



1350 | 1360  
RENÉ-LÉVESQUE OUEST

# 1350-1360 RENÉ-LÉVESQUE WEST

MANAGED BY

**GWL** REALTY  
ADVISORS

POWERED BY





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# Introduction

1350-1360 René-Lévesque West, managed by GWL Realty Advisors (GWLRA), is situated in the heart of Montreal's business core at the focal-point of the Quartier-des-Gares, the fastest growing, most dynamic area in downtown Montreal.

GWLRA is pleased to provide this "Tenant Manual" created exclusively for your property. It will assist you in becoming familiar with the building's features, facilities and operating procedures as well as with the team of trained professionals on staff to provide services.

The information outlined in this manual is general in nature and may differ in some instances from your lease. In all cases, the lease takes precedence over the manual.

GWLRA operates the Complex with the maxim of providing its tenants with superlative premises, exemplary service and a more human, caring tenant experience, a place of work that feels more like a home, one they can feel good about coming to every day.

Our property management team or our leasing representative will be pleased to answer and clarify any questions you may have concerning the information contained in the manual or about the property.

# Property Description

1350-1360 René-Lévesque West was designed according to the needs of high technology organizations, by offering convenient and efficient space and services.

The building amenities are listed below.

- Located in the core of the business district, it is conveniently accessible via the Ville-Marie and Bonaventure expressways. Pedestrians benefit from the proximity of the underground network, the Lucien-L'Allier metro station, the South-Shore bus terminal at 1000 de la Gauchetière, as well as the Central and Lucien-L'Allier train stations;
- Indoor parking with a capacity of 508 cars;
- The building is equipped with an 18-inch raised floor system, allowing it to house the vital systems of the building, such as telecommunication and IT services, the heating, ventilation and air-conditioning (HVAC) system.
- A high-technology infrastructure;
- A food court;
- A loading dock.

The building is rated as a class “AAA” relative to its location and market position.

## Technical Information

<b>Building type:</b>	Office building with retail spaces and restaurants
<b>Class:</b>	AAA
<b>Number of floors:</b>	1350, René-Lévesque Blvd. W: 25 above-ground floors and 2 mechanical room floors 1360, René-Lévesque Blvd. W: 17 above-ground floors and 2 mechanical room floors
<b>Location:</b>	1350, René-Lévesque Blvd. W: on the corner of de la Montagne Street 1360, René-Lévesque Blvd. W: on the corner of Lucien-L'Allier
<b>Leasable area:</b>	1350, René-Lévesque Blvd. W: 535,124 sf 1360, René-Lévesque Blvd. W: 401,772 sf
<b>Typical floor area:</b>	1350, René-Lévesque Blvd. W: 25,000 sf 1360, René-Lévesque Blvd. W: 25,685 sf
<b>Year of construction:</b>	1350, René-Lévesque Blvd. W: 2003 1360, René-Lévesque Blvd. W: 2004

<b>Fire protection system:</b>	Sprinkler system and 2-step fire alarm system
<b>Security systems:</b>	Digital security cameras
<b>Elevators:</b>	1350, René-Lévesque Blvd. W: 12 of which 2 are assigned to the parking garage and one is a freight elevator.  1360, René-Lévesque Blvd. W: 11 of which 2 are assigned to the parking garage and one is a freight elevator.
<b>Parking:</b>	508 underground spaces on 5 levels
<b>Loading dock:</b>	Interior: accessible via de la Montagne Street; Maximum height—11'10".
<b>Handicap access:</b>	Via René-Lévesque Boulevard
<b>Tenants:</b>	1350, René-Lévesque Blvd. W: Canada Life Conceillers en Gestion Informatique CGI Inc. TD Bank Financial Group  1360, René-Lévesque Blvd. W: DRW Laurentian Bank of Canada

## Environmental Program

### Environmental Certifications

1350-1360 René-Lévesque West is certified LEED gold for Existing Buildings: Operations & Maintenance (EB: O&M) and BOMA BEST gold.

The programs assess the building's environmental performance in categories like:

- Sustainable Sites
- Water Efficiency
- Energy & Atmosphere
- Materials & Resources
- Indoor Environmental Quality

These certifications reward the highest achievers of the building industry in terms of environmental performance and management.

### Recycling

As adequate space for landfill is becoming increasingly scarce and our natural resources are being depleted, GWLRA understands that we have a responsibility to reduce and recycle outgoing waste from our managed space.

So as to minimize outgoing waste we recycle paper, cardboard, glass, aluminum and plastic in our offices and food court. We also recycle batteries, paint, as well as fluorescent lamps and ballasts.

We constantly aim to improve our environmental performance. In fact, 1350-1360 René-Lévesque West is now offering tenants the opportunity to dispose of electronic waste, hazardous household residues and of other recyclable items in the Mini Eco-Center, here, at the loading dock level. Please contact the building's management office to obtain the current disposal rates.

# DIRECTORY

## On-Site Management Directory

The Property Management office is located at:  
1360, René-Lévesque Boulevard West  
Suite 210  
Montreal, Quebec  
H3G 2W4

Our office hours are:

*Management Office:*

Monday to Friday, 8:30 a.m. to 5:00 p.m.

*Building:*

Monday to Friday, 7:00 a.m. to 7:00 p.m.

Telephone/fax numbers and email addresses:

*Main telephone number:* (514) 807-1350

*Fax number:* (514) 807-4400

*Senior Property Manager:*

**Sylvain Bibeault**

sylvain.bibeault@gwlr.com

(514) 807-3532

*Operations Manager:*

**Jean-Pierre Dussault**

jean-pierre.dussault@gwlr.com

(514) 807-3531

*Assistant Property Manager:*

**Weronika Kowalska**

weronika.kowalska@gwlr.com

(514) 807-1350 x203

*Property Administrator:*

**Amal AbuAkel**

amal.abuakel@gwlr.com

(514) 807-1350 x204

*Senior Real Estate Accountant:*

**Michael Lemieux**

michael.lemieux@gwlr.com

(514) 350-4954

Request for building services:

Managed through GWLRA's Tenant Services System (Angus Anywhere) powered by OneServe, accessible via the web at:

<https://www.gwlrealtyadvisors.com/> or <http://www.1350rene-levesque.com/>

*Parking Manager:*

Safeway Parking (514) 807-1350 x 214

*Security:*

Security (514) 807-1350 x222

Emergency Only (514) 807-3535

*Courrier service:*

(1052 de la Montagne Street) Loading Dock

**Leasing Information:**

For information regarding additional office or retail space, you may contact Mr. Philip Belliard, Senior Director, Leasing for GWLRA at 514-350-7940 or by email at Philip.Belliard@gwlra.com.  
 For information concerning available storage in the building, please contact the building management who will provide you with the rates and availability.

**Local Business Directory and Other Useful Numbers**

Here is a short list of businesses in the area by category:

**Emergency Number**

Ambulance, police, fire..... 911

**Hospitals**

CHUM (Hôtel Dieu, St-Luc) ..... (514) 890-8000  
 Jewish General Hospital..... (514) 340-8222  
 Royal Victoria Hospital / Montreal General Hospital / Glen Site..... (514) 934-1934

**Medical Services**

Poison control ..... 1(800) 463-5060  
 Dental Center Emergency Service 24/7 ..... (514) 288-8888  
 Promed Medical and Dental Center ..... (514) 845-1800  
 Lasik MD ..... (514) 845-1515  
 Métro-Medic..... (514) 932-2122

**Food court and retail area Atrium level (Ground floor)**

Café Dépôt ..... (514) 935-7774  
 Cultures ..... (514) 938-8666  
 Convenience Store ..... (514) 933-9451  
 Laurentian Bank of Canada, 1360 René-Lévesque West ..... 1(800) 252-1846  
 Les Grillades du Cèdre ..... (514) 933-0505  
 Sum Sushi ..... (514) 935-7462  
 TD Bank, 1350 René-Lévesque West ..... (514) 933-0250  
 The UPS Store ..... (514) 932-6245

**Banks**

BMO Financial Group ..... 1(877) 225-5266  
 CIBC, Customer Service ..... 1(800) 465-4653  
 National Bank ..... 1(800) 835-6281  
 Laurentian Bank of Canada, 1360 René-Lévesque Blvd. West ..... 1(800) 252-1846  
 Royal Bank, Customer Service ..... 1(800) 769-2511  
 Scotia Bank, Infoline ..... 1(800) 268-9269  
 TD Bank, 1350 René-Lévesque Blvd. W. .... (514) 933-0250

**Courier Services**

Courriercom Express ..... (514) 390-0002  
 Fedex ..... 1(800) 463-3339  
 Purolator ..... 1(888) 744-7123  
 QMS (Quick Messenger Service) ..... (514) 932-5173  
 UPS ..... 1 (800) 742-5877

**Entertainment**

Bell Center (ticket office) ..... (514) 989-2841  
 Centaur Theatre ..... (514) 288-3161  
 Montreal Biodôme ..... (514) 868-3056

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Montreal Botanical Garden .....	(514) 872-1400
Montreal Museum of Fine Arts .....	(514) 285-2000
Place des Arts (ticket office) .....	(514) 842-2112
Théâtre du Nouveau Monde .....	(514) 866-8668
Théâtre du Rideau Vert .....	(514) 844-1793
Théâtre St-Denis .....	(514) 849-4211
Tourism Montréal .....	tourisme-montreal.org
.....	infomontreal.com
Tourism Québec .....	bonjourquebec.com

#### Fitness Facilities

Energie Cardio (Administration) .....	(514) 533-8386
MAA (Peel St.) .....	(514) 845-2233
Nautilus (1231 Sainte-Catherine St. W.) .....	(514) 843-5993
YMCA (1440 Stanley St.) .....	(514) 849-8393

#### Hotels

Delta Montreal (President Kennedy St.) .....	(514) 286-1986
Fairmount Queen Elizabeth .....	(514) 861-3511
Holiday Inn & Suites Montreal Centre-Ville Ouest .....	(514) 935-7999
Hotel Bonaventure .....	1(800) 267-2575
Le Crystal .....	(514) 861-5500
Le Nouvel Hôtel and Spa .....	(514) 931-8841
Marriott Château Champlain .....	(514) 878-9000
Ritz-Carlton .....	(514) 842-4212
Sheraton Centre .....	(514) 878-2000
Sofitel .....	(514) 285-9000

#### Moving Services

Déménagement Montreal Express .....	(514) 336-5717
Lacombe Transport .....	(514) 256-0050

#### Taxi and Limousine Services

Champlain .....	(514) 271-1111
Diamond .....	(514) 273-6331
Ville-Marie Limousine .....	(514) 744-2033
Taxi Bonjour .....	(514) 370-8777
Taxi COOP .....	(514) 725-9885

#### Transportation

Air Canada Reservations .....	1(888) 247-2262
Air Transat Reservations .....	(514) 636-3630
Budget Rent-a-Car (reservation center) .....	(514) 938-1000
Porter Airlines .....	1(888) 619-8622
Via Rail Canada Reservations .....	(514) 989-2626
Westjet Reservations .....	1(800) 538-5696

# Building Services

## Service Requests (Angus)

You can log your request using GWLRA's Tenant Services System. For initial set-up, please contact the management office. The system dispatches your requests to the building's technical staff by electronic messaging. Our personnel will respond to your request promptly. A confirmation e-mail will be sent to you to let you know the job has been completed.

You can access the system through GWLRA's website at <https://www.gwlrealtyadvisors.com/> or through the 1350-1360 René-Lévesque West website <http://www.1350rene-levesque.com/>.

## Cleaning and Recycling

Night cleaning services are provided Monday to Friday, excluding statutory holidays while common areas are tended to during regular business hours. Tenants that require cleaning be performed during regular business hours, for security or other reason, may arrange same by contacting the management office. There may be additional costs involved.

The night cleaning staff will perform the following duties in your suite:

Floors:	sweeping, vacuuming, dusting, periodic spray-buffing
Dusting:	horizontal surfaces
Glass:	wash glass doors and glass partitions
Carpet:	spot cleaning (maximum 2 cm)
Waste:	emptying all containers *
Recycling:	emptying all containers **

In addition to basic cleaning, we can accommodate your special requests. Contact the management office for more details.

\* No large items such as pallets, furniture, or equipment may be thrown into the building trash containers. Tenants are responsible for removing and disposing of these larger and/or extraordinary items.

\*\* In an effort to preserve the earth's limited natural resources, GWLRA has put in place a recycling program. All tenants are encouraged to participate in this program which, not only serves to protect our environment, but also helps reduce operating costs. Recycling bins for paper products, plastic bottles as well as cans are located on all floors. We urge you to participate in the "BOMA BEST" and LEED-EB programs and use these recycling bins regularly.

## Climate Control

### Heating

Heating is provided by a perimeter hot air induction heating system. In order for this heating system to work effectively, the air vents must be kept clear of any papers, boxes, furniture or other obstructions.

### Ventilation and Air Conditioning

The building's air supply fans provide optimum comfort to all tenants. The fresh air supply systems use high efficiency filters. Air conditioning operates during business hours, from spring until fall. We encourage all tenants in offices with a western and southern exposure to use the office blinds to maintain room temperatures at a comfortable level. If an adjustment is required, please do not attempt to adjust thermostats within your premises as this will compromise the system's efficient operation. Contact your management office who will arrange for a trained technician to effect the required change.

\*Please refer to the "Business Hours" section of your lease for HVAC hours of operations.

## Automatic Teller Machine

Located on the ground-floor level at 1350, René-Lévesque Boulevard W., TD Bank automatic teller machines are available for public and tenant use.

Similarly at the 1360, René-Lévesque Boulevard W., Laurentian Bank automatic teller machines are available for public and tenant use.

## **Food Court**

The food court, with its variety of restaurants, is situated on the ground floor level in the Atrium. Opening hours are Monday to Friday 6 a.m. The food court area and pedestrian passage close at 6 p.m.

## **Public Telephones**

Public telephones are located in the food court on the ground floor level, near the Lucien-L'Allier exit.

## **Public Washrooms**

You can find women and men's public restrooms (and for people with reduced mobility) in the food court area.

## **Elevators**

1350, René-Lévesque Blvd. W: Twelve (12) passenger elevators are available for use at all times, two (2) of which are dedicated to the parking garage.

1360, René-Lévesque Blvd. W: Eleven (11) passenger elevators are available for use at all times, two (2) of which are dedicated to the parking garage.

One designated elevator per building may be used for moving equipment; however, protective coverings must be in place to keep the elevator from being damaged and must be reserved through the management office at least 2 business days in advance. They will also inform you of the cost for special use of elevators, if applicable.

The elevators are equipped with emergency phones with direct lines to the security desk.

## **Loading Dock**

The loading dock is located at 1052, de la Montagne Street and has a vehicle height limit of 11'10". Operating hours are from 8:00 a.m. to 5:00 p.m.

Construction material and furniture deliveries can be done after operating hours, between 6:00 p.m. and 7:00 a.m. only. Please contact your management office for further details.

No deliveries for the food court are permitted between 12:00 p.m. and 1:00p.m.

## **Courier Service**

All messengers must present themselves at the loading dock located at 1052, de la Montagne Street.

## **Bicycle Racks**

There are bicycle racks available for tenants near the parking booth on the SS2 level on the 1350. Approximately 80 spaces are available on a first come, first served basis. The entrance to the parking garage is from de la Montagne Street.

## **Showers**

Showers for tenant who bike or run to work or do sports over lunchtime are available on the SS1 level. An access request form is available at the GWLRA office or on the AngusAnywhere tenant services portal in the Resource Center tab. This form has to be filled out and remitted at the GWLRA reception with a valid piece of ID with photo. The showers are accessible between 6am and 5pm.

## **Parking**

Safeway Parking manages the daily operations of the underground parking. Please contact Safeway Parking's office for information on rates and monthly passes.

## **Speed limit & Road Signs**

A 10 km/h speed limit and all road signs must be observed in the parking garage at all times.

## **Car wash**

Our car wash is located in basement 3 (S3). Please contact Safeway Parking for information and reservations.

## **Parking Escorts**

After hours, you can be escorted by a security officer to your vehicle in the underground parking area with at least 15 minutes advance notice. For this free service, please call the security office at (514) 807-1350.

### **Vehicles left on the premises overnight**

If your vehicle is to remain parked overnight, please notify the management office in advance and provide the make, model and license plate number of your vehicle as well as the estimated duration of your vehicle stay.

### **Newsletter**

Published quarterly, it is our way of keeping you informed on the latest news and activities occurring in the building.

### **Events**

During the course of the year, our management team organizes activities during which tenants and GWLRA personnel can meet and interact in a more social environment. Tenants will be informed of these events through the 1350-1360 René-Lévesque West newsletter or special notices in the elevators.

# SECURITY

## Building Access

Security and safety of our tenants are our highest priorities. Therefore, our security agents are trained according to the highest standards of the industry.

Reception desks are located at 1350 and 1360 Boul. René-Lévesque West lobby with 24/7 security coverage.

## Access Cards

Access cards are required to access the building outside regular business hours, which are 7 a.m. to 7 p.m. from Monday to Friday. Authorized personnel may obtain access cards at the management office.

Card readers are located at the main entrance of the building (1350 and 1360 René-Lévesque Blvd. West).

Tenants must promptly report lost cards as well as card numbers of personnel no longer employed by the tenant.

Replacement of lost or damaged cards will be at tenant's expense.

## Visitors Access

Visitors coming to the building after 7:00 p.m. must register at the security desk. The security guard will contact the host so that they may escort their guest to their office. Security is not authorized to allow access to visitors without your approval.

## Surveillance Cameras

Strategically placed surveillance cameras record and/or monitor activities in the common areas of the building and parking garage 24 hours a day, 7 days a week.

## Lost and Found

Lost and found items can be turned in or claimed at the security desk in the 1360 lobby.

## Emergency Contacts

Names and telephone numbers of at least two emergency contacts for each tenant must be provided and are kept confidentially on file by the management office. Please notify us immediately regarding any changes in contact personnel details.

## Emergency Procedures

### What you must know

- The location of two (2) staircases or exits;
- The location of the closest manual fire alarm station;
- The telephone number of the Montreal Fire Department: 9-1-1;
- The location of the closest portable fire extinguisher and emergency phone;
- The name of the floor warden and follow his/her instructions.

### What to do when you are alone and you discover smoke or flames

- Activate the closest manual fire alarm station;
- Close doors as you leave;
- Evacuate and leave the building by the closest exit;
- Alert the Fire Department by dialing 9-1-1 from a safe location.

### What to do in case of a general fire alarm

- Leave the premises immediately following an evacuation order and/or hearing the general alarm. Make sure windows and doors are closed to prevent smoke from entering evacuation ways;
- Do not waste time retrieving personal objects, leave the building by the closest exit;
- Never return to your work station after the evacuation order has been given;
- Help anyone in need, however, only firemen are authorized to return to the floors in order to evacuate people in need of assistance;
- Do not use the elevators during a fire or general evacuation;

- Move away from the building area - approximately 100 meters - to allow others to leave the building;
- Do not hinder the firefighters' and/or the evacuation team's work;
- Go to your group's pre-determined meeting area.

#### What to do if you are alone

- Try to reach an organized group;
- Do not run into a corridor or stairwell without first checking;
  - If the door is hot (with the back of your hand)
  - If there is any heat being emanated (extending your hand in the corridor)
  - If there is any smoke (in this case, you must find another exit or go through a corridor, moving on your hands and knees, the air is cooler near the floor)
- Go to your group's meeting area.

#### What to do at the gathering point

- Follow the instructions of the person in charge;
- Wait for authorization from the person in charge before leaving the group or reentering the building.

#### What to do if the elevator breaks down

##### *If you are trapped inside*

- Stay calm;
- Press the emergency communication button. This will activate the emergency alarm and alert security personnel;
- When you are answered, inform security of the floor where the elevator has stopped and the number of people in the elevator;
- If the breakdown is prolonged, sit on the elevator floor, stay calm and wait for help to arrive.

##### *If you are aware that people are trapped inside*

- Call the security office at (514) 807-3535. If there is no answer, dial 9-1-1 and specify that "people are trapped in an elevator";
- If possible, inform the individual(s) that security has been advised;
- Keep verbal communication to reassure the individual(s) trapped inside the elevator;
- If there are no safety risks for you, remain on the premises;
- Do not attempt to remove the occupants without the help of the expert technician. Wait for his arrival.

#### What to do if you find a suspicious looking parcel

- Do not touch the parcel;
- Ask everyone close to move away;
- Inform your superiors or Security or call the management office at (514) 807-1350. If there is no answer, dial: 9-1-1. **IMPORTANT: DO NOT USE A CELLULAR PHONE OR A WALKIE-TALKIE**

#### What to do if you receive a bomb threat

- Be calm and courteous;
- Do not interrupt the caller;
- Try and get the most information possible;
- Pay attention to the background noise;
- Record the call if possible, and/or note the exact terms used during the call.

#### Questions to ask

- What time is the bomb scheduled to detonate?
- Where is it?
- Do you have any demands?
- Why did you place the bomb?
- What does it look like?
- Where are you calling from?
- What is your name?

*Characteristics to remember about the caller*

- Gender;
- Approximate age;
- Language used;
- Accent;
- Voice (strong, stutter, etc.);
- Flow (rapid, etc.);
- Pronunciation (nasal, lisp, etc.);
- Is the voice familiar?
- Does the caller seem familiar with the premises?

*Once you hang up*

- Without delay, advise security at (514) 807-3535. If there is no answer, dial: 9-1-1.

*Additional information to be given to security or emergency services*

- Date and time of the call;
- Your name;
- Your function;
- Whom did you advise;
- Their phone number.

**IMPORTANT: DO NOT USE A CELLULAR PHONE OR A WALKIE-TALKIE**

## **Fire Drill**

All tenants are required to participate in the annual fire drill to ensure adherence to directions provided by the Fire Safety Team and GWLRA personnel.

Municipal requirements specify that all tenants are responsible for fielding their own fire safety team.

## **Medical Emergency**

If there is someone in your office in need of medical assistance due to illness or injury, you may reach security on the emergency line at 514-807-3535. If you call 9-1-1, please notify 1350-1360 René-Lévesque West security so they can expedite and facilitate the emergency services' access to your offices:

Provide your address, floor and suite number. You may be asked to describe the condition of the person in distress.

Post one person in the elevator lobby on your floor to lead medical personnel to the person in distress.

## **Witnessing Acts of Sabotage, Vandalism, etc.**

When witnessing an act of sabotage, vandalism, arson or intentional damage, please inform security or the management office. All reported cases will be dealt with in a strictly confidential manner.

The management office and support staff will do everything possible to provide adequate security for building common areas, but you, as building occupants can provide assistance by advising of any irregularities and taking appropriate security measures for your premises.

## **Power Failure**

The building is equipped with an emergency power generator providing power to the life safety equipment (i.e. exit signs, elevators, emergency lights in the common areas and your office, and main fire equipment).

## **Business Continuity Plan – (Pandemic Planning)**

Experts agree that a new influenza strain, capable of triggering the next human flu pandemic, could appear with little or no warning anywhere in the world.

Once a pandemic virus appears, it is too late to start planning a response. Such a virus is highly contagious and spreads rapidly. There will be a very short period of time between the appearance of the disease and the onset of the pandemic and it will take only a few days for a person to develop symptoms.

GWLRA has prepared a Business Continuity Plan in order to be ready should a pandemic occur. The purpose of this plan is to minimize the risks posed by the pandemic in terms of employees' health and safety and continuity of operations.

In the event of a pandemic, you will be informed by your management office and the plan will take effect immediately. Access to the building will be restricted and special measures for critical deliveries will be enforced. Constant communication will be kept between the management office and all tenants.

As a preventive measure, hand sanitizers and instructions for hand washing are provided in the public washrooms. Hand sanitizers are also strategically placed throughout the building.

We encourage each of our tenants to develop their own pandemic and business continuity plans.

For more information on this matter, a number of excellent web sites are available. We suggest the following:

- Government of Canada: <http://www.phac-aspc.gc.ca/influenza/napinfluenza-eng.php>
- Government of Québec: <http://www.msss.gouv.qc.ca/en/>
- World Health Organization: <http://www.who.int/en/>

# CONSTRUCTION PROCEDURES

This section of the manual is intended to be read in conjunction with your lease. In the event of conflict between this manual and the lease, the provisions in the lease or any other specific written agreement between the landlord and the tenant shall prevail.

The landlord will appoint a coordinator who will assist the tenant throughout the construction and renovation period and will act as a point of contact within the landlord's organization. The tenant shall pay the landlord a coordination fee as per lease stipulations.

The tenant must submit to the landlord, prior to construction, three (3) sets of professional working drawings detailing the work proposed in your leased premises for review. The landlord will respond with comments or recommendations where required. The landlord will give the tenant approval to proceed once required changes have been incorporated and revised drawings have been submitted.

If tenant is required to hire its own contractors for the purpose of carrying out its leasehold improvement work, all contractors:

- Are subject to approval by the landlord;
- Must be in good standing with the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) and the Commission de la Construction du Québec (CCQ);
- Must utilize the base-building's subcontractors for all work on automated systems such as HVAC, electrical, sprinklers, fire alarm panel, access cards, etc.

A list of approved subcontractors is available from the building management.

Construction may proceed only after the tenant has provided the following:

- Proof of insurance for at least 5 million dollars' worth of general liability, which insurance coverage will name the landlord as additional insured;
- The tenant shall undertake to protect the landlord against the placement of liens under the Construction Lien Act by the tenant's contractors or suppliers (a security deposit may be required);
- The tenant must obtain all necessary permits and approvals from the applicable authorities;
- The tenant must submit a complete list of all trades and sub-trades involved in the construction design, with emergency contact numbers;
- The tenant must submit a construction schedule outlining commencement and end date.

All contractors and subcontractors will respect the following rules:

- All work that will negatively impact or interfere with other tenants must be performed outside regular business hours of the building;
- All contractor's personnel must be identifiable at all times and provide identification when required;
- It is the tenant's responsibility to ensure that the tenant's contractor observes and complies with all applicable construction safety regulations;
- The tenant's contractor is required to post at the site 24-hour emergency contact information;
- Submit proof of insurance.

An additional detailed document regarding construction rules and procedures will be given to the contractor during the site visit.

## Access and Deliveries

All construction material must be delivered using the loading dock. Deliveries can be made between 6 p.m. and 7 a.m. from Monday to Friday or according to a prior agreement. The freight elevator is the only elevator that can be used for deliveries. No deliveries will be permitted through the lobby/ground floor.

## Moving

Monday to Friday: between 6:00 p.m. and 7:00 a.m.

Afterhours access: use of the freight elevators by reservation only.

## **Garbage**

Daily removal of garbage and construction debris generated by the work of a tenant's contractor will be tenant's responsibility. Please note that the removal of garbage and construction debris via bins or trucks is only permitted between the hours of 6:00 p.m. and 7:00 a.m. and only if prior arrangements have been made with the management office.

GWLRA encourages the use of contractors which use recycling methods and who attempt to source recycled materials.

## **Services Interruption**

Any temporary shutdown of services (electrical power, drinking water, sprinkler system, cooling system, etc.) must be planned in advance by the tenant, whether for himself or his subcontractors, in conjunction with the management office at least 2 full business days prior to commencement of the work.

## **Inspection of Tenant Work in Progress**

The landlord shall have unlimited access to the tenant's premises for the purpose of inspecting the tenant work in progress and the respect of construction procedures. Deficiencies in the tenant work shall be corrected by the tenant immediately upon notice from the landlord.

## **Work Areas**

All construction materials, tools, equipment and work benches must be kept within the tenant's premises throughout the construction period. All public lobbies, corridors, washrooms and stairs shall be kept clean and clear of construction materials at all times.

## **Washrooms**

Contractors are not to use the building washroom area for the cleaning or disposing of any construction materials. If there is any damage to the washrooms due to improper usage by the tenant's contractors, the tenant will be responsible for repair of all damages.

## **Workers' Compensation**

The tenant's contractor shall provide a current clearance certificate issued by the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) and demonstrate that all employees engaged in the work are covered in accordance with the statutory requirements of authorities having jurisdiction.

**The landlord reserves the right to stop work without recourse by either the tenant or the tenant's contractor if building procedures are not respected.**

# BUILDING RULES AND REGULATIONS

For more information on this topic, please refer to your lease where you will find a detailed description of the rules and regulations established for the building.

These rules and regulations are in place so that the building operates in the most efficient and equitable manner while also ensuring safety and comfort of all tenants. In addition, it is necessary to maintain and preserve the image and character of the building. All leases contain a schedule that clearly defines the building rules and regulations as set out at the time when the lease document was prepared. However, you should be aware that the following rules could be different than those stated in your lease as they do change from time to time, the lease will take precedence. The following is not at all encompassing but is intended to provide information on the most common rules and regulations currently in place for this property.

## **Canvassing, Soliciting, Peddling**

The tenant shall not perform, patronize or (to the extent under its control) permit any canvassing, soliciting or peddling in the building. Tenants encountering solicitors should contact building security or the management office and provide details.

## **Bicycles**

Bicycles are not permitted in the office towers or in any other common areas of the building. Bicycle racks are available in the parking garage accessible via de la Montagne Street.

## **Smoking**

Smoking is prohibited in the building. (Also applies to electronic cigarettes). Non-smoking areas have been established near the entrances of the complex and must be respected as per building regulations. Security strictly enforces these regulations.

## **Afterhours Access to Premises**

The landlord may require that all or any person entering and leaving the building at any time other than normal business hours, satisfactorily identify themselves and register at the security desk or with building management. The landlord may prevent any person from entering the premises unless provided with a key or access card or a security pass or other authorization from the tenant in a form satisfactory to the landlord, and may prevent any person removing any goods without proper written authorization.

## **Access by the Landlord for Maintenance and Repairs**

The tenant shall permit and facilitate the entry of the landlord, or those designated by it, into the premises for the purpose of inspection, repair, window cleaning and the performance of other janitorial services. The tenant shall provide unobstructed access to main heaters, ducts, janitorial and electrical closets and other facilities. The tenant shall not place any additional locks or other security devices upon any doors of the premises without prior written approval of the landlord and subject to any conditions imposed by the landlord for the maintenance of necessary access.

## **Cleaning**

The tenant shall not permit the premises to become untidy or unsightly to the extent that it is visible to other tenants or can be seen from the exterior of the building.

The tenant shall not employ any person other than the janitor staff of the landlord for the purpose of cleaning. The landlord shall be provided with a pass-key and shall be allowed admission into the premises.

## **Garbage Disposal**

The tenant shall not place any debris, garbage, trash or permit same to be placed or left in or upon any part of the building outside of the premises except areas designated by the landlord for such purposes. If the tenant is using perishable articles or generates wet garbage, the tenant shall provide suitable storage facilities approved by the landlord in writing. Wet garbage shall not, at any time, be mixed with normal, dry office waste.

## **Obstruction of Common Areas**

The entrances, lobbies, elevators, staircases and other similar facilities of the building are for access and egress usage only. The tenant shall not obstruct or misuse such facilities.

### **Leasehold Improvements**

All tenant work must be approved in advance, in writing, by the landlord.

### **Floor Coverings**

The tenant shall not replace the building floor coverings in his premises without the landlord's prior written approval.

### **Proper Usage / Care**

The tenant shall not abuse, misuse or damage the premises or any of the improvements or facilities therein, including, but not limited to HVAC, plumbing or any other equipment belonging to the building or use it for any other purpose for which it was intended, and shall not materially deface or mark any walls or other parts of the premises.

### **Signage**

All signs visible to the public are subject to the prior approval of the landlord. If any sign, advertisement or notice is inscribed, painted or affixed by the tenant on any part of the premises or building without the prior written consent of the landlord, the landlord shall be at liberty to forthwith remove same at tenant's expense.

### **Windows**

The tenant shall not install window shades, venetian blinds, curtains or drapes of any kind or description without the landlord's prior written approval.

### **Undesirable Effects**

The tenant shall not permit or allow any odours, vapours, steam, water, vibrations, noises or other undesirable effects to emanate from the premises, or any equipment or installation which, in the landlord's opinion, are objectionable or cause any interference with the safety, comfort or convenience of other tenants and occupants of the building.