

Centrum Południe Building CP3

Procedures for Tenants

Introduction

These procedures have been prepared by the Property Manager of CENTRUM POŁUDNIE Building CP3 and approved by the Landlord.

The procedures apply to all Tenants and users of the Building. Please note that individual Tenants, especially the main tenant of the building, may have additional, customized procedures for specific aspects covered by the list and agreed upon with the Property Manager and the Landlord. In such cases, individual Tenants are responsible for informing the appropriate personnel within their organizations about these additional procedures. If they apply to other Tenants, the Property Manager is responsible for communicating these individualized rules to the relevant Tenants, who must comply with them.

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01.

Relocation

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- Relocations may take place on weekdays (Mon–Fri) from 6:00 PM to 6:00 AM and on weekends, from Friday at 6:00 PM to Monday at 6:00 AM.
- An exception applies immediately after the Building is handed over for use when no other Tenants are operating in the building yet—in such cases, relocations may occur 24/7, subject to the approval of the Property Manager.
- To schedule a relocation, the Tenant’s representative must contact the Property Manager and complete a work notification form (Appendix 1 to the Procedures).
- The completed notification, along with the insurance policy number of the company hired by the Tenant, must be submitted to the Property Manager at least two business days before the relocation.
- Only vehicles with a maximum weight of 3.5 tons are allowed to park in the garage.
- The maximum height of vehicles allowed in the garage is 2.00 meters (including the antenna).
- Furniture and equipment unloading can take place in the building’s garage, in parking spaces designated by the Tenant or, if the vehicle exceeds 3.5 tons or 2 meters in height, in front of the building, in designated loading zones, as indicated in the appendix.
- The Tenant is directly responsible for supervising workers, equipment, and tools required during the relocation.
- The Landlord, Property Manager, and Building Services are not responsible for delivered property.
- All transport trolleys used inside the building must have rubber wheels.
- Surfaces along the transport path, including elevators, must be properly protected.
- The Tenant or the hired transport/moving company is responsible for any damages.

02.

Carrying out
fit-out and
renovation works

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- Before starting adaptation work, the tenant must obtain all legally required decisions and permits and submit them to the Technical Manager, while also notifying the Property Manager in writing or via email.

→ All designs shall be drawn up by licensed professionals and shall be agreed upon by licensed professionals with respect to fire protection, health and safety, OHS requirements.

→ Any fit-out changes require the consent of the Landlord or the person authorized by the Landlord.

→ All repair and construction work within the Building may be performed only with the knowledge and consent of the Property Manager.

→ In order to obtain permission to commence work (including fire-hazardous work) on the premises of the Building, the Tenant shall complete a work notification form (Appendix 1 to the Procedures) and submit it to the Property Manager at least two business days before the planned commencement of work. The notification should be delivered in person to the Manager or via email to the Manager and Technical Manager, to the attention of the Building Security by the Tenant's designated contact persons.

→ Depending on the scope and location of the work, the Tenant shall provide a Building Roof Entry Statement (Appendix 3 to the Procedures).

→ Obtaining approval from the Building Manager and/or Technical Manager allows work to begin on the date indicated by the Tenant.

→ The Work Contractor shall secure spaces in the common areas of the Building, including delivery routes and elevator designated for use for transportation purposes, in coordination with the Property Manager.
- Drilling and noisy work are prohibited between 6:00 AM and 6:00 PM on weekdays, except in cases of individual agreements with other Tenants.

→ Work requiring the use of noisy equipment may be performed between 6:00 PM and 6:00 AM, subject to individual agreements with other Tenants.

→ Extension of work duration is possible after an appropriate entry has been made in the Works Notification by the Property Manager or a person authorized by the Property Manager.

→ Upon revocation of the Work Permit, all work must cease immediately. The Property Manager or a person authorized by the Building Manager shall make an appropriate entry in the Notification Form.

03.

Access control
(keys, cards)

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Access cards

- The entrances to CENTRUM POŁUDNIE CP3 Building are secured by an access control system, allowing movement within the building using an access card.
- The building-wide standard for access control is based on SALTO controllers and MIFARE access cards.
- Cards are issued to Tenants in the quantity specified in the Lease Agreement.
- The Tenant must pay for any additional or replacement cards (20 PLN net per card).
- Cards are encoded by the Building's technical service and handed over to the Tenant's representative.
- Access to the Building, elevators, stairwells, and Tenant areas requires scanning the access card on a reader.
- Using the elevator to reach any floor requires scanning the access control card on the reader and pressing the button corresponding to the desired floor.
- No access card is required to descend from any floor or use the elevator from the underground garage to the ground floor.
- Lost cards will be deactivated. **The tenant must immediately report lost cards to the Technical Manager, with a copy to the Property Manager.**
- If a lost card is found, it should be reported as soon as possible to the technical service, with a copy to the Property Manager.
- It is strictly forbidden to share cards with other persons to allow them to move around the Building. Such practices will be reported directly to the Tenant's representative.
- At the end of the Lease Agreement, all access cards must be returned to the Property Manager.
- In case of loss, damage, or theft of a card, a written request for a duplicate must be submitted to the Property Manager. The Tenant (cardholder) must cover the costs of Plastic card replacement (20 PLN net per card) or virtual card replacement (price included in the Connected by Skanska system maintenance fee).
- In emergency situations (e.g., fire hazard identification), security staff are authorized to enter the Tenant's premises.
- The security supervisor will notify the Tenant's representative by phone before entering. Security staff will access rental space using a building master key or building master card. The reason for entry, list of personnel involved, and a description of the event will be recorded in the security report.

Keys

- Keys for entrance doors (Master Key system) are only issued to Tenants of premises located on the ground floor whose doors are not secured by the access control system.
- The Tenant is responsible for securing the keys received from the Landlord.
- Additional keys for system locks may only be duplicated upon a written request submitted to the Property Manager at the Tenant's expense.
- Keys to terrace doors and loggias will be issued to an authorized Tenant representative who has access to the terraces in accordance with the Terrace Use Regulations.

MASTER card/key

- The entrance doors to individual Tenants' leased spaces are equipped with a MASTER KEY system lock, meaning that the Building Security Leader also has access to Tenants' premises using a MASTER key and card, which can open all doors in the building.
- The MASTER card is sealed in a secure envelope and stored in a safe within the security room, where access is always controlled and recorded by Building Security.
- Each time the secure envelope is opened, it must be reported to the Property Manager, and after the seal number is changed, this must be documented in writing in a report.
- Tenants must provide contact details for at least two individuals who can be notified in case of an emergency requiring access to the office outside working hours.
- All such entries will take place using the MASTER card, after a prior telephone notification or immediately in justified cases following the verification of a potential threat.
- The reason for entry, list of personnel involved, and a description of the event will be recorded in the security report.
- At the end of the Lease Agreement, all keys must be returned to the Property Manager.

Emergency door release button

- The emergency door release button should be used only in emergency situations, such as a door lock malfunction or bolt failure preventing exit from a room (1). The button is equipped with a plastic cover to prevent accidental activation. To release the door lock, open the cover (2) and press the release button. After this operation, the access control system will be deactivated, and the door will no longer be secured by the system. Such incidents must be immediately reported to the Building's technical service to rearm the system.



Tenant's cleaning service

- Designated employees from Tenants' service companies must have access control cards, issued by the Tenant, allowing individual access to Tenants' offices.
- The Tenant is responsible for providing the Property Manager and Building Security with an up-to-date list of all authorized personnel and ensuring it is regularly updated.
- For security reasons, individuals who are not on the list will not be granted access to the Building. Additionally, telephone requests to grant entry to unauthorized individuals or to issue access cards or keys (if they are deposited with security) will not be honored.

Parking area

Actions in case of a Tenant’s employee dismissal

- If a decision is made to dismiss a Tenant’s employee, the individual will remain under the supervision of the Tenant’s security service until they leave the premises.

→ After completing all necessary formalities, the individual will be escorted out of the building by the Tenant’s security personnel.

→ If the dismissed employee arrived by car and the vehicle remains in the garage:
- A Tenant’s security officer will accompany the dismissed employee to the garage and remain with them until they leave.

— If the employee possesses a parking card, it must be retrieved and handed over to the Tenant’s employee responsible for the distribution of cards.

— The card(s) must be deactivated according to building procedures, and a formal note should be recorded.

Procedures in case of a missing parking card

- Building security will notify the Tenant’s security about the arrival of an employee who has forgotten their parking card.

→ Building security may open the parking entrance after confirmation from the Tenant’s security personnel.
- A Tenant’s security officer will go to the parking area, identify the employee, and escort them to the office.

Tenants guest parking access

Tenant’s guest vehicles may be allowed access to the parking area.
A list of vehicle registration numbers and makes must be sent via email to the building security service.

- A Tenant’s guest may be allowed entry to the parking area only if the Tenant submits an email notification at least one day in advance regarding the vehicle’s arrival.

→ Upon arrival based on the list, guests will wait in the parking area for the Tenant’s security service.
- A Tenant representative must meet the guests in the parking area for identification.

→ The Tenant’s employee is responsible for escorting and assisting their arriving guests.

Common area

Movement of employees without an access card outside building opening hours

- The Building closes at 8 p.m.

→ After closing, access to the building is only possible through a designated entrance.

→ Entry is monitored 24/7 by both the Tenant’s security personnel and the building security personnel.

→ Anyone wishing to enter the building outside opening hours, without an access card, will be allowed in only after using the Tenant’s intercom or contacting building security.
- Building security may open the door only after confirming the purpose of the visit and coordinating with the Tenant’s security personnel. Initially, visitors will be informed of the need to use the Tenant’s intercom to request access.

→ A Tenant’s employee is responsible for escorting their guests and granting them access through the access gates.

Procedures in case of Tenant’s Access Control System (ACS) failure

- The Tenant must immediately inform building security and the Property Manager about the situation.

→ Tenant security must increase personnel at ACS stations and take control of manually verifying employees and granting access through the access gates.

→ Building security will prevent free movement of the Tenant’s employees within the premises.
- The situation must be treated as exceptional and potentially hazardous—the Tenant must provide their emergency procedure for handling such incidents.

→ If a large number of people arrive, Tenant security is responsible for calling an intervention team to maintain order at the entrance area.

04.

Instructions for using the elevators

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- The CENTRUM POŁUDNIE CP3 building is equipped with six elevators manufactured by Schindler. Five elevators operate between floors 0 and +13 and one freight/emergency elevator operates between floors -2 and +14. Additionally, there is one elevator that connects floors -2 to +0.5.
- During the initial operational phase of the Building, the firefighting elevator with a load capacity of 2,500 kg will be adapted for freight transportation using a protective enclosure. Freight transport is only allowed in a designated elevator. In exceptional cases, upon the Tenant's request, the Property Manager or Technical Manager may allow freight transportation using an additional designated elevator. In such cases, the Tenant (or Contractors) must secure the interior and exterior of the elevator in coordination with the Property Manager.
- The elevators in the building are controlled via the PORT System terminals located in the elevator lobbies on each floor.
- On floor 0, near the PORT System terminals, there are also QRC readers.
- Each terminal has a touchscreen interface and a built-in card reader.
- To call an elevator to a desired floor, hold the access card to the reader inside the PORT System terminal and select the desired floor on the touchscreen interface.
- The elevators are equipped with card readers and QRC readers outside the cabins (in the elevator lobby).
- To call an elevator from the elevator lobby, Hold the access card to the reader outside the cabin (in the elevator lobby) and select the floor on the button panel.
- Inside the elevator cabin, there is a display showing the current floor.
- Any unauthorized interference with the panel settings is strictly prohibited. Any damage or errors resulting from such interference will be repaired at the expense of the person responsible for violating the system usage rules.

Elevator malfunction

- Each elevator is equipped with a Remote Monitoring System.
- In case of a malfunction, press the emergency button (bell symbol) to request assistance. The two-way communication system inside the elevator allows for a direct connection to Schindler's Reporting Center.

05.

Tenant parking access

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General rules

- The traffic regulations must be respected within the parking areas.
- Tenants and guests must follow traffic signs and other informational signs in the parking area.
- The speed limit within the garage is 10 km/h.
- Each garage user is responsible for any damage caused within the parking area, including damage to another user, their vehicle, the Property Owner, or a third party.
- Vehicles may only be parked in designated and marked spaces. If a user fails to comply with this rule or in emergency cases, the Property Manager is authorized to block or tow the vehicle at the user's expense.
- For safety reasons, smoking, using fire, storing fuel, flammable substances, empty fuel containers, or any hazardous materials is strictly prohibited. Also, refueling vehicles and parking vehicles with fuel system leaks is not allowed.
- Vehicle repairs, car washing, vacuuming, refilling coolant, fuel, or oil, as well as charging vehicle, bicycle, or scooter batteries is not permitted in parking spaces, internal roads, entrances, or exits.
- Smoking and consuming alcoholic beverages is prohibited.
- Dumping waste in the parking area or leaving trash outside designated containers is forbidden.
- Only vehicles with a maximum weight of 3.5 tons and a height of up to 2 meters (including antenna) may park in the garage.
- Parking outside designated areas, including on entrances and driveways, is prohibited.
- Vehicles with LPG installations are not allowed in the garage.
- Blocking ramps, gates, doors, and emergency exits is strictly forbidden.
- Only the following individuals are authorized to use the parking levels -0.5, -1, and -2, and to move on foot through these floors: those entering/exiting the parking area by car or bicycle and representatives of Tenants who have storage facilities on levels -1 and -2.
- The underground parking is reserved for Tenant representatives according to their assigned parking spaces. Additionally, cyclists and authorized external entities (suppliers) acting on behalf of the Tenants are permitted to enter.
- Access to the parking area is controlled via an access control system or, for Tenant guests, entry is permitted after registering the guest invitation in the Connected by Skanska system and granting access via QR codes or LPR (License Plate Recognition) cameras scanning vehicle license plates. Alternatively, access may be granted after prior arrangement with the Tenant and notification of the Building Security.
- The entrance is secured by barriers controlled by the access control system, which receives data from LPR cameras scanning license plate numbers and access control readers using plastic or virtual cards.
- Sharing access cards to allow unauthorized vehicles entry is prohibited. Such practices will be reported directly to the Tenant's representative, and the card will be automatically deactivated.
- The Building Owner, its representatives, and the Property Manager are not liable for damages or theft of vehicles within the parking area. They also bear no responsibility for injuries or emotional distress resulting from accidents, collisions, or other incidents.

Barriers at parking areas and garage doors

- Users of the building’s parking lots must operate barriers and garage doors correctly.

→ Following another vehicle without scanning user’s own card at the reader is prohibited. The barrier will lower automatically after the preceding vehicle has passed.

→ After scanning a plastic or virtual card, users must exit the barrier zone immediately. If a user delays too long, the barrier will close automatically. Reversing after scanning the card at the reader is not allowed.
- If the vehicle’s license plate number is pre-registered in the Connected by Skanska system, the barrier and garage door will open automatically as the vehicle approaches the LPR camera. The entry control system verifies license plates against those stored in the system.

→ Underground garage users must exercise extreme caution.

Access to parking area for Tenants

- Each company receives a specific number of access cards as stated in the Lease Agreement, allowing entry to the parking area.

→ Cards are handed over based on a written report signed with the Tenant, listing the access card numbers.

→ Upon entering the parking area, the user must register in the system by scanning their card at the reader, which opens the barrier.

→ Tenant parking spaces are marked with signs mounted directly above assigned spots.

→ Building Security monitors traffic at the entrance and exit, as well as personnel and vehicle movements within the parking area.

→ A fire curtain is installed between parking levels -1 and -2. If the curtain closes automatically, drivers must follow the announcements from the VAS (Voice Alarm System). The closure of the fire curtain and fire gates is indicated by optical signals. Once the VAS alarm is activated, exiting the garage is no longer possible. Evacuation must be carried out via stairwells.
- Suppliers may use the underground parking area as long as special designated spaces are available and the vehicle height does not exceed 2 meters (including the antenna). If the vehicle exceeds 2 meters in height, suppliers will be directed by security to designated external loading zones.

→ All other areas around the Building are not designated for public parking.

Access to parking area for cyclists

- Cyclists using the bicycle racks located in the garage may also access the parking area.

→ Access is also possible via the elevator servicing levels from -2 to +0.5.

→ Cyclists using the parking area must follow the entry/exit guidelines below.

→ Bringing bicycles or similar vehicles into the Building is prohibited, except for designated bike racks.

→ Riding bicycles or scooters on the garage ramp or within the garage floor is forbidden.
- If all internal bike racks are occupied, users must park their bicycle at an available rack outside the building.

→ Squeezing between barriers or following another vehicle into the garage without scanning user’s own access is strictly prohibited.

06.

Deliveries

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Types of deliveries

- Deliveries can take place from Powstańców Śląskich Street, using designated loading routes (as specified in the appendix) and marked freight elevators, or via the underground garage.
 - Only vehicles weighing up to 3.5 tons and not exceeding 2 meters in height (including the antenna) are allowed entry into the garage.
 - If a delivery vehicle exceeds 2 meters in height, security will redirect the supplier to designated external delivery areas.
 - Large delivery trucks (over 3.5 tons) are not allowed to enter or park on the building premises. If a vehicle exceeds both 2 meters in height and 3.5 tons in weight, the delivery must be arranged with the Property Manager at least one week in advance.
 - The maximum total weight (including cargo) for vehicles accessing external delivery zones is 18 tons.
- Deliveries of furniture, computer equipment, and other large items must take place between 6:00 PM and 6:00 AM. Such deliveries must be reported in advance via a Work Notification Form (Appendix 2 to the Procedures) submitted to the Property Manager. If an elevator requires recalibration after a delivery to a specific Tenant, the Tenant will bear the associated costs.

07.

Cleaning and maintenance rules

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- Rafał Jędrzejczyk PIANGO company is responsible for the cleaning and maintenance of the common areas in the CENTRUM POŁUDNIE CP3 Building.
- Additionally, the cleaning company is responsible for maintaining the ramp leading to the garage, snow removal from sidewalks surrounding the building and the courtyard and greenery maintenance.
- The scope of services provided by Rafał Jędrzejczyk PIANGO does not include cleaning Tenant spaces, but Tenants can extend these services at their own cost.
- If a Tenant hires Rafał Jędrzejczyk PIANGO for cleaning services, the employees of this cleaning company must wear company uniforms that distinguish them from those responsible for cleaning common areas.
- If a tenant hires a different cleaning company, they must inform the Property Manager by
- providing company name and headquarters, contact details of the responsible person, including a phone number and names of employees performing cleaning duties within the Tenant's premises.
- Cleaning teams within Tenant spaces must handle waste disposal and segregation in designated containers.
- Waste must be delivered by the Tenant's cleaning company to the designated waste room for the Building, located at Powstańców Śląskich Street and disposed of in appropriately labeled containers.
- All tenants are required to segregate waste into the following categories, according to Rules for Maintaining Cleanliness and Order in the City of Wrocław:

Paper/cardboard

Plastics (plastic, metal, multi-material packaging)

Clear and colored glass

Mixed (municipal) waste

Biodegradable waste

- A Waste Tracker system with an integrated tablet and weighing scale has been installed in the waste room. This system allows the Property Manager and Tenants to access data on the amount and type of waste generated, categorized by type, as well as the carbon footprint. All Tenants must register segregated waste at the reader before disposal.
- Each container is designated for specific waste types:

„**PAPER**” container: clean paper, newspapers, books, cardboard boxes. Large cardboard boxes should be flattened to reduce their volume and stacked on a heap next to the container.

This container is not intended for greasy or dirty paper, thermal and fax paper, beverage cartons, hygiene products, wallpaper, etc.

„**PLASTICS**” container: e.g. PET beverage bottles, household chemical containers, beverage/milk cartons, cans, and plastic bags.

This container is not intended for bottles, cans, or containers with contents or non-food oil bottles, cans, or containers, medicine packaging, Styrofoam, household and electronic appliances, etc.

„**GLASS**” container: clean bottles, jars and all glass packaging, including cosmetics.

This container is not intended for porcelain, ceramics, glass, mirrors, heat-resistant and reinforced glass, flower pots, etc.

For more information on waste segregation rules, visit:
ekosystem.wroc.pl/segregacja-odpadow

- Tenants are responsible for disposing of special waste on their own (e.g., Styrofoam, pallets, medical waste, or bulky waste).
- Construction waste, debris, bulky items, electro-waste, batteries, and light bulbs must be handed over to Selective Waste Collection Points (PSZOK) (for more information, visit: <http://ekosystem.wroc.pl/segregacja-odpadow/pszok/>).
- Requests for hazardous, bulky, or non-standard waste removal should be reported to the Property Manager. The removal will be arranged as an additional service at the Tenant’s expense.

08.

Maintenance, servicing, repairs

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- The technical maintenance of the CP3 CENTRUM POŁUDNIE building is managed by Apleona HSG Sp. z o.o. company. The Technical Manager of the Facility is Mr. Wojciech Pisarski.

Any malfunction or improper operation of technical equipment should be reported via the dedicated email address:

wojciech.pisarski@apleona.com
- Major repairs that fall outside standard maintenance services included in the Lease Agreement will be billed directly to the tenant, unless otherwise stated in the Lease Agreement.

→ BMS (Building Management System) is located in the technical service room, where it is continuously monitored to ensure proper functionality.
- Issues and malfunctions must be recorded in the electronic fault log system.

→ Technicians assess the severity of the issue, assign a priority level, and notify the Tenant of the expected resolution timeframe.

→ Emergency failures that disrupt Tenant operations or pose safety risks to people or the building are addressed immediately, regardless of the reporting method or individual reporting the issue.

09.

Building Security

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→ The security of the CP3 CENTRUM POŁUDNIE building is managed by KONSALNET Holding S.A. Security Company.

Building access is unrestricted 24/7 for all authorized Tenant personnel.

- Outside of the hours of operation of the reception desk in the main lobby, the main entrance remains locked, and access is only possible through side entrances with access control at the revolving doors.
- If a Tenant plans any work outside their standard office hours, they may hire security personnel to safeguard specific areas during the work. If a Tenant wishes to hire the same security company that secures the Building, they must contact the Building Security Leader (Monday–Friday, 8:00 AM – 4:00 PM) at least 48 hours in advance.
- In accordance with the Act of 22 August 1997 on the Protection of Persons and Property, the Building Security is authorized to:
 - Verify Building access rights.
 - Request an ID document to verify an individual's identity.
 - Request unauthorized individuals to leave the building if it is determined that they lack proper Building access rights or if they are disturbing public order. Before taking action, the security officer must identify themselves as „security service” and provide their name and the reason for the order to leave the Building.
 - If the person fails to comply, the security officer will call the police and prepare a formal report.
 - Apprehend individuals who pose a direct threat to life, health, or property – in the event of an obvious direct threat to life, human health or

property. In such cases, the security officer must identify themselves as „security service”, instruct the individual to comply with the law, prevent the person from leaving the premises, explain the reason for the apprehension, check their identity against an ID document, calls the police and prepares a formal report. If the individual is a Tenant employee, security officer must inform the Tenant's representative and the Property Manager.

- Use of direct coercive measures within the meaning of Article 38(2) of the Act on the Protection of Persons and Property and the Council of Ministers' Regulation of 30 June 1998 on the specific conditions and methods of use of direct coercive measures by security personnel (Journal of Laws No. 89, item 563) – in case of threats to the secured assets or defending against an attack on a security officer.
- Security personnel verify building access rights referred to above as follows:
 - During restricted access periods – checking whether the person possesses a valid identification badge, access control card, temporary permit, or another document authorizing their presence in the building, comparing the document with the officially approved format, verifying that personal data matches the identity of the individual presenting the document, ensuring the document is valid and has not expired. Upon request by the verified individual, security officer must provide their full name, identification badge, or another document proving their authority, and must explain the reason for conducting the verification.
 - At any time – request identification from anyone present in the Building. Before requesting identification, the security officer is required to state their full name, present their identification badge or other document proving their authority, and explain the reason for the identity check. A formal report is created for every identity check conducted.

System security

- To ensure safe working conditions, the CP3 CENTRUM POŁUDNIE Building is equipped with integrated security systems: access control, CCTV cameras and emergency alarm system in restrooms for individuals with disabilities.
- The access control system uses access card readers to allow only authorized personnel to move freely throughout the building. Access rights are granted by the technical services team, following the Tenant's authorization. Vehicle access to the underground parking is also controlled via the Building's access control system.
- Entry to the Building outside the Building operating hours is possible with the same access cards.
- Building security personnel actively monitor tenant and guest movements within the premises.
- The second security system includes CCTV surveillance system cameras installed both inside and outside the Building, covering exterior areas around the Building, the reception area, the elevator lobby on level 0, and the underground parking area.
- Both security systems are integrated into the Building's Monitoring Center, which is supervised by Building security 24/7.

10.

Evacuation procedures

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Fire protection system in the Building

- The fire protection system includes: fire suppression devices, fire alarm system, and a voice alarm system (VAS).

Fire suppression devices

- Fire suppression devices include fire hydrant system, fire hoses, fire extinguishers, smoke extraction systems for parking areas and stairwells, and external fire hydrants.
- In accordance with regulations for high-rise buildings (above 25 meters), fire hoses are installed in elevator lobby vestibules on all floors. The internal fire water supply system is connected to the external water network.
- The water reserve tank is located on levels -1 and -2. Water is supplied to all fire suppression devices via a pump system. The exact location is shown in the Fire Safety Manual.

Fire detection and voice alarm system

- The second part of the fire protection system is the fire alarm system. It activates smoke extraction and ventilation systems, air supply systems for evacuation routes, automatic release of fire doors and curtains, the Building's voice alarm system, release of access control locks, elevator emergency mode, automatic alert to the Fire Department. When a fire is detected by the automatic detection system, the signal is sent to the 24/7 security monitoring station.
- Each alarm is verified by the Building security officers, who should assess the situation within 5 minutes. If the alarm is confirmed as false, it is canceled. If a threat is detected or the 5-minute verification period expires, the system automatically alerts the State Fire Department and activates the Voice Alarm System which broadcasts alarm message from loudspeakers located throughout the Building.

- The evacuation message is broadcast in the affected area (e.g., the floor where the fire was detected) and throughout the evacuation stairwells. Adjacent floors will automatically receive a warning message.
- The evacuation message will be broadcast in Polish and English, with the wording as follows:

„May I have your attention please. A threat has been detected in the Building. Please evacuate the building immediately using the nearest emergency exit. Do not use elevators or vehicles parked in the garage.”

Simultaneously, a warning message is automatically generated on the adjacent floors:

„May I have your attention please. A threat has been detected in the Building. The room you are currently in is safe. Please stop all activities, remain in place, and wait for further instructions.”

- Once the threat is neutralized, the system will broadcast the all-clear message:

„May I have your attention please. The threat in the building has been resolved. There is no longer any danger to your health or safety. Please calmly return to your previous activities.”

Building Security Systems response to 1st and 2nd level fire alarms

Access-controlled doors

- The automatic unlocking of door bolts in doors equipped with the access control system occurs. This means that in the event of a hazard on evacuation routes or within rooms on the affected floor, doors with dual-sided access control can be opened without using an access card.

Elevators

- The 2nd fire alarm level (triggered 5 minutes after the 1st alarm level or directly from a Manual Call Point) causes all elevators to descend to level 0, open their doors and remain stationary.
- Emergency elevators descend to ground level and their doors open to allow evacuation. After a predefined delay, the doors close and a fire curtain is deployed to secure the elevator doors from the elevator lobby side. From this point, the fire elevator is available only to the Fire Department. On all other floors, fire curtains automatically deploy after the full evacuation

announcement from the Voice Alarm System. If a person becomes trapped between the curtain and the elevator doors, they will be rescued after the emergency is resolved by the Fire Department or building emergency personnel.

Fire curtain in the parking area (between levels -1 and -2). Applies to fires in the garage area.

- If the 2nd level fire alarm is triggered in the garage, the fire curtain between levels -1 and -2 and the fire doors on both parking levels will automatically close. The closure of the fire curtain and fire doors is indicated by optical signals.
- If a fire occurs above ground level, the garage fire curtain and fire doors will remain open and will not activate. The curtain and gates remain in the open position.
- After each firefighting operation, the fire doors must be manually reopened, and the fire curtain will automatically lift once the key is turned in the curtain control panel—allowing vehicle movement.

Parking barrier arms

- When the 2nd level alarm is triggered, all parking
- barriers remain closed.

Ventilation / air-conditioning systems

- When the 2nd level alarm is triggered, the ventilation system automatically shuts down.
- Smoke extraction and fresh air supply systems activate automatically in accordance with the fire safety protocol.

Emergency exit doors on level 0 – evacuation

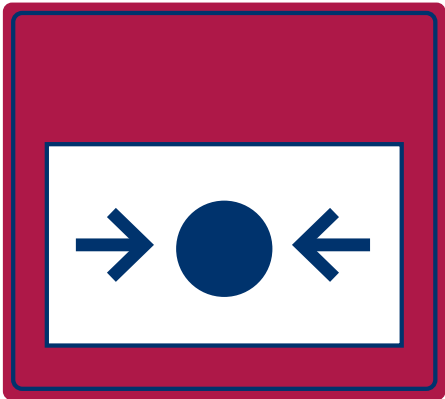
- Evacuation from the building is directed towards emergency exits, which are automatically unlocked by the access control system.
- All evacuations proceed through exits on Level 0.
- Evacuation routes are marked with appropriate pictograms in compliance with safety regulations.

Moving at garage level

- During an emergency, follow evacuation announcements and proceed to stairwells leading to Level 0 (the designated evacuation level) following the signs. Using vehicles left in the garage during an emergency is strictly prohibited.
- Each fire zone within the underground parking levels (-1 and -2) has designated emergency exits leading to stairwells.

Manual call points

- Manual call points buttons are installed along passageways.
- They may only be used in case of a fire. To activate, break the glass by pressing on it, causing it to crack and shift.
- In case of an emergency, pressing the manual call point button will result in an immediate evacuation procedure (2nd level fire alarm), activation of smoke removal
- extraction systems, and alerting the State Fire Department.
- False activation of a manual call point button is strictly prohibited.
- Misuse of the fire alarm system, which each time involves the arrival of firefighting units, will result in a fine issued by the State Fire Department.
- Any building occupant who falsely activates a manual call point button will be held financially responsible for the costs of the Fire Department's response.



Fire Safety Training for Tenant Employees

- The Tenant is responsible for organizing and documenting fire safety training for their employees. Training must cover the following topics:
- Fire safety regulations in the workplace.
- Procedures to follow during a fire alarm. Evacuation routes within the building.
- Evacuation procedures and appropriate responses based on fire threat levels.
- Proper actions to take in the event of a fire.
- Location of fire extinguishers and other firefighting equipment.
- Practical training on using fire extinguishers.

Evacuation drill

- According to fire safety regulations, regular evacuation drills must be conducted at least once every two years.
- These drills are held with the participation of representatives from the State Fire Service and a fire protection expert.
- Tenants receive a Fire Safety Manual prepared by the fire inspector, which will be periodically updated as needed.
- The Tenant must provide written confirmation that all employees have read the Fire Safety Manual.
- Each Tenant must designate two employees responsible for overseeing evacuation procedures and provide their names and contact numbers to the Property Manager. Any changes in designated evacuation personnel must be reported immediately.
- The date for the drill evacuation is agreed upon by the Property Manager in coordination with the Building’s Tenants.
- In emergency situations (e.g., fire hazard identification), security staff are authorized to enter the Tenant’s premises.

11.

Contact list

Centrum Południe Building CP3
Procedures for Tenants



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