



Parking Lot

Please, where possible, minimize the use of parking. Consider mass transit, walking, biking or carpooling.

Parking provided for tenants and guests of Spectrum Centre. A maximum 10 hours of parking at a time is allowed. All vehicles must have valid plates and be regular use (i.e.: no project cars or cars needing repairs).



DO NOT LEAVE VEHICLES IN THE PARKING from midnight to 7:30 a.m. This is to ensure snow and garbage removal can be properly completed. Tenants leaving vehicles in this time block that impede snow or trash removal will be billed the additional costs of the blockage per our price list (See Website).

No parking/stopping on sidewalks!

No carpool parking is allowed at any time: Only persons actively attending 900 Guelph Street may park on the lot. Please contact Stiplosek Properties if you need parking for carpools, overnight or long-term storage.

Special parking needs may be accommodated by written agreement with the property manager.



Noise

Be mindful of your volume level. No profane language. Anything you have that creates sounds must be isolated from the structure or envelope of the building and should be soundproofed.



Doors

Do not prop open or hold open doors. Letting in hot or cold air affects the operation of the heating & cooling systems in the building!

Use only the front/main entrance for usual egress. The west (unit 201), north-west stairs (unit 213), lower stairs (unit 309) and rear door (unit 408) should only be used for emergencies. **Ensure the door closes behind you!**

Always lock your unit's door!

Garbage



Where possible, don't create waste! Reduce, reuse, and re-sell unloved things instead of disposing of them! Remember! Waste removal is a part of your Additional Rent! If you sort your recycling and limit the trash generated, we can reduce pickups and save you money!

Please only dispose of trash generating with the building. **Don't bring trash from your home, etc.** Do not leave trash in the halls, common areas, or outside. All waste must be place in the bins. **ALL TRASH MUST BE BAGGED.**



Rubbish



Cardboard

No cardboard! But everything else!	All cardboard MUST BE FLATTENED and slid through the slot.
Weekly	Every Other Week

If you can't fit it in a garbage bag, it shouldn't be thrown in the bin!

Please take over-sized waste to the garbage dump. Any tenants found having oversized or excessive trash will be levied per our price list (See Website) for an extra waste pick-up/removal.

Dirty Shoes



Please avoid bringing excess mess into the building. A boot brush is located at the main entrance to wipe off excessively dirty boots. Scrape your feet along the mats in the front vestibule. Then, stomp away on the mats in the lobby. Especially in winter and spring, it's hard to keep clean with all the snow and mud. But, **we can all pitch in to minimize the dirt** tracked in and keep things clean for our visitors and clients.

We aim to clean common areas as dirt accumulation and weather dictates. Frequencies up to every five days during winter, or as far apart as fourteen days in summer can be expected.

Marketing Materials



Nothing may be affixed to any walls inside of our outside of the building. You can put what you want on your door, provided it is temporarily attached (ie, magnets, cling film, removable vinyl, etc).

Do not place out in the building any flyers or promotional materials.

Electricity



If you are not using something, turn it off. All lights, computers, monitors and other electrical loads should be switched off when they are not actively being used.

Incandescent bulbs are not permitted in this building except for very limited circumstances that must be approved by the Landlord. Keep using your existing bulbs, but they must be replaced with LEDs when they burn out. You can talk to us about appropriate replacements.



Unplug small appliances like coffee makers, toasters, hair dryers, etc. when they are not in use as they continue to use energy when plugged in even on the off mode.

Note that common electrical circuits (typical of **all** buildings and homes, not just Spectrum Centre) only provide 15 amps of power. Microwaves, hairdryers, kettles and space heaters tend to draw 13 to 15 amps of power, so you can only realistically use one appliance at a time. Using a microwave and a hairdryer at the same time, for example, **will cause the circuit breaker to trip**.

Did you trip a breaker? If you are in a unit starting with 1XX, you have a breaker panel in your unit. If you are in a unit starting with 2XX, first check the panel between doors 215 and 216. If this has no tripped breakers, there is a panel in 205. Knock on the door and ask to reset the breaker in there. If nobody is available, please call us. If that still doesn't do it, there's another panel in 217/218. You will probably have to call us, as there is rarely anybody in that suite. If you are in any other suite, or none of the above have helped, your panel is in 311. Please call us to request a password to enter that door.

If the breaker was easily accessible, and you did not reset it yourself, and we require a special trip to reset the breaker, you will be charged per our price list (See Website) for the service call. Remember, if you tripped it and are able to reset it, we shouldn't have to fix it for you.

Washrooms



All tenants have in-suite or assigned washrooms. Please guide your visitors and clients to your own washrooms. Please keep your washrooms clean and presentable for your guests.



Thermal Comfort

Heating and Air Conditioning are *not* controllable within individual units. We endeavor to ensure reasonably comfortable temperatures in all spaces, with set-backs of temperatures overnight and during weekends. Should you find the space uncomfortable, let us know and we will try to remedy the situation. The use of portable heaters & air-conditioners is forbidden without express prior permission of the landlord.

If you find yourself too warm in winter or too cool in summer, many of the air diffusers in each unit have a twist knob to change the airflow. Simply rotate the knob in the center of the diffuser to reduce or increase the airflow. If you aren't comfortable doing this, let us know, and we can show you how or adjust it for you (once per season).



CONFLICTS & COMPLAINTS

If you are involved in a conflict with another tenant, try to resolve the issue with them before seeking help. It is far more effective when someone is told a problem by the person suffering the problem rather than by proxy. If you are unable to resolve an issue as it relates to your tenancy, contact us in writing. Note: Written complaints must be dated and signed and should state facts (who, what, when, where) rather than personal judgments, opinions or conclusions.



Safety Rules

All electrical switchgear must be readily accessible – **nothing can be placed within one meter of the face of any electrical equipment.**

All means of egress – doors, stairs, aisles, sidewalks and halls – must be kept clear in case of an emergency. **Nothing should be stored in these paths and these areas must always be kept clean.**

All fire safety equipment (standpipes, extinguishers, pull stations, etc.) must be freely accessible. **Do not store anything in front of fire safety equipment.**

Propane may not be stored inside in ANY quantity (except for a single tank in-use for forklifts). Tenant must furnish their own exterior storage means for propane and fuel storage. Propane may not be carried through the building.

Where compressed liquids/gasses are kept inside (only in the quantity necessary for immediate usage), they absolutely must be stored in an upright manner and fastened in a such a way to ensure their vertical orientation.



Smoking (Don't)

NO SMOKING of any kind
VAPING / e-cigarettes
STRONG FRAGRANCES



These are nuisances and allergens for others.

Smoking must be enjoyed outside 30
feet away from windows and doors.

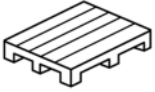
No smoking (of any type, including vaping) inside of the building, nor within 10 meters of any doors or windows.

Do NOT dispose of your butts on the ground.

Designated smoking areas are in the green space across the parking lot, and on the sidewalk across the driveway.

Common Areas Aren't Storage

No common areas may be used for storage of any type. This includes electrical rooms, janitorial closets, hallways stairwells and so on.



Skids, Seacans and Exterior Storage

Your lease does not include outside storage (except with a separate agreement). No sea cans, trailers or other portable/temporary storage may be used on premises without prior written approval of Landlord.

Skids/pallets must be stacked neatly and disposed of expediently. Drums and other fluid storage may not be kept outside.



Video Surveillance, Locks, Keyfobs and Such

Please read our Security & Property Protection policy available on the Tenant Portal online at **tenant.stiplosek.com**



Paying Rent

Your rent must be paid on or before the first day of each month. You can visit the Tenant Portal online at **tenant.stiplosek.com** to view the array of ways you have to pay.

Other forms of payment not listed on the Tenant Portal: Please call/text Dan at 519.880.4208 to arrange an alternative form of payment or payment plan.

* Payments made after the 1st will be subject to interest and fees, per your lease.

* Payments not honoured will be subject to an administration fee.

Our mailbox is located at door #311. Place cheques, keys, notices and suchlike through the slot in the door.



More Information

You can visit the Tenant Portal online at **tenant.stiplosek.com**.

From there, you can:

- Request maintenance & information
- Read our operations policies
- See available spaces
- Update your contact information
- Follow us on social media and more!



Important Rules Not Covered by your Lease

- If Tenant invents Time Travel, the first stop has to aim exactly five seconds after the Lease was signed.
- If Tenant gets super powers, s/he will name Landlord as sidekick.
- No ziplines, slacklines, BASE jumping, buildering, tree forts, tire swings or other similar fun activities may be done upon the property without first inviting the Landlord
- No climbing the building
- No "hootennanies", sing-alongs, raucous laughter, clinking of glasses, celebratory gunfire, gramophones, barbershop quartets nor whistling after 10.p.m. and no spontaneous Biohazard drills, Tuvan throat singing or yodeling at any time

Sprinklers



Should the sprinkler head go off, **Call 911**. Only the fire department can shut off the water. If there is no fire (that is, the head was hit or damaged) ...

Run down to the utility room in basement, inside door 311. You will see on the counter beside the sink a plastic bag with an emergency sprinkler shut off tool and a ladder. **Use these to stop the flow of water** from the sprinkler head until help arrives.

Then, call us. We will call in a specialist to fix the head and, if necessary, start drying the area and getting insurance involved. Sprinklers can cause tremendous damage! Stopping the flow of water *where there is no fire* is paramount!

Fire Safety



This building does not have an alarm system or smoke alarm. The attached are quick guides on what to do if you discover a fire. **You can view our full fire plan on the tenant portal.**

IN CASE OF FIRE

R

Remove Occupants
When you discover a fire remove people from immediate danger if possible.

E

Ensure Containment
Close all doors, windows and chutes to reduce spread of smoke and contain fire.

A

Alert Other!
Notify other tenants & occupants by shouting "Fire! Fire! Fire!"

C

Call the Fire Department
Call your Fire Department and notify them of your address and location of fire in the building.

T

Try Extinguishment or Evacuate
Try to extinguish a small fire if you are confident and trained or concentrate on further evacuation.

REMAIN CALM

IF YOU DISCOVER FIRE

- **LEAVE THE FIRE AREA IMMEDIATELY**
 - **Before** opening the door, feel the door knob/handle for heat.
 - If not hot, brace yourself against door and open slightly.
 - If you feel air pressure or hot draft, close the door immediately.
 - CLOSE DOORS
 - **SHOUT "FIRE! FIRE! FIRE!"**
 - LEAVE BUILDING VIA NEAREST EXIT
 - **Call the fire department – Dial 9-1-1.** Never assume that calling has been done.
- PROCEED TO THE MEETING PLACE
(Green space at back of parking lot)**
- Listen for instructions or information which may be given by owner or the Fire Department.
 - Do not return until it is declared safe to do so by a fire official.