

Building Rules & Regulations

BuildingsOne | October 20, 2019



The **Buildings Rules and Regulations** document is typically included as an exhibit in the landlord-tenant lease. The purpose of **Building Rules and Regulations** is to afford a broad set of governing rules that provide tenants, visitors, and contractors with property owner's policies for tenant and contractor activities conducted at the building. Adherence to these rules and regulations will facilitate positive results such as code compliance, preservation of the physical asset, and upholding property appearance and image, to the common benefit of landlord, tenants, and visitors.

Most property owner **Building Rules and Regulations** will have common themes within their respective documents. Some examples of these common rules are the prohibition of pets, lodging, excessive noise activity and smoking. The typical layout of most Building Rules and Regulations is 'bullet numbered' format.

The **BuildingsOne** template outlines representative rules and regulations by grouping them in broad categories. These broad categories comprise several rules and regulations that occur, in common, at many buildings in the commercial real estate market.

In preparing a specific **Building Rules and Regulations** document, many of these common concepts can be selected, modified or deleted, and presented in bullet numbered format, in conjunction with the property's physical layout (parking lot vs. parking garage), the property owner's goals and objectives, and local laws and codes.

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Documents & Templates Library
includes a word-format
Building Rules & Regulations Template
to guide facilities professionals in the
development of a best practice
Building Rules & Regulations
Document & Lease Exhibit

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Access | Egress | Moving | Entrance Areas | Sidewalks | Common Areas | Exterior | Roof

All access, entrances and common areas within the property, shall remain clear and unobstructed at all times and used by tenants and its visitors for ingress to, and egress from, the leased premises. Access and entrance areas include, drive lanes, sidewalks and curbs. Common areas include loading docks, lobbies, elevators, emergency stairwells, corridors, restrooms and parking garage.

Access to the roof is strictly limited only to contractors and service personnel installing, inspecting or servicing landlord approved licensed antenna installations or roof-top building systems or equipment.

Tenants shall not install any antenna, dish, cable or any equipment on the exterior or roof of the building without the landlord's prior written approval.

Landlord shall designate entrances, freight elevator and established common area routes and procedures for the delivery and moving of tenants' furniture, supplies and other equipment. Landlord will establish time frames for deliveries of tenants' deliveries. Tenant is responsible for protecting elevators and common area routes and for repairs to any damage caused as a result of their moving.

No hand trucks are authorized in the main lobbies or passenger elevators. Hand trucks are authorized in accordance with the landlord's established moving procedures in the freight elevator, freight elevator lobby and defined moving areas. Hand trucks shall be equipped with rubber tires and other safeguards to prevent damage to the building's common area finishes.

Tenant shall notify Landlord or any heavy equipment or systems prior to relocation and installation into the tenant's premises. Landlord has the right to ensure a structural engineer's review of such proposed installation. Authorization of heavy equipment within the premises, placement of same and possible structural reinforcement support, shall be reviewed and approved in writing by Landlord prior to moving of the equipment.

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General Building Compliance Activities | First Class Office Building

Tenant's activities shall be conducted in a manner consistent with a Class A office building.

No Smoking Building - Smoking is prohibited in the building and within 25 feet of building public entrance areas.

Tenant shall comply with all landlord and state government no smoking requirements.

Soliciting, canvassing and distribution of flyers and other written materials is prohibited. Tenant shall cooperate to discourage and prevent these activities including reporting such activities to the property management office.

Animals shall not be brought into the building. Service animals are permitted in the building in accordance with federal law.

Bicycles are prohibited inside the building. A bicycle rack is available for tenant employees' use on Parking Garage Level 2.

No sales or auctions shall take place in the building.

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Life Safety | Security | Card Access | Locks & Keys

Life Safety of tenants' employees and visitors is our primary concern. Tenant is responsible for designating Fire Wardens in accordance with the building's life safety program. Tenants shall comply with all life safety, fire prevention and evacuation procedures established by the landlord and government agencies.

Landlord has the right, but no obligation, to restrict firearms, knives and other weapons from entering the premises.

Tenant shall comply with all building security requirements, in particular, security access procedures in order to ensure an overall safe property for the benefit of benefit of the common tenancy.

Tenant shall secure its premises through scheduling of its electronic access system | card access control. Landlord has the right to restrict general public tenant access to the building after 6PM during the business week and on weekends.

Tenant shall not alter any base building lock system and additional locks will be allowed on tenant premises doors without the landlord's prior written authorization.

Tenant shall maintain current security access lists, control its employees access and provide updates to landlord as necessary and by work order request to ensure the appropriate security expected in a Class A - Office Building.

Landlord is not be responsible for lost or stolen personal property, including money and jewelry, from the tenant's premises, common areas or public areas, regardless of when the loss occurs or if the area of such loss is secured.

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Tenant Premises | Use of Premises | Unauthorized Activities

Building utilities closets (electrical and telephone-data) shall not be used for storage of any kind and utilities and other building equipment closets shall remain accessible at all times.

Tenant shall not bring into the premises or building gasoline, kerosene, flammable or combustible liquids, explosives or other hazardous materials without the prior written permission of the landlord. Any hazardous materials must be disposed of in compliance with all federal, state and local laws. Safety Data Sheets (SDS) must be provided to the landlord for any hazardous materials on site.

Tenant shall not permit activities that result in any offensive odor, noise, vibration or other disruptions to the quiet enjoyment of the building's tenants in common.

All costs associated with the extermination and removal of any bugs, pests, vermin, rodents or other infestation, due to tenant's deliveries or activities, will be reimbursed by tenant. Exterminators will be approved by landlord.

Tenant shall comply with the landlord's policies on posting of signage within the building.

No cooking shall be done in the premises, except tenant's use of Underwriter's Laboratory (UL) approved microwave ovens is permitted as well as food warming equipment required by caterers or vendors provided such use is in accordance with all applicable federal, state and local laws. No vending machines will be installed without landlord's prior written authorization.

No lodging or sleeping is authorized in the premises or any common areas in the building.



**Maintaining the Leased Premises | Alterations to Walls - Floors - Ceiling - Window Treatment
Janitorial Plumbing | HVAC | Electrical | Structural**

Tenant shall not make any alterations, modifications or improvements within the Premises without the prior written consent of Landlord.

Tenant shall provide prompt written notice to Landlord's Management Office of any damage or defects in plumbing, electrical systems, HVAC systems and equipment.

Tenant shall not employ or contract any service or work in the premises without the prior authorization of Landlord. Tenant's contractor shall comply with the Landlord's insurance requirements and will produce evidence of same, in the Landlord's established criteria, prior to commencing work activities.

Tenant shall not utilize alternative means to heat and cool their premises other than that provided by the building's base system, without prior written consent from the Landlord.

Tenant shall not use the building's heating, ventilation and air conditioning (HVAC) systems, electrical systems, sprinkler systems and other base building systems for other than their intended purpose.

Building plumbing systems shall be used for their intended purposes and no substances shall be disposed of in plumbing receptacles. Costs incurred due to damage, such as drain stoppage, resulting from the tenant's improper use of the system, will be reimbursed by tenant.

All finish materials, such as carpet, fixtures and furniture, shall comply with all federal, state and local fire codes and laws.

Exterior windows shall not be obstructed or covered by the Tenant, nor should any objects be placed on the window sills. No sign, picture, advertisement, notice, etc., shall be visible from outside of the building. No curtains, draperies, blinds, awnings or other window coverings or decorations shall be placed in or outside the window area without prior written permission from the Landlord.

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Maintaining the Leased Premises | Alterations to Walls - Floors - Ceiling - Window Treatment Janitorial Plumbing | HVAC | Electrical | Structural

Tenants shall cooperate with the landlord's heating, cooling programs and energy conservation programs, by closing tenant's perimeter window blinds when the sun's rays are directed into the premises through the perimeter glass.

No company or persons other than those provided or approved by the landlord shall be permitted to enter the building for the purposes of cleaning the tenant's premises. Tenant shall participate in the building's trash removal and recycling program.

All cabling and telecommunications equipment and cabling shall be provided at the tenant's sole cost and expense. Landlord is not responsible for the failure, vandalism or unintentional damage to tenant's cabling systems or telecommunications equipment including business loss or any consequential damages.

Parking

Tenant shall comply with all building parking rules and regulations established by Landlord and modified from time to time for the benefit of the common tenancy.

Tenant shall be responsible for enforcing the building's parking policies with its employees, visitors and customers.

Parking is limited to vehicles no longer than full size passenger automobiles.

Tenants shall adhere to all posted signs and park in designated parking areas.

The service, maintenance and washing of cars is prohibited.

Landlord is not responsible for any damage to vehicles, injury to persons or loss of property. All risks are assumed by the person using the parking areas.

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