to be located in centralized locations, all of which will need to remain in your suite when you vacate.

CARDBOARD

Cardboard boxes should be flattened prior to recycling. If you have a large volume of paper, or items unable to fit in the recycling bins, contact the Aspen App.

DESK CLEANING

Janitorial staff will not dust or clean desks containing documentation or personal items. If dusting is required, please clear the surface.

COMPUTER CLEANING

For security and safety reasons, janitorial staff have been instructed not to touch computers or other electronic equipment.

CARPET CLEANING

Janitorial staff will remove small carpet stains that are easily eliminated. Large or difficult to remove stains should be reported via the Aspen App.

Full carpet cleaning and carpet maintenance programs are the responsibility of the Tenant. For a preferred contractor recommendation, please contact the Assistant Property Manager.

WINDOW CLEANING

Aspen has an external contractor who is responsible for cleaning interior and exterior windows in office suites, and all exterior and common area windows. Window cleaning is scheduled to be completed twice a year.

Sidelight windows in tenant offices are not included in this service. However, if you would like a quote, please contact the Assistant Property Manager.

HAZARDOUS MATERIALS

Most hazardous products found in offices such as, inks, toners, developer fluids, paints and adhesives containing ammonia. To determine which products are hazardous, read the labels on your office equipment and supplies.

It is your company's legal responsibility to store any hazardous products safely in your premises and to ensure that they are disposed of in accordance with government regulations. Refer to your lease for additional environmental stipulations.

For a listing of licensed waste contractors, contact the Environmental Services Association of Alberta at 780.429.6363.

Material Data Safety Sheets detail the health risks and safety precautions associated with each hazardous material. This information is available from the Government of Alberta Department of Labour, Occupational Health and Safety Division at 403.297.2222. Please safeguard the safety of your employees by ensuring that a Material Safety Data Sheet for all hazardous materials used in your premise is available.

TENANT MOVES

Aspen Properties has implemented procedures to help your move run smoothly. We have created a checklist for tenants detailing a list of requirements prior to a move taking place. Additionally, to protect the respective concerns 333 – 11th Avenue SW and your business, we have provided move specifications below.

MOVING GUIDELINES

BUILDING ENTRY/VACATING PREMISES

- All moves must take place before or after the building business hours, which are from 7:00 p.m. to 6:00 a.m. Monday to Friday, or on weekends.
- The Elevator Booking and Security Clearance forms must be approved prior to any moves taking place. Failure to complete these forms may result in the move being halted by Security.
- The mover shall, at his sole expense, provide and maintain evidence of insurance with the following requirements:
 1. Certificate Holder: 333 – 11th Avenue SW, 1300, 112 – 4th Avenue SW, Calgary, Alberta T2P 0H3.
 2. A copy of liability insurance naming Aspen Properties (333 Centre) Limited Partnership, Aspen Properties (333 Centre) GP Inc., Aspen Property Management Ltd., and GMI Servicing Inc. as additional named insured for the year ahead.
 3. Comprehensive general liability insurance for not less than \$5,000,000.00 for death or injury to one or more persons and for property damage for each occurrence. We will accept general liability in addition to Umbrella Insurance, so long as the total amount is equal to \$5,000,000.00.
 4. Certificate is to contain confirmation that the insurer will provide the Certificate Holder with 30 days notice of cancellation of the policy or of any material change in the policy.
 5. Provide evidence of WCB registration and proof the account is in good standing for all trades accessing the site.
- Movers shall perform all services required to move the property of the tenant as contracted by the tenant. These services include pickup and transfer of the property to the appropriate location.
- Movers are to supervise all labor, materials, supplies and equipment necessary to perform the contracted services in an orderly, timely, and efficient manner.
- All moves and deliveries must be handled through the freight elevators.

- Each employee of the mover is required to have company identification with them in order to maintain access to the property.
- Padding and packing materials to safeguard the building from damages are required to protect floors, walls, and trim of the elevator.

With the completion of the move, all padding and packing materials are to be removed from the building by the mover. This includes cartons, containers and garbage as there is no building storage or trash facilities to accommodate such items.

PERMITS

The mover shall, at their own expense, obtain and maintain any necessary permits, licenses, and/or other lawful authority required for affecting the movement, handling, and any other services to be performed, before the move commences. In addition, any damage to the building occurring during a move shall be repaired at the tenant's expense.

SIGNAGE

333 – 11th Avenue SW has a standard signage program in place to ensure the first-class appearance of 333 – 11th Avenue SW. Aspen administration will assist tenants with directory listings and suite signage.

Each tenant is required to install and maintain signage upon lease commencement. Temporary, nonstandard and sandwich board signage is prohibited in the interior and on the exterior of 333 – 11th Avenue SW. Any signage found in the building that has not been approved by Aspen will be removed.

SUITE SIGNAGE

Tenants are responsible for their suite entrance signage. Aspen must provide final approval for any signage proposed to be installed. Aspen is pleased to coordinate signage on behalf of your company, if you wish. Please contact the Assistant Property Manager for information and pricing.

ELECTRONIC DIRECTORIES

There is an electronic directory located beside the concierge desk at 333 – 11th Avenue SW with the tenant's names, logos, and suite numbers. To update or change any information on the directory please place a request on the Aspen App.

SECURITY

333 – 11th Avenue SW has security personnel on site from 5:00 a.m. to 8:00 a.m. and from 4:00 p.m.- 9:00 p.m. to safeguard 333 – 11th Avenue SW.

A building access card reader system is in place to secure 333 – 11th Avenue SW after hours. Should you notice any suspicious activity or require assistance, please call Aspen security at 403.781.8505.

In the event of a power outage, 403.263.4184 will reach security via an analogue phone line.

SECURITY MANAGER

A full-time Security Life and Safety Manager is available to oversee and coordinate security services provided to tenants. To discuss any security matters, please contact the Senior Property Manager.

FIRE AND LIFE SAFETY PLANS –WPS/ EPLAN ADVANTAGE

WPS / ePlan Advantage ePlan Manager is designed to help comply with the provisions of the fire code that apply to emergency planning. WPS (ePlan advantage) is our third-party health, safety and emergency procedures management application. It stores all tenant emergency contacts, fire wardens, and evacuation plans. Tenant contacts can access and manage evacuation drills, personnel lists, floor plans, drill records, view upcoming and previous training classes, delegate administrators for the account, and more. Please place a service request via the Aspen App for assistances on getting an account setup/ updated on WPS / ePlan portal.

SECURITY CLEARANCES

Security Clearances are used to authorize a contractor's access into 333 – 11th Avenue SW and tenant office space. A clearance must be submitted two business days in advance for approval by Aspen. Security will not permit access or allow work to proceed unless an approved Security Clearance is on file.

To complete a Security Clearance, go to www.aspenproperties.ca, and select the Tenant Resource Tab.

EMERGENCY/TENANT CONTACTS

Aspen requires up-to-date emergency contact information from each tenant. A Tenant Contact Information Form must be completed whenever there is a change in the contact information for your organization.

SOLICITATION

Solicitation is not permitted in 333 – 11th Avenue SW. Please notify security at 403.781.8505 immediately if you notice this activity within the building. When reporting, please include as much information as possible about the person's appearance and behavior. Security staff will locate the person soliciting and escort them off the property.

GRAFFITI

Aspen works with an external contractor to remove graffiti from 333 – 11th Avenue SW. Every effort is made to ensure that all graffiti is removed immediately. Please notify security or place a service request via the Aspen App if you notice any graffiti on the property.

INCIDENT REPORTS

Aspen Security completes 'Incident Reports' for all accidents, thefts and injuries on the property. Incident reports are valuable tools in the security program, and we appreciate your cooperation in notifying Security as soon as an incident occurs and answering any questions Security may pose when investigating.

THEFT

Report any suspected thefts to Senior Property Manager, Security Manager and The Calgary Police Department.

Building insurance does not cover theft within a tenant space.

LOST AND FOUND

Report all lost items to Aspen security at 403.781.8505. Found items are logged, kept for 30 days, and may be claimed at the Concierge desk.

After 30 days all unclaimed property will be disposed of.

Items found in 333 – 11th Avenue SW should be brought to the concierge desk.

ELECTRONIC CARD READERS

333 – 11th Avenue SW maintains a secure electronic key system. This system is available to all tenants. To obtain a quote contact the Aspen App.

PREMISE SECURITY ALARMS

Aspen does not charge for the first two alarm response calls activated within tenant's premises per year. Response calls beyond this are charged at \$50.00 per response for less than 30 minutes.

SECURITY TIPS

Aspen provides the following security reminders to help eliminate any unnecessary issues that may occur:

- Notify Security if your office is scheduled to be closed when the rest of the building is scheduled to be open. Full floor tenancies can be secured to allow only authorized elevator access to that floor.
- Offices are most vulnerable to thieves early in the morning, lunch hours, and right before closing. Encourage your employees to be aware of unfamiliar faces and to notify the appropriate person(s) within your organization of any concerns or to contact Security.
- Lock all doors and verify that they are properly locked when securing your premises at the end of the day. We recommend locking your suite entry door whenever the reception area is unmanned.
- Do not allow anyone to 'piggyback' into 333 – 11th Avenue SW building via the main entrance, parkade or the elevator. Ensure the person entering with you has his/her own access card.
- Consider engraving and recording all business equipment with serial numbers to aid police in locating equipment, if stolen.
- Keys kept on a ring should never have an identification tag.
- Do not leave handbags, briefcases, laptop computers, etc. in clear view. Coats should be hung in a coat closet since thieves often search through pockets looking for keys or money. Do not leave wallets in jackets hanging on chair backs and other articles of value unguarded even for a few minutes.