



225 Dyer Street
Providence, RI 02903

TENANT HANDBOOK

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Prepared for

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WELCOME!

CIC Property Management would like to formally welcome you to the Providence Innovation Center, the newest addition to the up and coming Innovation and Design District of Downtown Providence. This building serves as an inclusive hub focused on innovation and collaboration across various disciplines. Located on former I-195 highway land, the Providence Innovation Center is an integral piece in the transformation of the Historic Jewelry District.



This building is home to a variety of tenants. Located on the first floor is District Hall, a public innovation center designed to foster collaboration and the development of great ideas. Adjacent to District Hall are Johnson & Johnson (specifically their Healthcare Technology Center), and Bayberry Garden restaurant which offers a uniquely New England-inspired dining experience.

The building is also home to the Cambridge Innovation Center (CIC), a coworking space designed to break down barriers, allowing innovators to better create a positive global impact.

Point 225 is also the new home to Brown University's School of Professional Studies, focused on executive degrees in a variety of fields, including business and healthcare, as well as a brand new wet lab space on the 6th floor.

In addition to several other building services that we will go into detail on later, you have access to professional Concierge Services (powered by CIC). Located in the Main Lobby, Concierge is available as your go-to for local information, as well as any questions about building events or amenities. Concierge services also include receiving your visitors, to help ensure a pleasant experience for your guests from start to finish.

CIC Property Management acts as the managing agent on behalf of Wexford Science & Technology. In preparation for your official move in, we ask that you please read through the included information thoroughly and to feel free to reach out with any questions you may have. We are excited to welcome you to the building and look forward to working with you over the years to come!



CONTACTING BUILDING MANAGEMENT

HOW TO CONTACT US

The Building Management Office can be found on the first floor of the building in Suite 121, across the hall from the mail room. While we always welcome visitors to our office, we may not always be at our desks. Therefore, the best way to reach us is by email, or phone. **We will be available for all requests between the hours of 8:30 am and 5:00 pm, Monday through Friday.**

Please submit all maintenance requests through Management.

All work orders should be placed online at

<https://app.buildingengines.com/geofire/login>. This helps to ensure that your request is promptly directed to the appropriate party, and that your request is monitored from start to finish. If you have not already received your login credentials for Building Engines, please contact the management office for further instructions.



In addition to our management team, the building is supported by engineering and 24/7 security staff. Building engineering can assist with any facility or elevator concerns, and will help to supervise the use of the loading dock, building entrances, lobbies, and elevators as necessary.

WHERE TO CONTACT US

David Konetski

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Securitas

Security

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Emily Baroody

Concierge

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If you encounter maintenance issues outside of our property management office hours, please contact Security at 508.207.7046, and your call will be directed to the appropriate party.

BUILDING ACCESS



BUILDING ACCESS SYSTEM

The building is open to the public during normal business hours and is accessible by access card after hours.

BUILDING HOURS	
MONDAY - FRIDAY	6:30 AM - 6:00 PM
SATURDAY	8:00 AM - 1:00 PM
SUNDAY & HOLIDAYS	CLOSED - CARD ACCESSIBLE ONLY

In order to control access after-hours, the building is equipped with an electronic card access system, which controls and monitors off-hour access to the building. Once an initial list has been provided to Management, we will provide each individual with access cards for their employees. The cards are assigned to specific individuals and each employee is responsible for his/her own access card. Transfer of access cards among employees is prohibited. All requests for access cards (additions, changes, deletions) must be provided to Management in writing by the Tenant contact. **Please use the “Access Card Request Form” to submit any requests surrounding access cards**, provided in the Appendix section of this handbook.

If an employee loses his/her access card, please report it to Management immediately to help ensure security of the building. When an access card is reported lost or stolen, it is immediately deleted from the computer memory, rendering it useless for future access. A printed record of each access card’s use, detailing times, doors opened, dates, etc., may be obtained from building management upon request. **It is your responsibility as a Tenant to notify building management of necessary name changes, additions, or deletions to and from the access card system.**

Prior to allowing an employee access to the building or suite when they have forgotten or lost their access card, the following building policy will apply during both business and non-business hours. Building management must obtain approval from an Authorized Representative previously provided to us, prior to allowing the employee access. It is the Tenant's responsibility to update the management office of any emergency contact name/personnel changes.

Please provide one of the following for ID/security purposes: the employee's state ID number or the employee's company ID number. It is very important that each Tenant knows which employee is holding a given access card in order to utilize the aforementioned features. Please allow 48-hours notice (excluding weekends and holidays) for any changes.

HOLIDAY SCHEDULE

NEW YEAR'S DAY	INDEPENDENCE DAY	THANKSGIVING DAY
MARTIN LUTHER KING JR. DAY	LABOR DAY	TURKEY LEFTOVER'S DAY
PRESIDENT'S DAY	INDIGENOUS PEOPLE'S DAY	CHRISTMAS DAY
MEMORIAL DAY	VETERAN'S DAY	Patriot's Day

The building will be closed on holidays; however, access is still available via access card. Please note that the following conditions and restrictions will be in effect on the holidays listed above:

- Heating, ventilation and air conditioning services are not available unless prior arrangements have been made.
- Engineering services provided by building management are available on an emergency/on-call basis.
- Janitorial services will not be available, with the exception of emergency services.

Requests for the above services on a holiday must be in writing to building management with a minimum of 48 hours advance notice (excluding weekends and holidays). Please note charges may apply.

BUILDING SERVICES

JANITORIAL SERVICES & WINDOW WASHING

Janitorial services are provided for all common areas Monday through Friday during and after normal business hours, excluding holidays. If you have not done so already, and would like to arrange cleaning service for your Suite using the same company, please contact Management for further information.

WORK ORDERS & ADDITIONAL SERVICES

We are also available to assist you with minor refurbishment and maintenance of your space. In many cases, minor work will be done by our building engineers (installing light bulbs, changing a lock, etc.) and in other cases, they can arrange to contract work (such as carpet replacement and minor electrical work). Please contact the Management for additional information on these services, and hourly rates.



SECURITY

Security for the exterior of the property, as well as all common areas will be provided 24 hours a day, 7 days a week. As mentioned previously, all tenant suites will only be accessible by access card- if you would like to install additional security in your suite (e.g cameras), you are free to do so with management's approval.

We are dedicated to providing both a safe and productive environment for our tenants to work in, therefore we ask that you please adhere to the building access rules at all times, and cooperate with all security personnel.

BIKE STORAGE

Both interior and exterior bike storage is available for your use. The interior bike storage room is located on the first floor in Suite 116. This room can be accessed directly from the outside and is located on the east side of the building. Your access card will give you access to this room. In addition, several permanent bike racks have been installed outside the building for public use. Overnight storage of bikes in the bike room is prohibited.

MAIL SERVICE



The mail room is located on the first floor of the building, in Suite 120 and will be inspected daily.

For proper identification, incoming mail should be addressed as follows:

Company Name
Attn: XXX
225 Dyer St.
Suite XXX
Providence, RI 02903

UNITED STATES POSTAL SERVICES (USPS)

Daily mail will be delivered and picked up by the USPS' courier in each Tenant's mailbox. Delivery and collection time is to be determined and we will share this information soon! Each Tenant is responsible to notify the postal service of their change of address.

The nearest postal office is located at 53 Broad Street. They are open until 5:00 PM, Monday through Friday and can be reached at 401-331-1453.

UNITED PARCEL SERVICE (UPS)

UPS service will be available on an on-demand basis, unless building needs exceed this service.

FEDEX

Similarly, FedEx service will also be available on an on-demand basis, unless building needs exceed this service. For more information on scheduling a pickup time, please contact Management.

TENANT MOVE IN PROCEDURES

CIC Property Management will be working with you to provide the smoothest possible move-in experience. One of the most important factors in achieving this objective is a timely and well-coordinated move-in plan. The purpose of this section is to establish some guidelines for new occupants, designed to greatly reduce the likelihood of issues as you get comfortable in your new space.

MOVE-IN COORDINATOR

To ensure a positive experience during your move-in, and after, we ask that you appoint an individual within your organization to be your Move-In Coordinator. This individual will be responsible for communicating any inquiries and requests for service, as well as the primary contact for any updates and notices from Management. Having a single contact person will help to eliminate duplication of effort, and ensure that all of your organization's requests are received promptly. We recommend that this individual have a reasonable level of decision-making authority, and have a working knowledge of your organization.

Prior to your move-in date, we ask that you please notify the CIC Property Management team of who your Move-In Coordinator will be, including any relevant contact information. In case of illness, vacation, etc., please provide contact information for a secondary contact as well.

MOVE-IN & DELIVERIES

MOVE-IN SCHEDULE

It is imperative that a move-in schedule is developed and provided to CIC to avoid conflicts and overloading of facilities. Accordingly, tenants are requested to plan for a specific move-in time and date. Please be sure to notify CIC a minimum of 48 hours in advance to ensure the loading dock and a dedicated elevator are available for you.

To avoid disrupting the operations of existing tenants, larger move-ins will be permitted only between 6:00 am and 8:00 am, or after 6:00 pm, Monday through Friday. Move in can also be scheduled on Saturday, Sunday, and holidays, or as otherwise approved by the Property Manager. Additional charges may apply for CIC staff to be present after hours. Smaller moves may be accommodated during normal business hours if planned in advance.

Prior to working at the property, **a certificate of insurance must be provided by your moving company and/or companies making deliveries to the building, as outlined in your lease.** If you are unsure of the certificate of insurance requirements, please contact Management.

BUILDING SUPPORT

In addition to Management support, building engineering staff is available to assist you with coordination. All instructions on the use of common areas and facilities should be strictly followed. Please note that security and engineering staff are not authorized to assist your movers in carrying items, placing furniture, or removing trash from the move. This is the responsibility of your moving company.

ELEVATOR USE

- During the moving process, please do not concurrently use elevators for passengers/visitors and furniture.
- Please confirm that your movers will provide protective coverings for common areas and within the tenant space. Repairs of any damage to the loading dock, elevators, common area, or tenant spaces during the move shall be billed to the tenant.
- **Elevator #4 is an express elevator to the 6th and 7th floor. Access to this elevator is restricted and requires card access.**



SPECIAL INSTALLATIONS



There may be situations where office installations exceed or vary from the building standard. Based on our experience, we have included a few items below with recommendations on how to help avoid unnecessary delays and surprises. **All tenant improvements must be approved by management prior to commencement.** The following are some of the items that may be associated with improvements in your offices:

PHONE SERVICE

To avoid inconvenient delays in the installation of phone service, we strongly recommend coordinating with your telephone company representative early. Depending on the phone system selected, particularly if it is a private system, special conduit and/or electrical or location requirements may exist. Reviewing the telephone installation shown on the final working drawings with the telephone company representative as early as possible will help to streamline this process.

COPIER CONNECTIONS

Copy machines usually have special electrical requirements. The size and type of electrical service must be indicated on the electrical working drawings. In addition, these machines typically have special outlets which are furnished by the copier company. The outlets should be delivered to the landlord, as applicable, early enough to be installed prior to move-in.

OTHER IRREGULAR CONNECTIONS

Specialty equipment such as computer networks, servers, research freezers, projectors, security access, cameras, or classroom equipment often requires unique electrical or mechanical installations to function properly. If the electrical consumption of special equipment exceeds standard office equipment, it may be necessary to calculate the excess cost of such energy and consider the need for the electrical balancing of switchboards.

LOAD LIMITS

In some cases, areas with substantial equipment or concentrated file cabinets and/or bookcases may exceed the load limits of that floor. We ask that you please give special attention in these cases by distributing the weight over a greater surface area.

SUSTAINABILITY & CONSERVATION



Point 225 was built with sustainability in mind. Built on a former brownfields site, the building is equipped with state-of-the-art equipment and materials, designed to reduce our environmental impact throughout construction and continued operation of the building. Included below is information regarding our building's LEED Gold certification, and the various building features and initiatives designed to foster sustainability.

LEED GOLD CERTIFICATION

Buildings have a substantial impact on the health and wellbeing of people and the planet. Buildings use resources, generate waste and are costly to maintain and operate. Through our LEED Gold Certification, we have taken steps to maximize occupant health and productivity, use fewer resources, reduce waste and decrease life cycle costs. The following are some of the building features that help to reduce our environmental footprint:

- High efficiency heating and cooling systems reduce energy consumption while ensuring a comfortable work environment.
- Low flow water fixtures installed throughout the building help to conserve water.
- Our on site trash compactor reduces the frequency of trash pickups, therefore transportation emissions.
- Low-emissivity windows have been installed throughout the building, helping to limit heat gain in the hot summer months.
- Bike storage has been installed inside and outside the building to encourage alternate forms of transportation.
- The building is easily accessible to public transit, with a RIPTA bus stop located directly in front of building.

RECYCLING PROGRAM

The Building offers a single stream recycling program and we encourage you to actively participate! This program recycles all of the materials listed on the following page. There will also be a small bucket available in the Recycling Room on the first floor, for dry cell battery recycling. We ask that you please be careful not to include non-recyclable materials in the recycling containers to ensure this program's impact. Recycling container is emptied on Mondays, Wednesdays, Thursdays and Fridays.

RECYCLABLE MATERIALS

PAPER

Newspaper
Copy paper
Envelopes / window envelopes
Cardboard
Stapled magazines
Loose leaf pages
Receipts
Adding machine tapes
Index cards
Empty manila file folders
Stapled pamphlets
Cartons

PLASTIC / GLASS

Plastic containers
Glass containers

ALUMINUM

Aluminum cans & lids
Foil

NON-RECYCLABLE MATERIALS

PAPER

Napkins, paper towels & tissues
Cups
Candy wrappers
Books
Glue bound magazines
Lunch bags
Brown file folders/metal
Carbon paper
Blueprints
3-ring binders
Shredded paper

PLASTIC / GLASS

Plastic containers that held oily or flammable chemicals

OTHER

Styrofoam
Greasy pizza boxes
Batteries
Plastic bags

MISCELLANEOUS

MONTHLY RENT PAYMENT

As a convenience to our tenants, we shall prepare monthly rental statements that will be mailed or emailed to each tenant. Rental payments will be due regardless of whether or not a statement has been received on the first day of each month.

Mailed payments are to be sent to the following address:

Providence Innovation District Phase I Owner, LLC
Attention Entity 6788
PO Box 511467
Los Angeles, CA 90051-8002

For online payment options, please contact management to receive additional information.

BUILDING INSPECTIONS

In our effort to anticipate and prevent problems before they arise, CIC Property Management and engineering will perform frequent detailed inspections of the entire building, including tenant spaces. The purpose of these inspections is to identify areas requiring maintenance and/or repair, or to correct safety/fire hazards that may have developed.

To ensure a thorough inspection, we may seek input from you on problems you have encountered, and any feedback to improve the operation. Inspections will be carried out with the least amount of interruption as possible. If you require any type of advanced notification, please contact our management office with your requested notification method.

SMOKING POLICY

Building policy prohibits all forms of smoking (including electric cigarettes) on any part of the property.

According to the Rules and Regulations pertaining to Smoke Free Public Places and Workplaces (R23-20.10-Smoke) of the State of Rhode Island and Providence Plantations Department of Health, December 2004, (as amended May 2005 (E), & August 2005), the public areas of the property and the places of employment must be free of smoke.

RULES AND REGULATIONS

As detailed in your Lease, the following rules and regulations must be followed at all times. Nothing in these rules and regulations shall supplement any provision of the Lease. In the event of a conflict or inconsistency between these rules and regulations and the Lease, the Lease shall prevail.

1. No Tenant Party shall encumber or obstruct the common entrances, lobbies, elevators, sidewalks and stairways of the Building(s) or the Project or use them for any purposes other than ingress or egress to and from the Building(s) or the Project.
2. Except as specifically provided in the Lease, no sign, placard, picture, advertisement, name or notice shall be installed or displayed on any part of the outside of the Premises or the Building(s) without Landlord's prior written consent. Landlord shall have the right to remove, at Tenant's sole cost and expense and without notice, any sign installed or displayed in violation of this rule.
3. If Landlord objects in writing to any curtains, blinds, shades, screens, hanging plants or other similar objects attached to or used in connection with any window or door of the Premises or placed on any windowsill, and (a) such window, door or windowsill is visible from the exterior of the Premises and (b) such curtain, blind, shade, screen, hanging plant or other object is not included in plans approved by Landlord, then Tenant shall promptly remove such curtains, blinds, shades, screens, hanging plants or other similar objects at its sole cost and expense.
4. No deliveries shall be made that impede or interfere with other tenants in or the operation of the Project. Movement of furniture, office equipment or any other large or bulky material(s) through the Common Area shall be restricted to such hours as Landlord may designate and shall be subject to reasonable restrictions that Landlord may impose. Tenant shall be allowed to perform moves within the Premises which would not require the use of the freight elevator for extended periods during business hours, provided that any use of the freight elevator shall be coordinated with the property manager.
5. Tenant shall not place a load upon any floor of the Premises that exceeds the load per square foot that (a) such floor was designed to carry or (b) is allowed by Applicable Laws. Fixtures and equipment that cause noises or vibrations that may be transmitted to the structure of the Building(s) to such a degree as to be objectionable to other tenants shall be placed and maintained by Tenant, at Tenant's sole cost and expense, on vibration eliminators or other devices sufficient to eliminate such noises and vibrations to levels reasonably acceptable to Landlord and the affected tenants of the Project.
6. Tenant shall not use any method of HVAC other than that shown in the Tenant Improvement plans or approved in writing by Landlord.

7. Tenant shall not install any radio, television or other antennae; cell or other communications equipment; or other devices on the roof or exterior walls of the Premises except in accordance with the Lease. Tenant shall not interfere with radio, television or other digital or electronic communications at the Project or elsewhere.
8. Canvassing, peddling, soliciting and distributing handbills or any other written material within, on or around the Project (other than within the Premises) are prohibited. Tenant shall cooperate with Landlord to prevent such activities by any Tenant Party.
9. Tenant shall store all of its trash, garbage and Hazardous Materials in receptacles within its Premises or in receptacles designated by Landlord outside of the Premises. Tenant shall not place in any such receptacle any material that cannot be disposed of in the ordinary and customary manner of trash, garbage and Hazardous Materials disposal. Any Hazardous Materials transported through Common Area shall be held in secondary containment devices. Tenant shall be responsible, at its sole cost and expense, for Tenant's removal of its Hazardous Materials from the Premises, Tenant is encouraged to participate in the waste removal and recycling program in place at the Project.
10. The Premises shall not be used for lodging or for any improper, immoral or objectionable purpose. Except as provided in the Lease, no cooking shall be done or permitted in the Premises; provided, however, that Tenant may use (a) equipment approved in accordance with the requirements of insurance policies that Landlord or Tenant is required to purchase and maintain pursuant to the Lease for brewing coffee, tea, hot chocolate and similar beverages, (b) microwave ovens for employees' use and (c) equipment shown on Tenant Improvement plans approved by Landlord, (d) equipment required for food service providers to provide service to Clients to the extent permitted under the Lease; provided, further, that any such equipment and microwave ovens are used in accordance with Applicable Laws, and (e) heating of food for events and food service demonstrations.
11. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any Governmental Authority.
12. Tenant assumes any and all responsibility for protecting the Premises from theft, robbery and pilferage, which responsibility includes keeping doors locked and other means of entry to the Premises closed.
13. Except as set forth in Section 12.7 of the Lease, Tenant shall not modify any locks to the Premises without Landlord's prior written consent, which consent Landlord shall not unreasonably withhold, condition or delay. Tenant shall furnish Landlord with copies of keys, pass cards or similar devices for locks to the Premises.
14. Tenant shall cooperate and participate in all reasonable security programs affecting the Premises.

15. Tenant shall not permit any animals in the Project, other than for service animals.

16. Bicycles shall not be taken into the Building(s) (including the elevators and stairways of the Building) except into areas designated by Landlord. Hoverboards are prohibited in the Building and the Project.

17. The water and wash closets and other plumbing fixtures shall not be used for any purposes other than those for which they were constructed, and no sweepings, rubbish, rags or other substances shall be deposited therein.

18. Discharge of industrial sewage shall only be permitted if Tenant, at its sole expense, first obtains all necessary permits and licenses therefor from all applicable Governmental Authorities.

19. Smoking is prohibited at the Project.

20. The Project's hours of operation are currently 8:00 AM to 6:00 PM, Monday through Friday, and 8:00 AM through 1:00 PM on Saturdays. Tenant and its employees shall have access to the Premises 24/7/365. Landlord and tenant acknowledge that the District Hall Space will be used beyond the Project's hours.

21. Tenant shall comply with all orders, requirements and conditions now or hereafter imposed by Applicable Laws or reasonably imposed by Landlord in a manner consistent with first class office/research buildings in the Market Area ("Waste Regulations") regarding the collection, sorting, separation and recycling of waste products, garbage, refuse and trash generated by Tenant (collectively, "Waste Products"), including (without limitation) the separation of Waste Products into receptacles reasonably approved by Landlord and the removal of such receptacles in accordance with any collection schedules prescribed by Waste Regulations.

22. Guns and weapons of all kinds are prohibited from the building and tenants are responsible for insuring that their employees, visitors, and invitees adhere to this policy at all times.

Landlord may waive any one or more of these Rules and Regulations for the benefit of Tenant or any other tenant, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of Tenant or any other tenant, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the tenants of the Project, including Tenant. 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 the Lease. Landlord reserves the right to make such other and reasonable additional rules and regulations as, in its judgment, may from time to time be needed for safety and security, the care and cleanliness of the Project, or the preservation of good order therein; provided, however, that Tenant shall not be obligated to adhere to such additional rules or regulations until Landlord has provided Tenant with written notice thereof. Tenant agrees to abide by these Rules and Regulations and any such additional rules and regulations issued or adopted by Landlord. Tenant shall be responsible for the observance of these Rules and Regulations by all Tenant Parties.