

Dublin Corporate Center Tenant Handbook



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WELCOME TO DUBLIN CORPORATE CENTER!

We look forward to a long and productive relationship with you. Please let us know how we can help as you settle into your new office space. We are happy to provide any information or services that you may require to make the transition into your suite as smooth as possible.

This Tenant Services Manual was designed to answer many of the immediate questions you may have about the property, building regulations, policies and operating procedures. You will find most of your day-to-day questions answered in the first section, "General Information".

The sections entitled "Building Rules & Regulations" and "Moving Rules & Regulations" provide you with the official policies upheld by the property. This information is available as a resource as well as to give you an understanding of how the property is managed.

Hines takes great pride in providing high-quality tenant services and responsive attention to building maintenance and tenant requests. We encourage you to work with us to uphold these goals by offering your feedback at any time on how we can improve your tenant experience.

Sincerely,

The Hines Property Management Team

GENERAL INFORMATION

HINES PROPERTY MANAGEMENT OFFICE:

4160 Dublin Blvd., Suite 140
Dublin, CA 94568
925-556-6630 Office
925-556-6638 Fax

The Property Management Office is located, in Suite 140 of the 4160 building. Please do not hesitate to contact any one of the Management Team for any issues regarding Dublin Corporate Center at 925-556-6630. Office hours are Monday through Friday from 8:00am to 5:00pm.

Hines employs a competent team of professionals dedicated to the comfort, efficiency, and aesthetic appeal of the buildings and campus. The following individuals make up the property management staff:

Lauren McCormack	Assistant Property Manager	lauren.McCormack@hines.com
Kelly Sabiel	Management Assistant	kelly.sabiel@hines.com
Abel Garcia	Staff Accountant	DublinCalAdmin@hines.com
Jeff Tucker	Chief Engineer	925-556-6630
Slava Varvashenko	Engineer	925-556-6630
Andrew Altez	Engineer	925-556-6630

BUILDING ACCESS INFORMATION

ACCESS CARDS

Building lobby doors are open Monday through Friday from 7am to 6pm. For access to the building after hours or on the weekends, please request a building access card using the Aware Work Order System. The Property Management Office will provide one complimentary access card per employee when your company initially moves into Dublin Corporate Center. Subsequent access cards will be billed back to employers at a cost of \$10 per card (price subject to change).

KEYS & LOCKS

The Property Management Office will provide one complimentary key per employee when your company initially moves into Dublin Corporate Center. Subsequent keys will be billed at approximately \$4 per key plus shipping (price subject to change).

Should you require additional keys or a lock change for your space at any time during your tenancy, the designated Day Contact or Executive Contact must submit order through the Aware Work Order System.

To ensure proper access for emergency personnel, under no circumstances are you allowed to directly call a locksmith to the premises. If a lock is rekeyed without the knowledge of the Hines Property Management Office, repining will be at tenant's expense.

AFTER HOURS AIR/HEAT INFORMATION

Tenant suites are provided with HVAC during business hours. Should you require HVAC outside of these hours, you will be charged \$75 per hour per floor (price subject to change) with a 2-hour minimum. Requests for after-hours HVAC should be entered by tenant into the Genea Afterhours HVAC system (geneaenergy.com).

AWARE MANAGER WORK ORDER SYSTEM

Dublin Corporate Center uses the Aware Manager online platform for tenants to enter and track work orders (i.e. lights out, too cold/hot, etc.). The Tenant Day Contact will be set up with access to the system upon move-in. Day Contacts can access this website at <https://dublincorporatecenter.awareportal.com> Instructions for the Aware Manager can be found in the appendix. All work orders issued after 4:45 p.m. will be processed the following business day. Should a work order require immediate attention please call the property management office at 925-556-6630.

CAMPUS RECYCLING PROGRAM

DCC is a green property and has implemented a property wide recycling program to protect the environment and preserve natural resources. At DCC, we encourage recycling by using cans under desks for mixed paper recycling only, while trash and compost bins are placed in kitchens and other central locations.

- *Mixed Recycling* (blue containers): under desks and/or central locations or break rooms
 - *Non-Recyclable Trash* (black containers): for kitchens, break rooms, and/or central locations
 - *Compost* (green containers): for kitchens, break rooms, and/or central locations
 - *Cardboard*: all cardboard should be flattened and placed in a cardboard/recycling bin. If not able to place in a recycling bin, please ensure it is marked "Trash/Basura" so our janitorial team will know it is ready to be removed.
 - *E-waste*: is not disposable in the campus recycling system. Please arrange to have removed by your preferred vendor. Suggested vendor:
eWaste Direct – 877-437-9558
-

EMERGENCY PROCEDURES

A complete Life Safety Plan is updated annually and distributed at the Annual Floor Warden Training. Life Safety Plans are available upon request to all employees. The Plan is also posted on the DCC website. Each tenant should maintain a minimum of two Floor Wardens per suite and an additional Floor Warden for each 5,000 square feet over 10,000 square feet of space occupied. Hines is happy to address any emergency or safety related concerns at any time.

JANITORIAL SERVICE

Hines provides janitorial service to all tenants in the building through our Day Porters and Night Cleaning Crew. During business hours, Day Porters provide restroom and common area cleaning. Each suite is cleaned nightly by our Night Crew. The janitorial services provided by the building consist of the following:

Daily

- Remove compost, recycling and trash from suites
- Hand dust or wipe clean horizontal surfaces
- Wet and/or dust mop all floors
- Vacuum carpeted floors
- Spot clean partition glass, wall switches and doorknobs
- Restrooms cleaned and re-stocked

Periodically

- Machine buff all non-carpet floors. Strip and recoat as necessary
- Carpet spot cleaning (spots smaller than size of a quarter)

The janitorial staff has instructions not to disrupt papers, notes, files, telephones or computer equipment while performing their cleaning and dusting. Only exposed horizontal surfaces will be wiped down as scheduled.

The following specialized services can be provided, at an additional cost, upon request:

- Refrigerator cleaning
- Interior partition glass cleaning
- Carpet cleaning

Interior perimeter window cleaning occurs annually, and exterior window washing occurs semi-annually. Your office will be notified when this has been scheduled. We can arrange to have interior windows cleaned aside from the regularly scheduled cleaning; however, an additional charge for this service will be incurred.

MAIL

USPS delivers mail Monday through Friday directly to your suite.

FedEx has a drop box located on the first floor in building 4160's west stairwell (near the property management office) with pick-ups Monday-Friday around 4:30 p.m.

PARKING

Overnight parking is allowed for business purposes only and at your own risk and with prior notice to the management office. Otherwise, overnight parking is not allowed.

Electric Vehicle Charging Stations

We offer two EV Car Charging Stations at the property located on the northeast side of the 4120 Building. These are offered at a first come, first serve basis. Users should only park at the station while their vehicle is charging and move vehicle once charging is complete. These stations are managed by CarCharging.com. The charging rate is \$0.49 per kWh (price subject to change).

PEST MANAGEMENT PROGRAM

DCC currently contracts with a pest control company for the elimination of pests from the property. Our vendor takes care of the exterior of the buildings, but we need your help to prevent pests from entering the buildings, by keeping food in sealed containers and reporting any pests immediately.

SECURITY

DCC has onsite security from 5:00 a.m. to 9:00 p.m. Monday-Friday and from 8:00 a.m. to 4:00 p.m. on Saturday. There are also 4 drive-by patrols each night. During these patrols, the parking lots are checked along with the main building doors. If you have security concerns, please contact (925) 518-5679. Please note that security will NOT provide building access to anyone. All afterhours access must be prearranged with the Hines Property Management Office. You must have your own building access card and office key in order to enter your suite after business hours. Please anticipate any afterhours access requirements and make appropriate arrangements in advance.

SHOWER AND LOCKER ROOM FACILITIES

Located in the first-floor restrooms of all buildings, lockers and showers are available for tenant use. Employees may use the facilities at any time during business hours. Please note, lockers are for day use only. Any locks found on lockers will be removed and any items left in locker or showers will be discarded. Showers and lockers are also located in the Amenity Hub restrooms.

SIGNAGE INFORMATION

Each tenant is provided a complete set of building standard signage upon arrival at Dublin Corporate Center. This includes a building lobby directory strip, a floor directory strip, and a suite plaque sign outside your main suite door. Please arrange your initial signage information with the Hines Property Management Office. Any changes to existing signage will be billed to the tenant.

TENANT CONTACT INFORMATION

Maintaining accurate contact information is imperative for keeping you up-to-date and informed about the property. The Tenant Contacts form, located in the Appendix, may be filled out and submitted at any time to indicate changes or updates to your requested contacts.

The following descriptions may be used as a guide when completing the attached forms. Please note that one individual may serve as the contact in several areas. It is also important to remember that the Executive and Day Contacts must be located on-site.

Executive Contact: These individuals are designated as the primary contact in the event of a building emergency, i.e. earthquake, fire, bomb threat, etc. Due to the extreme importance of fast and efficient notifications, it is imperative that this information is current and accurate. The names you provide should have the authority to make decisions on building evacuations and any other life safety measures mandated by the situations.

Day Contact: These individuals are authorized by your firm to call in day-to-day maintenance requests as well as special or overtime service. They are authorized to place requests, which may involve a billback charge to your company. These individuals are our primary contacts for day-to-day communication and should be limited to one or two people to ensure that we are able to respond to your requests effectively.

Lease/Rent Contact: This individual is responsible for your office location with authorization to receive and process notifications regarding rent/lease issues. Rent letters and reconciliation letters are sent to this individual as well.

Receipt of Invoices: This individual is responsible for receiving and processing monthly invoices for above standard services.

IT Contact: This individual is designated as the primary contact for any IT issues.

TENANT INSURANCE REQUIREMENTS

All tenants of Dublin Corporate Center must have a valid Certificate of Insurance on file with the Property Management Office. Please make sure that the certificate is completed in accordance with the information stated below:

CERTIFICATE HOLDER: Hines Interests Limited Partnership
4160 Dublin Blvd, Suite 140 Dublin,
CA 94568

ADDITIONAL INSURED: Hines Interests Limited Partnership
Dublin Corporate Center Owner LLC

COVERAGE: As Required in the Lease Agreement

Please note that these policies must not be canceled or changed until thirty (30) days after written notice of any cancellation or change has been delivered to the Dublin Corporate Center Property Management Office.

Our address is: Hines Interests Limited Partnership
4160 Dublin Blvd, Suite 140
Dublin, CA 94568

Phone: (925) 556-6630
Fax: (925) 556-6638

VENDOR / CONTRACTOR REFERENCE

TENANT SERVICE CONTRACTOR INFORMATION

All vendors or contractors hired to perform services in the Building on behalf of a Tenant must be approved by the Hines Property Management Office. Please provide notice as soon as possible but at a minimum of 24 hours prior to work taking place for management approval. Any work not properly scheduled may be stopped and rescheduled. If work will require onsite Engineering assistance, a minimum of 24-hour notice is required, and Tenants will be billed for labor that occurs outside of normal business hours.

PHONE/ELECTRICAL ROOM ACCESS

IMG Technologies serves as the riser manager for Dublin Corporate Center. IMG Technologies ensures reliable telecom service for your business by maintaining, servicing, and securing the telecommunication riser infrastructure in the buildings. IMG will be available to assist with all new voice or data services at the property, move-ins/outs, etc. Contact IMG at 888-464-5520 to determine what service/carrier can best fit your needs. If you decide to order service through IMG, you are done. If you decide to order through a telecom provider you will need to call IMG and provide the order number, due date, and circuit numbers so that IMG can extend the circuits from the building MPOE to the riser closet on your floor. You may still use your vendor for wiring within your suite, but IMG must be used for vertical pulls within the building.

MOVING RULES AND REGULATIONS

The following procedures must be adhered to and completed prior to any movement of oversized/heavy items, materials, furniture or equipment into or out of the Building.

The Tenant must notify the property management office as soon as a move is planned and at least 48 hours in advance of any move.

Protection of the Building premises is required during any move-in/move-out by the Tenant or the dispatch/delivery of oversized/heavy or bulky items and is at the expense of the Tenant and/or freight, moving, or delivery company.

The Tenant is responsible for seeing that the moving/delivery company signs-off on, and adheres to, the prescribed rules and regulations regarding any move or delivery/dispatch of equipment.

The protection of Building corridors, doors, stairwells, elevators, floor coverings, public areas, lobbies and service areas is the responsibility and the expense of the Tenant and/or their moving/freight company.

Normal movement of oversized/heavy material delivery by Tenants shall be performed after business hours.

Use of the elevators and stairwells must be reserved, in advance through the Property Management Office.

Protection of building floor coverings by Masonite or plywood along the prescribed route of movement through the Building as outlined by the Property Management Office is required.

Complete and total protection of elevator lobbies, building corridors, and corridor doors by cardboard, plywood or other pre-approved materials by the Property Management Office is required.

The protection of elevator and entrance doorframes by two-by-four boards or other approved materials at 90-degree angles secured to the doorframe is required.

The protection of elevator cab walls and flooring with Masonite or plywood in addition to a soft "cushion" pad is required.

The movement of materials, furniture and all other items is limited only to those corridors, stairwells, elevators, and service areas designated by the Property Management Office.

Any move found to be in violation of any of the above rules and regulations will be terminated until the violation is corrected.

Any and all debris generated from the move is the responsibility of the Tenant or their moving contractor to dispose of immediately. This refers specifically to packing materials. The Building's trash containers may not be used for disposing of such materials. Pathways to elevators should at no time be obstructed.

ELEVATOR USE

Moving Hours: Monday through Thursday, 6:00 p.m. – 7:00 a.m.
Friday 6:00 p.m. – Monday 7:00 a.m.

Business hour deliveries (7:00 a.m. – 6:00 p.m.) are limited to one (1) elevator load per day. Moving any type of furniture (file cabinets included) is prohibited during business hours.

ALL MOVE-INS/MOVE-OUTS MUST BE SCHEDULED IN ADVANCE with Hines to avoid conflicts and to provide elevator protection.

Protection: Hines will arrange to have the freight elevator padded on your behalf. However, the moving companies must provide Masonite to cover the ground floor lobby from the loading entrance to the elevator and floor corridors from the elevator lobby to the entrance door of the tenant space. Corner boards must be provided on all door jambs, including elevators. Floor of elevator must be covered with Masonite. Walk-off plates must be provided to protect door thresholds on all floors.

BUILDING RULES AND REGULATIONS

Tenant shall faithfully observe and comply with the following Rules and Regulations. Landlord shall not be responsible to Tenant for the nonperformance of any of said Rules and Regulations by or otherwise with respect to the acts or omissions of any other tenants or occupants of the Project.

Tenant shall not alter any lock or install any new or additional locks or bolts on any doors or windows of the Premises without obtaining Landlord's prior written consent. Tenant shall bear the cost of any lock changes or repairs required by Tenant. All locks shall be operable by the Building's Master Key. In the event of the loss of keys, Tenant shall pay to Landlord the cost of replacing same or of changing the lock or locks opened by such lost key if Landlord shall deem it necessary to make such changes.

The Building Management Office shall have access to your suite via card key or key. In the event of an emergency, management will enter your suite to assess the situation.

All doors opening to public corridors shall always be kept closed except for normal ingress and egress to the Premises. Security is limited to roving patrols of the parking lot and building perimeters. Tenant shall keep the entrance door to the Premises closed at all times, except as needed for ingress and egress to the Premises. Lobby doors are open during regular business hours Monday through Friday. The buildings are closed on Saturdays, Sundays and Holidays. Access outside of these times will require a key card. Landlord reserves the right to exclude from the Building during other than Ordinary Business Hours all persons who do not present a valid card key.

Landlord reserves the right to close and keep locked all entrance and exit doors of the Building during such hours as are customary for comparable buildings in the vicinity of the Building. Tenant, its employees, and agents must be sure that the doors to the Building are securely closed and locked when leaving the Premises if it is after the normal hours of business for the Building. Any tenant, its employees, agents, or any other persons entering or leaving the Building at any time when it is so locked, or any time considered to be after normal business hours for the Building, may be required to sign the Building register. Access to the Building may be refused unless the person seeking access has proper identification or has a previously arranged pass for access to the Building. The Landlord and its agents shall in no case be liable for damages for any error regarding the admission to or exclusion from the Building of any person. In case of invasion, mob, riot, public excitement, or other commotion, Landlord reserves the right to prevent access to the Building or the Project during the continuance thereof by any means it deems appropriate for the safety and protection of life and property.

No furniture, freight, or equipment of any kind shall be brought into the Building without prior notice to Landlord and must follow Building Move Rules & Regulations. All moving activity into or out of the Building shall be scheduled with Landlord and done only at such time and in such

manner as Landlord designates, generally between the hours of 6:00 p.m. and 7:00 a.m. No deliveries (other than messenger services) will be allowed between hours of 7:00 a.m. to 6:00 p.m., Monday through Friday. Landlord shall have the right to prescribe the weight, size and position of all safes and other heavy property brought into the Building and the times and manner of moving the same in and out of the Building. Safes and other heavy objects shall, if considered necessary by Landlord, stand on supports of such thickness as is necessary to properly distribute the weight. Landlord will not be responsible for loss of or damage to any such safe or property in any case. Any damage to any part of the Building, its contents, occupants, or visitors by moving or maintaining any such safe or other property shall be the sole responsibility and expense of Tenant.

All hand trucks shall be equipped with rubber tires, side guards and such other safeguards as Landlord may reasonably require.

Any requests of Tenant shall be directed to the management office for the Project or at such office location designated by Landlord. Employees of Landlord shall not perform any work or do anything outside their regular duties unless under special instructions from Landlord.

Tenant shall not disturb, solicit, or canvass any occupant of the Project and shall cooperate with Landlord and its agents to prevent such activities. Canvassing or soliciting is not allowed on the premises. Please call the Building Management Office if you are disturbed. Tenants are not allowed to place flyers, whether educational or promotional in nature on any walls or doors facing outside of their individual suites or in any common areas, building facades, etc.

The toilet rooms, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, and no foreign substance of any kind whatsoever shall be thrown therein. The expense of any breakage, stoppage, or damage resulting from the violation of this rule shall be borne by the tenant who, or whose employees or agents, shall have caused it.

Tenant shall not overload the floor of the Premises, nor mark, drive nails or screws, or drill into the partitions, woodwork or plaster or in any way deface the Premises or any part thereof without Landlord's consent first had and obtained except in connection with the hanging of artwork or other standard office-type decoration, as well as customary bulletin boards, white boards and the like.

Except for vending machines intended for the sole use of Tenant's employees and invitees, no vending machines other than fractional horsepower office machines shall be installed, maintained or operated upon the Premises without the written consent of Landlord.

Tenant shall not use or keep in or on the Premises, the Building, or the Project any kerosene, gasoline, explosive material, corrosive material, material capable of emitting toxic fumes, or other inflammable or combustible fluid chemical, substitute or material (excluding standard

household cleaning supplies and standard office supplies which are stored and used in compliance with laws).

Tenant shall not tamper with or attempt to adjust temperature control thermostats in the Leased Premises. Tenant shall not without the prior written consent of Landlord use any method of heating or air conditioning other than that supplied by Landlord.

Tenant shall not use, keep or permit to be used or kept, any foul or noxious gas or substance in or on the Premises, or permit or allow the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Project by reason of noise, odors, or vibrations, or interfere in any way with other tenants or those having business therein. Tenant shall not throw anything out of doors, windows or balconies, or down passageways.

Tenant shall not bring into or keep within the Project, the Building, or the Premises any animals, birds, aquariums, bicycles, or other vehicles.

Bike lockers are available for tenant use and are equipped for use with a padlock. Each employee must supply their own padlock. Bike lockers are intended for day use; however, if overnight use is needed on occasion, the Building Management Office must be informed so that user information can be kept on file. Management reserves the right to check the lockers, at any time, to verify that nothing inappropriate is being stored in the lockers.

Showers are available on a first come, first served basis and are in the ground floor restrooms and the Amenity Hub. Lockers are also located in the shower areas and are equipped for use with a padlock for day use only. Each employee must supply their own padlock. Items may not be kept in the lockers or showers overnight.

No cooking shall be done or permitted on the Premises, nor shall the Premises be used for the storage of merchandise, for lodging, or for any improper, objectionable, or immoral purposes. Notwithstanding the foregoing, Underwriters' laboratory-approved equipment and microwave ovens may be used in the Premises for heating food and brewing coffee, tea, hot chocolate, and similar beverages for employees and visitors, provided that such use is in accordance with all applicable federal, state, county and city laws, codes, ordinances, rules, and regulations.

Landlord will approve where and how telephone and telecommunications wires are to be introduced to the Premises. No boring or cutting for wires shall be allowed without the consent of Landlord. The location of telephone, call boxes and other office equipment affixed to the Premises shall be subject to the approval of Landlord. Tenants are responsible for facilitating their own telecommunications and data (tele/data) cabling. This process includes: contacting building riser manager, IMG Technology, to bring up the tele/data wiring from the first floor MPOE (main point of entry) tele/data closet up to the telephone closet on the Tenant's floor. Furthermore, please be aware that all contractors and technicians rendering any installation service to Tenant shall be referred to IMG Technology and Landlord for approval and

supervision prior to performing services. This applies to all work performed in the building, including but not limited to install of telephone, telegraph equipment, and electrical devices, as well as, all installations affecting floors, walls, woodwork, windows, ceilings, and any other physical portion of the building. Tenant's vendor may conduct horizontal pulls of wiring/cabling but all vertical pulls shall be conducted by IMG Technology. Tenant is responsible for all installation costs incurred.

Landlord reserves the right to exclude or expel from the Project any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of these Rules and Regulations.

Tenant, its employees, and agents shall not loiter in or on the entrances, corridors, sidewalks, lobbies, courts, halls, stairways, elevators, vestibules or any Common Areas for the purpose of smoking tobacco products, sleeping, or for any other purpose, nor in any way obstruct such areas, and shall use them only as a means of ingress and egress for the Premises.

Tenant shall not waste electricity, water or air conditioning and agrees to cooperate fully with Landlord to ensure the most effective operation of the Building's heating and air conditioning system and shall refrain from attempting to adjust any controls. Tenant shall participate in all recycling programs required by law and/or undertaken by Landlord at the Project. Where possible, Tenant shall use LED, compact florescent lighting or similar bulbs for portable lighting within the Premises.

Tenant agrees to participate in the Building's recycling and composting program. The program requires that each workstation or office designated for employees is absent a trash bin but outfitted with a recycle container. Trash bins are only to be placed in central areas such as tenant break areas and conference rooms. Tenant shall store all its trash and garbage within the interior of the Premises. No material shall be placed in the trash boxes or receptacles if such material is of such nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in the area where the Project is located without violation of any law or ordinance governing such disposal. Bins for collecting compostable items are to remain in tenant kitchen and break areas. Tenant shall store all its trash and recyclables within its Premises. No material shall be disposed of in a manner which may result in a violation of any Requirement. The Building janitorial firm will remove all trash/recycling/composting from the building. Tenants are required to break down and stack large boxes before removal by onsite janitorial. Tenants with excess trash/recycling/compost are subject to fees for excess removal. Pallets may not be disposed of at the site at any time.

If the Premises is or becomes infested with vermin as a result of the use or any misuse or neglect of the Premises by Tenant, its agents, servants, employees, contractors, visitors or licensees, Tenant shall forthwith, at Tenant's expense, cause the Premises to be exterminated from time to time to the satisfaction of Landlord and shall employ such licensed exterminators as shall be approved in writing in advance by Landlord.

Tenant shall not employ any person or persons other than the janitor of Landlord for the purpose of cleaning the Premises.

Tenant shall comply with all safety, fire protection, and evacuation procedures and regulations established by Landlord or any governmental agency.

Tenant shall assume any and all responsibility for protecting the Premises from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Premises closed.

No awnings or other projection shall be attached to the outside walls of the Building without the prior written consent of Landlord. Other than Building standard window coverings, no curtains, blinds, shades, shutters or screens shall be attached to or hung in, or used in connection with, any window or door of the Premises. All electrical ceiling fixtures hung in the Premises or spaces along the perimeter of the Building must be LED or fluorescent and/or of a quality, type, design, and bulb color approved by Landlord. Neither the interior nor exterior of any windows shall be coated nor otherwise sun screened. Tenant shall abide by Landlord's regulations concerning the opening and closing of window coverings which are attached to the windows in the Premises, if any, which have a view of any interior portion of the Building or Building Common Areas.

The sashes, sash doors, skylights, windows, and doors that reflect or admit light and air into the halls, passageways or other public places in the Building shall not be covered or obstructed by Tenant, nor shall any bottles, parcels or other articles be placed on the windowsills.

Business License: All businesses operating in any manner within the City of Dublin are required to obtain a Business License. Upon receipt of your Business License, please submit one copy to the Building Management Office for inclusion to your Lease file.

Tenant must comply with the State of California "No-Smoking" law set forth in California Labor Code Section 6404.5, and any local "No-Smoking" ordinance which may be in effect from time to time and which is not superseded by such state law. All rules and regulations set forth applicable to smoking also apply to the use of e-cigarettes, smokeless cigarettes, and other similar products. Smoking in any form is prohibited inside the premises.

Conference Rooms: Campus-wide shared conference rooms are available for your use. The Conference Rooms are located in the 4120 Building campus Amenity Hub. The small room (Shamrock) seats 15 at a traditional conference room table. The large room (Emerald) seats 75 and can be set up in a variety of configurations. Both rooms have a projector and screen. Hours are 8am-5pm, Monday through Friday. Tenants may reserve the rooms on-line. For instructions on reserving the rooms, please visit this link:

[http://dublincorpcenter.com/pdf/Dublin Corporate Center QSG.pdf](http://dublincorpcenter.com/pdf/Dublin_Corporate_Center_QSG.pdf). These facilities are available on a first come, first served basis. The rooms must be left in the same neat and clean condition in which they were found. All trash must be disposed of in the provided containers. All leftover meeting materials must be removed. If a tenant leaves the conference rooms in such a manner that requires a professional cleaning, the tenant will be contacted directly to perform this cleaning immediately, or the Building Management Office will hire a cleaning service and bill the cost back to the tenant. Thereafter, if the

same situation occurs, Management reserves the right to revoke Tenant's further use of the conference rooms.

Notwithstanding anything to the contrary set forth in the Lease or these Rules and Regulations, in order to maintain a clean, safe and healthy environment for the tenants, patrons and employees of the Project, Landlord reserves the right, but shall have no obligation, to implement a protocol for screening all individuals entering the Project, mandating the use of face coverings or other personal protective equipment, and/or establishing other measures in connection with any health emergency related to a virus, disease, pandemic, epidemic or similar cause. Landlord may preclude entry to those who refuse to participate in such screening or other measures or who fail to meet the screening or other requirements set forth in such protocol.

Landlord reserves the right at any time to change or rescind any one or more of these Rules and Regulations, or to make such other and further reasonable Rules and Regulations as in Landlord's judgment may from time to time be necessary for the management, safety, care and cleanliness of the Premises, Building, the Common Areas and the Project, and for the preservation of good order therein, as well as for the convenience of other occupants and tenants therein. Tenant shall be deemed to have read these Rules and Regulations and to have agreed to abide by them as a condition of its occupancy of the Premises. Landlord may waive any one or more of these Rules and Regulations for the benefit of any tenants, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other tenant, nor prevent Landlord from thereafter enforcing any such Rules or Regulations against any or all tenants of the Project.

Landlord shall not be responsible to Tenant or to any other person or entity for the non-observance or violation of these Rules and Regulations by any other tenant or other person or entity.

CAMPUS AMENITY INFORMATION

AMENITY HUB

Dublin Corporate Center features a Tenant Amenity Hub (the “Hub”). The Hub is designed as a gathering space for all building tenants. We hope your employees will use the Hub for meals, conversation, and relaxation. The lounge at the Hub is open to all tenants from 6 a.m. to 6 p.m. Monday through Friday. The lounge is complete with tables, chairs, sofas, television, ping-pong and shuffleboard game tables. Tenants can bring food items and enjoy them in the Hub. Wi-Fi is provided.

The Hub’s Fitness Center is open from 5 a.m. to 8 p.m. daily Monday through Friday. Badge access is required and can be obtained upon signing of a Fitness Center waiver at www.dublincorpcenter.com. The gym is well equipped with state-of-the art equipment including two Peloton bikes with subscriptions. A portion of the Fitness Center is enclosed for use as a Yoga Room.

Men’s and Women’s restrooms are located adjacent to the Fitness Center and have locker rooms and showers for tenant use. Employees may use the facilities at any time during Fitness Center hours. Please note that lockers are for short term use only. Any locks found on lockers will be removed and any items left in the locker rooms or showers will be discarded daily.

A Mother’s Room is in the corridor that leads to the main building lobby. The room (which requires badge access) has a comfortable chair, table, sink and cabinets. Badge access can be obtained by signing a Mother’s Room agreement at www.dublincorpcenter.com. The room is fitted with a privacy lock that overrides badge access. Please do not leave any personal items in the Mother’s Room. Any items left in the room after 6:00 p.m. will be discarded.

Two conference rooms are located just off the Hub lounge. The larger conference room seats 75-80 and the smaller (boardroom style) seats 14. Both rooms have projector, projector screen, speakers, and Wi-Fi. Reservations for conference room use can be made online. The following link provides instructions for reserving the rooms online: http://dublincorpcenter.com/pdf/Dublin_Corporate_Center_QSG.pdf

BIKE LOCKERS

We have eight bicycle storage lockers, located in the parking lot on the North side of the 4160 building, near Glynnis Rose entrance, available for use on first come, first served basis. Bike lockers are for day use only and are not to be used for storage. Bike locker users will need to provide their own locks.

DRY CLEANING SERVICE

Country Club Cleaners offers dry cleaning service with onsite pickup and drop off on Tuesdays and Fridays. You can request a pickup by emailing their customer service team at customerservice@countryclubcleaners.com or calling their office at 925-838-2000.

CONFERENCE CENTER

The conference center located adjacent to the Hub in building 4120 is available on a first come, first served basis, Monday-Friday during business hours. There are two conference rooms available—the larger room seats 75-80 and the smaller, boardroom style room seats 14. They are furnished with projectors, projector screens, speakers, and Wi-Fi. Tables and chairs are available for tenant use. Please visit http://dublincorpcenter.com/pdf/Dublin_Corporate_Center_QSG.pdf which explains how to reserve the conference rooms online.

ELECTRIC VEHICLE CHARGING STATIONS

We offer two EV Car Charging Stations at the property located on the northeast side of the 4120 Building. These are offered on a first come, first served basis. Users should only park at the station while their vehicle is charging and move vehicle once charging is complete. These stations are managed by CarCharging.com. The charging rate is \$0.49 per kWh (price subject to change).

FEDEX DROP BOX

FedEx has a drop box located on the first floor in building 4160's west stairwell (near the property management office) with pick-ups Monday-Friday around 4:30 p.m.

PUBLIC TRANSPORTATION

BART (BAY AREA RAPID TRANSIT)

Dublin Corporate Center is located 1.7 miles from East Dublin/Pleasanton BART Station. The proximity makes BART an easy bike or bus ride to/from DCC.

GUARANTEED RIDE HOME

The Guaranteed Ride Home Program is a commuter benefit available to all Alameda County employers and employees free of charge. It guarantees a ride home (taxi or rental car) in case of an emergency to individuals who have made the effort to avoid commuting alone in their car. Employees must pre-enroll in order to receive this benefit at: <http://www.grh.alamedactc.org/register-now/>.

SCOOP: EASY, CUSTOM CARPOOLING

Use the Scoop Carpool App to be matched with coworkers and neighbors sharing similar commutes. Visit <https://www.takescoop.com/commuter> and download the Scoop app. Scoop qualifies for the Guaranteed Ride Home Program.

PROPERTY MAP

**Hines Dublin Corporate Center
4160 Dublin Blvd.
Dublin, CA 94568**

