

# Studio B Procedures for Tenants

# Introduction

These procedures have been prepared by the Building Manager of STUDIO B.

The procedures are intended for all Tenants and users of the Building.

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# 01.

## Moving

### STUDIO B - Procedures for Tenants

- Moving can take place on weekdays (Monday - Friday) between 7 PM and 7 AM and at weekends, i.e. from Friday 7 PM to Monday 7 AM. The exception to this is immediately after the Building has been put into use, when the moving schedule is agreed individually between the Tenant's representative and the Property Manager.
- In order to agree a date for the moving, the Tenant's representative contacts the Property Manager and fills in a work notification form or delivery notification form available at the Manager.
- The completed work notification together with the insurance policy number of the company acting on behalf of the Tenant shall be handed over to the Property Manager at least two working days before moving.
- In the garage, in the delivery area on floor -1, only vehicles up to 2.50 m in height and with a total weight of up to 3.5 tonnes may park. Outside the delivery zone, the height of the garage does not exceed 2.0 m.
- The unloading of the Tenant's furniture and equipment may take place in the garage of the Building, in parking spaces provided by the Tenant or in the delivery zone at -1. In the case of a vehicle exceeding 2.50 m in height, parking is possible in front of the garage entrance in the Building arcade.
- The Tenant is directly responsible for the supervision of employees, contractors and suppliers, as well as plant and equipment required during the move.
- The Landlord, the Property Manager and the Building Services are not responsible for the property delivered.
- Transport trolleys used inside the Building must be equipped with white rubber wheels. No trolley transport is permitted on the garage exit ramp.
- The surfaces on which the transport will be carried out should be adequately protected (including lifts).
- Any damage is the responsibility of the Tenant or the transport/moving company hired by the Tenant.
- It is forbidden to obstruct escape routes in any way, to leave fire doors in the open position, to block or obstruct the entrance to the building or the entrance to the underground garage during unloading. Any waste generated during the transport work must not be stored within the property and must be taken away immediately after the transport work is completed by the delivery company or another company designated by the Tenant.

# 02.

## Carrying out arrangement and renovation work

### STUDIO B - Procedures for Tenants

- The Tenant shall submit to the Property Manager any designs required by law prior to the commencement of adaptation works.
- All designs should be carried out by appropriately qualified persons and should be agreed by qualified persons with regard to fire, hygiene and health and safety requirements.
- Any rearrangements require the consent of the Landlord or a person authorised by the Landlord.
- Any repair and construction works on the Building may only be carried out with the knowledge and consent of the Property Manager.
- In order to obtain permission to commence work on the Building, the Tenant shall complete a work notification form or delivery notification form (template available from the Property Manager) and submit it to the Property Manager at least two working days before the work is due to commence. The notification should be delivered to the Property Manager in hard copy and electronically (scan) by the designated contact persons of the Tenant.
- Obtaining the consent of the Property Manager and, in their absence, the Technical Manager, allows the work to commence on the date indicated by the Tenant.
- The works contractor shall secure the area in the common parts of the Building, including delivery routes and the lift, designated for use for transport purposes.
- Drilling and noisy works are prohibited between 07:00 AM and 7:00 PM on weekdays.
- Works requiring the use of noisy equipment may be carried out between 7:00 PM and 07:00 AM.
- Extension of the works is possible after the appropriate entry has been made to the work notification form by the Property Manager or a person authorised by them.
- Immediate cessation of the works shall follow the revocation of the Work permit. The Property Manager or a person authorised by the Property Manager shall make the appropriate entry in the Notification.
- For fire-hazardous work, this is carried out on the basis of a request to restrict the operation of selected fire installations in accordance with the so-called Prevent document (available from the Property Manager and Technical Manager). The document must be submitted on paper. Written permission to carry out fire hazardous work is given by the Technical Manager.
- The need to switch off the power supply to the Tenants' circuits should be agreed and reported to the Technical Manager each time.

# 03.

## Access control (keys, cards)

### STUDIO B - Procedures for Tenants

#### Access cards

- The entrances to the STUDIO B Building are secured by an access control system that allows movement through the building with a single card.
- The building-wide access control standard is based on SALTO controllers and ICLASS access cards. The Landlord provides integrated operation of the Connected system by Skanska.
- Cards shall be issued to the Tenant in the quantity in accordance with the Rental agreement.
- The Tenant shall pay for any additional or replacement access cards (cost PLN 50 net/pc)
- The cards are coded by the building's maintenance staff and handed over to the Tenant's representative, unless otherwise specified in the Lease agreement.
- Entrance and entry to the Building (with the exception of revolving doors) is preceded by reading the person's entry rights on the access control card reader.
- Taking the lift to any floor requires reading the access control card on the reader and pressing the button corresponding to the target floor.
- The exit from each floor, as well as the lift access from the underground garage to the ground floor level does not require an access control card.
- The lost card is deactivated. The Tenant shall immediately report the loss of the card to the security service, to the attention of the Property Manager.
- If the card is found, please forward this information to the Building's security service as soon as possible, to the attention of the Property Manager.
- It is forbidden to hand over access control cards in order to be able to move around the Building. Such practices will be reported directly to the Building Tenant's representative.
- Upon termination of the Lease agreement, all access cards handed over by protocol will be returned to the Property Manager.
- If the card is lost, destroyed or stolen, a written request for a duplicate must be submitted to the Property Manager. The cost of replacing the plastic card (PLN 50 net/piece) or the virtual card (price included in the cost of maintaining the Connected system by Skanska) is borne by the Tenant (existing user).
- In emergency situations (e.g. identification of a fire hazard), security staff members are entitled to enter the Tenant's premises. The Security Commander shall inform the Tenant's representative or designated internal security representative by telephone of the need to enter. In this case, access to the rental area will be by means of a building key or "master" building card. The reason for entry, a list of persons and a description of the incident will be written up in the security report.
- Any failures of the access control system will be dealt with as a matter of urgency.
- If the Tenant has its own access control system, the Tenant is obliged to leave one copy of the access card for its area in a secure envelope for security.

## Keys

- Tenants will receive keys to the front door upon handover of the lease area.
- The Tenant shall be responsible for safeguarding the keys they have received from the Landlord.
- The fitting of additional keys for system locks may only be carried out on the basis of a written order addressed to the Property Manager at the Tenant's expense (cost according to the supplier's price list).
- The Tenant is obliged to leave with security, in a secure envelope, a copy of the keys to all locked rooms.

## MASTER card/key

- The MASTER card opening all the rooms in the building (which remain in the building access control system) is locked in a secure envelope in the security room, access to which is always controlled and recorded by Building's Security Service.
- Any opening of the secure envelope shall be reported to the Property Manager, which shall be confirmed in writing in the protocol after the seal number has been changed.
- The Tenant will provide a contact for at least two people who can be notified if needed to enter the office after office hours in an emergency situation.
- All such entries will be made using the Master card or access cards provided by the Tenants, after prior telephone notification or, in justified cases, immediately after verification of the threat.
- The reason for entry, a list of persons and a description of the incident will be written up in the security report.
- Upon termination of the Lease agreement, all keys and access control cards will be returned to the Property Manager.

## Emergency door release button

- Only in emergency situations such as door locking, failure of the deadbolt preventing leaving the room should the emergency door open button **(1)** be used. The button has a plastic safety device to prevent accidental pressing. To release the door bolt, open the flap **(2)** and press the release button. After this operation, the access control system is deactivated. The doors will not have the security of an access control system. Such incidents should be immediately communicated to the Building maintenance service for rearming of the system.



## Tenant's cleaning service

- Designated persons from the Tenants' service companies should have access control cards, obtained from the relevant Tenant, to allow individual entry to the Tenants' offices.
- The Tenant shall provide the Property Manager and the Building's Security Service with a list of all authorised services and persons and keep it up to date.
- In order to maintain security, no persons will be admitted to the Building who do not have a valid authorisation from the Tenant. Telephone requests to allow non-listed persons into the Building will also not be respected.

# 04.

## Instructions for use of lifts

### STUDIO B - Procedures for Tenants

- The STUDIO B building is equipped with six Schindler lifts. The garage/bike lift located next to the administration rooms serves floors -3 to 0, thus allowing direct access from the car park levels to the reception hall. Five other lifts serve floors 0 to +13, one serves floors -3 to +15.
- Taking the lift to any floor requires reading the access control card on the reader and pressing the button corresponding to the target floor. The exit from each floor to level 0 does not require an access control card.
- The load capacity of individual lifts is shown on the rating plate on the interior. Under no circumstances are the indicated values to be exceeded.
- At the initial stage of the Building's operation, one lift was adapted for the purpose of transporting goods (protective enclosure). Transport of goods is only permitted in a lift designed for this purpose.
- The lifts in the building are operated via PORT system terminals located in the lift lobbies on each floor of the building.
- In addition, there are QRC readers on level 0 at the lift terminals of the PORT system.
- Each terminal has a touchscreen interface and a built-in card reader.
- To summon the lift to the desired floor, insert the access card to the reader inside the PORT system terminal and select the floor on the touchscreen interface.
- The lifts in the STUDIO B building are not equipped with card readers and QR readers inside the cabs with the exception of the bicycle lift from 0 to -1.
- There is a display in the lift cabin indicating the current floor.
- It is prohibited to tamper with the settings on the panel. Any errors or damage resulting from such interference will be rectified at the expense of the person acting in contravention of the delegated rules for the use of the system.

### Lift malfunction

- In the event of a lift malfunction, each lift has a Remote Monitoring System.
- To call for help, press the emergency button – the bell sign. Two-way communication in the lift cabin allows a direct link to the Schindler 24-hour call centre.



# 05.

## Access to car park for Tenants and Visitors

### STUDIO B - Procedures for Tenants

### General rules

- There are traffic regulations in the car parks which must be respected.
- Tenants and visitors are obliged to obey the traffic signs and other information signs posted in the car park.
- There is a speed limit of 10 km/h in the garage area.
- Any user of the garage shall be liable for any damage caused in the car park to the user, their vehicle, the Property Owner or a third party.
- Vehicles may only be parked in designated and marked spaces. In the event of the user's failure to comply with the aforementioned rule and in the event of an emergency, the Property Manager is entitled to lock or tow the vehicle at the user's expense.
- For safety reasons, smoking, use of fire, storage of fuel, flammable substances, empty fuel containers or any other materials and the topping up of fuel levels and parking of vehicles with leaking fuel systems are strictly forbidden.
- In parking areas, internal roads, entrances and exits it is forbidden to carry out repairs, wash or vacuum vehicles or to change radiator fluid, fuel or oil, and to charge batteries, bicycles and scooters in areas not marked for charging.
- Smoking cigarettes, e-cigarettes and tobacco products, consumption of beverages containing alcohol and taking intoxicants are prohibited.
- It is forbidden to dispose of waste in the car park or to leave waste outside the designated bins.
- Only vehicles weighing up to 3.5 tonnes and with an unladen vehicle height not exceeding 2.0 m may enter the garage.
- It is prohibited to park vehicles outside the designated spaces for a given Tenant, including on entrances and places designated for passing.
- Blocking the ramp, gates, doors and emergency exits is strictly prohibited.
- Only persons entering/leaving by car/motorcycle/scooter or bringing a bicycle into the car park area via a dedicated lift, as well as representatives of Tenants who have storage space, are authorised to use the car parks on levels -1, 2, -3 and move on foot on these floors.
- It is forbidden to bring and charge electric scooters into the building.
- The underground car park is intended for the Tenants' representatives in accordance with the allocated parking spaces. In addition, cyclists and authorised external parties, e.g. suppliers acting on behalf of Tenants, are authorised to bring their vehicles into the garage.
- Access to the car park is controlled by an access control system or in the case of guests of Tenants by registering the visitor's invitation in the Connected system by Skanska and granting access via QR codes or an LPR camera reading the vehicle plate number, or alternatively by appointment with the Tenant at the time and informing the Building security service.
- The entrance is secured by barriers, controlled by information from the access control system, provided by LPR cameras reading number plates and access control readers based on traditional and virtual cards.
- Passing access control cards to allow unauthorised vehicles to enter is prohibited. Such practices will be reported directly to the Building Tenant's representative. In such cases, the card will be automatically deactivated.
- The Building Owner, its agents and the Property Manager shall not be liable for damage to or theft of vehicles in the car park. They are also not liable for injuries or emotional discomfort resulting from accidents, collisions, crashes or other incidents.



## Barriers at car parks and garage door

- Persons using the building car parks are required to use the barriers and garage doors properly.
- It is forbidden to pass behind a preceding user without reflecting your card at the reader. The barrier will lower automatically as soon as the preceding car has passed.
- Once the plastic or virtual card has been imprinted, leave the barrier area immediately. After too long delay the barrier closes automatically. It is not permitted to reverse after bouncing the card at the reader.
- If the vehicle's number plate has been pre-registered with Connected by Skanska, the barrier and garage door will open automatically when the vehicle approaches the camera at the barrier. The entry control system allows licence plate numbers to be read and compared with those in the system.
- Users of the underground garage need to exercise extreme caution.

## Access to car park for Tenants

- Each Tenant is issued with a number of access cards to enter the car park, as specified in the Lease agreement.
- The handover of the cards takes place on the basis of a protocol drawn up with the Tenant, in which the access card numbers are listed.
- When entering the car park, the card user should register into the system by bringing the card close to the reader, which will open the barrier.
- The Tenant can assign a vehicle licence plate number to the KD card and enter without using the card on the reader, after the plate number has been read by the camera system at the car park entrance
- The location of parking spaces intended for Tenants is specified in the Lease agreement
- Building's Security Service monitors traffic at the entrance and exit.
- Suppliers may use the underground car park provided that they use special spaces designated for this purpose and that the height of the vehicle does not exceed 2.50 m (including antenna). In situations where the height of the vehicle exceeds 2.50 m, suppliers will be directed to the appropriate position by the Building's Security Service outside the Building.
- Any other areas around the Building shall not be designated as public car parking.

## Access to car park for the Tenants' guests

- The Tenant is obliged to register the visitor's arrival information via the Connected by Skanska app. The Tenant will receive a QR code with which the visitor can access the underground garage. The screen at the garage entrance will display the number of the assigned parking space.
- Alternatively, the host or the Security Service may register a potential guest, with the Tenant providing such information at least 2 hours in advance during the Building's operating hours (providing the guest's name, date and agreed time of arrival and the number of the parking space allocated for the expected guest and, if possible, the make and registration number of the vehicle).
- The STUDIO B building has intercom communication between the barriers and the Security Service room.
- Pre-registered at the Connected by Skanska virtual reception, visitors arriving by car are allowed into the car park by reading the vehicle's number plate through the LPR camera.
- In order to register a visitor on the system, for safety reasons, the visitor's personal data is provided, securely encrypted – first name, last name, vehicle plate number and e-mail address for the purpose of generating an invitation in Connected by Skanska. Data can be deleted by reporting to the building reception when leaving the facility.
- Visitors who are not registered with Connected by Skanska are allowed into the car park by the Building's security service and then proceed to the reception desk to register, gain access to the lift and reach the appropriate floor.
- Each guest is asked to show proof of identity when registering at the reception.
- In the case of Guests of Tenants who will be visiting the Building after the Building's operating hours, the Guests' visits must be notified to the Building Security Service in advance.

## Access to bicycle car park

- Access to the car park is possible using the cycle/ garage lift.
- Cyclists using the car park are obliged to follow the entry/exit rules according to the following guidelines.
- It is prohibited to bring bicycles and other such vehicles into the Building with the exception of designated parking spaces (bicycle racks).
- At the STUDIO building, bicycle racks are located: in the underground car park – storey 1 and on the patio.
- The bicycle spaces are available to all users and are not subject to reservation.
- If there are no spaces at the indoor stands, the user is obliged to park the bicycle only at the free stands outside the Building.
- It is forbidden to squeeze between barriers with a bicycle on one's own, as well as to pass behind the preceding user (another vehicle) on one's own.
- In order to leave the bicycle in the garage, the cyclist should use the bicycle lift. Pedestrian traffic and cycling or scooters are prohibited on the garage exit ramp and on the garage slab.
- The Building Owner, its agents and the Property Manager shall not be liable for damage to or theft of bicycles in the car park. They are also not liable for injuries or emotional discomfort resulting from accidents, collisions, crashes or other incidents.

# 06.

# Deliveries

## STUDIO B - Procedures for Tenants

### Types of deliveries

- Deliveries can be made via the service entrance from the garage entrance at ground level and via the underground garage.
- Only vehicles not exceeding 3.5 tonnes in weight and not exceeding 2.50m in height with aerial are allowed access to the garage delivery area.
- In situations where the height of the vehicle exceeds 2.50m in height, suppliers will be directed by Security Service employees to park in the entrance arcade. The suppliers have to unload the car and drive away so as not to block the garage entrance. Larger deliveries that result in stopping in the street may incur a lane occupation charge and should be agreed with the Road Manager on a case-by-case basis.
- No large commercial vehicles (over 3.5 t) are allowed to enter or park in the property. Where the vehicle height exceeds 2.50 m and the vehicle weight exceeds 3.5 tonnes, deliveries must be agreed with the Property Manager at least one week in advance. In such exceptional situations, the Property Manager will, at the Tenant's request, make arrangements to allow unloading at the most convenient location.
- Deliveries of furniture, computer equipment and other bulky items may take place between 7:00 PM and 07:00 AM and must be notified in advance via the Work Notification Form to the Security Service and the Property Manager (detailed delivery procedure with attachments available from the Property Manager). If the lifts need to be recalibrated after delivery to the relevant Tenant, this will be done at the Tenant's expense.

# 07.

## Building cleaning rules

STUDIO B - Procedures for Tenants

- ARISTO is responsible for maintaining the cleanliness of the Property and the STUDIO B Building.
- The cleaning company is also responsible for the condition of the garage entrance ramp, snow removal from the pavements around the Building and maintenance of the greenery.
- The cleaning company's scope of services does not apply to the cleaning of the Tenant's space and may be extended according to the Tenant's demand and at the Tenant's expense.
- In the event that the Tenant employs ARISTO to provide cleaning services, the employees of this company are required to wear the appropriate company uniforms distinguishing them from those providing cleaning services in the common areas.
- The Tenant is obliged to provide the Property Manager with information about the cleaning company employed, including: the name and registered office of the company, the details of the person in charge with a telephone number and the names of the persons performing the work on the Tenant's space.
- The cleaning staff in the Tenant's areas is responsible for taking out waste and segregating it in the appropriate containers.
- The waste should be delivered by a company acting on behalf of the Tenant to a specially marked and prepared room, located on the ground floor.
- **Waste must be separated by Tenants into individual fractions,**

Paper/board

Plastics (plastic, metal, multi-material packaging)

Clear and coloured glass

Bio waste

Mixed (municipal) waste

For selective waste collection,  
we collect in containers:

**“PAPER”** container: clean paper, newspapers, books, cardboard. Large cardboard boxes are stacked on a heap next to the paper container. Cartons should be unfolded to reduce their volume.

The following, among others, are not accepted: greasy and dirty paper, thermal and fax paper, beverage cartons, hygiene products, paper towels.

**“PLASTIC”** container: e.g. PET bottles, household chemicals packaging, beverages or milk cartons, cans, disposable bags.

The following, among others, are not accepted: bottles, cans and containers with or containing non-food oils, medicine packaging, Styrofoam, electronics and household appliances.

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

The following, among others, are not accepted: porcelain, ceramics, glass, mirrors, heat-resistant and reinforced glass, flower pots.

**“BIO”** container: vegetable and fruit waste, coffee and tea grounds.

Among other things, we do not throw in: municipal waste, coffee capsules.

You can read more about the principles of waste segregation on the website:

[Principles of waste segregation - Warsaw 19115](#)

- The Tenants will dispose of the remaining waste themselves (e.g. polystyrene or pallets to be taken away by the supplier, as well as medical or bulky waste).
- Waste such as renovation waste, rubble, bulky waste, electro-waste, batteries and light bulbs can be disposed of at the separate waste collection points known as PSZOK.
- Hazardous waste (fluorescent lamps) in the Tenants’ areas is replaced by the technical company servicing the Building and then disposed of by their supplier in accordance with the applicable regulations.
- The need for removal of non-standard waste (hazardous, bulky, residual) may be notified to the Manager and this will be arranged as an additional order at the Tenant’s expense.

# 08.

## Maintenance, servicing, repairs

STUDIO B - Procedures for Tenants

- LOREDO RES is responsible for the technical maintenance of the STUDIO B Building, and the Technical Manager of the Facility is Mr Michał Grzybowski.

In the event that technical equipment is found to be faulty or malfunctioning, fault reports should be made via the dedicated e-mail address:  
[usterka.studiob@loredores.com](mailto:usterka.studiob@loredores.com) or via the DALUX fault application.
- The technical service shall, depending on the severity of the defect, determine the priority of the defect and the time limit for its rectification and notify the Tenant of the action taken.

→ The cost of significant repairs that are not included in the maintenance within the Rental agreement will be settled directly between the Tenant and the maintenance company, unless otherwise regulated in the Rental agreement. Mechanical damage caused to the leased area is not a warranty fault, the cost of repair will be borne by the Tenant.

→ Building Management System (BMS) is located in the technical service room and ensures that it functions properly.
- In the event of sudden breakdowns during the working hours of the technical service, it is possible, in addition to reporting via the Dalux system, to make a telephone call directly to the Technical Manager.

→ The response time of the maintenance service to a breakdown report during working hours, i.e. 8 AM to 6 PM on working days, is approximately 30 minutes, outside working hours, on Sundays and public holidays, up to 2 hours.

→ Reporting of irregularities or faults takes the form of an entry in the book of faults in the Helpdesk - DALUX electronic system.

# 09.

# Building security service

## STUDIO B - Procedures for Tenants

- Juventus is responsible for the security of the STUDIO B Building.

→ The movement of persons in the Facility takes place 24 hours a day, 365 days a year and is unrestricted to all persons authorised on behalf of the Tenant.
- The reception desk in the main hall is open from 07:30 AM to 6:30 PM (Monday to Friday)
- Outside the hours indicated, the main entrance is closed and access to the Building can be gained via side entrances with access control located by the revolving door.

→ If the Tenant plans any works outside of the Tenant's office operating hours it is possible to hire Security Service employees to secure certain premises for the duration of the works. If the Tenant wishes to hire security from the same company that secures the Building, the Tenant shall contact the Building's Security Service Leader directly (08.00-16.30), e-mail address: lider.studiob@juventus.pl and notifies the Property Manager.

→ There is a first aid kit and a defibrillator in the Building's Security Service room.

→ The Building Security Service is entitled under the terms of the Act of 22 August 1997 on the Protection of Persons and Property:

— To establish entitlements to be present in the Building,

— To check persons in order to establish their identity,
- To instruct persons to leave the Building if they are found to be unauthorised to be in the Building or if they violate the order. Before doing so, the security staff member shall identify himself/herself as the "security service" and state his or her name and the reason for the instruction to leave the Building. In the event of disobedience to the instruction, the security staff member calls the police and draws up an official note.

— To apprehend persons posing a threat to life, human health or property – when an imminent threat to life, human health or property is clearly established. To this end, the security staff member shall identify himself/herself as the "security service", call for lawful behaviour, prevent the person from leaving, inform the person of the reasons for the apprehension, check the person's identity, call the police and draw up an official note. If the person posing the threat is an employee of the Tenant, the security staff member is obliged to notify the Tenant's representative and the Property Manager.

— To use direct coercive measures within the meaning of art. 38(2) of the Act on the Protection of Persons and Property and the Regulation of the Council of Ministers of 30 June 1998 on the specific conditions and methods of using direct coercive measures by security staff members. (Journal of Laws no. 89, item 563) – in the event of threats to goods entrusted to protection or repelling an attack on a security staff member



- The determination of a person’s entitlement to be in the Building referred to paragraph above shall be made by the security staff member:
- During restricted movement of persons – checking whether a person is in possession of an ID badge, access control card, temporary permit or other document authorising them to be in the Building and comparing these documents with the applicable template, checking it against the identity of the person using the document and the expiry date of the document. At the request of the person with respect to whom the
- aforementioned actions are taken, the security staff member is obliged to give his/her name, last name, identification badge or other document confirming his/her entitlement and state the reason for taking the action.
- At all times – checking people’s identity. Before starting the checking, the security staff member is obliged to state his/her name, last name, ID badge or other document confirming his/her entitlement and the reason for taking the action. The security staff member shall make a record of the checking.

System protection

- In order to ensure safe working conditions, the STUDIO B Building is equipped with integrated security systems: access control and CCTV cameras.
- The first system, using access control readers, allows only persons with appropriate authorisations granted by the Security Service to move freely around the Building, in accordance with the Tenant’s recommendation. Vehicle access to the underground car park is also controlled by means of the Building Access Control System.
- Access to the Building after opening hours is carried out using the same access control cards.
- The second security system includes CCTV cameras located outside and inside the Building, monitoring the outdoor area around the Building, the reception area, the ground floor lift lobby and the car park areas.
- Both security systems are located in the building’s monitoring centre, which is watched over 24 hours a day by the Security Service employees.

# 10.

# Evacuation Procedures

STUDIO B - Procedures for Tenants

## Fire protection system in the Building

- The fire protection system includes: fire extinguishing equipment, a fire alarm system (SSP) and a voice alarm system (VAS).

## Fire extinguishing equipment

- Fire extinguishing equipment includes hydrant systems, fire hoses, fire extinguishers, devices and solutions to prevent smoke from entering horizontal escape routes, sprinkler systems and smoke ventilation in underground garages.
- In accordance with the regulations for tall buildings (over 25 metres), fire hoses are located in the lift lobby vestibules on all levels. The internal fire water supply system is fed from the external water supply system.
- The water reserve tank is located on level -3. They supply water to all fire appliances in the Building through a system of pumps. The exact location is shown in the Fire Safety Manual.

## Fire detection system and voice alarm system

- The second element of the fire system is the fire alarm system. It activates the smoke ventilation systems, the supply air to the escape routes, the automatic release of the fire gates and curtains, the building's DSO (Voice Alarm System), the release of the access control locks, the emergency operation of the lifts and the signal automatically sent to the fire brigade. When a fire is detected by the automatic detection system, a signal is sent to the dispatcher's station providing 24-hour supervision.
- Each alarm is verified by the Building security services and the time for verification is 3 minutes. If a false alarm is recognised, the signal is cancelled, while if a threat is identified and 3 minutes have elapsed, the system automatically notifies the fire services and broadcasts a Voice Alarm System (DSO) message from loudspeakers located throughout the Building.

- The evacuation message is broadcast depending on the situation in the affected area (e.g. floor where a fire has been detected) and in the evacuation stairwells. A warning message is automatically generated on adjacent floors.
- The evacuation message is broadcast in Polish and English with the following content:
- Once the threat has ceased, the operator initiates a message cancelling the threat that reads:

“Attention, attention. A hazard has been detected in the Building. Please leave the Building immediately and calmly by the nearest emergency exit. Please do not use the lifts.”

“Attention, attention. The danger in the Building has ceased. Your health and life are no longer in danger. Please return calmly to the activities you were doing earlier”.

During this time, a warning message is automatically generated on the adjacent floors:

“Attention, attention. A hazard has been detected in the Building. The room you are in is safe at the moment. However, please cease all activities, remain on site and await further instructions”.

## Building Security System responses to stage I and stage II fire alarms

### Doors equipped with access control

- There is an automatic release of locks on doors equipped with an access control system. This means that in the event of an emergency on escape routes and in the rooms on the floor where danger has been detected, it is possible to open doors equipped with two-way access control without using a card.

### Lifts

- The second stage (Fire Stage II after 3 minutes from the Stage I alarm and directly from the Manual Fire Alarm) causes the lifts to descend automatically to level 0. In the event of a fire on the ground floor, the lift descends to alternative stop + 1 /garage lift -1/. The doors open and the lifts stop.
- In the case of rescue cranes, they descend to the ground floor and open up to evacuate potential users. They then close after a set period of time. From this point onwards, the fire crane remains at the disposal of the Fire Brigade.

### Fire gates in the car park area (between levels -3 and -2 and -2 and -1). Concerns a fire in the garage area.

- In the event of a level II alarm at the garage level, the fire doors close automatically. Closing of the fire gates is visualised by optical alarms.

## Barrier arms in car parks

- During a level II alarm – the entry barrier closes, the exit barrier remains open

## Ventilation/air-conditioning systems

- In the event of a stage II alarm, the ventilation system is automatically stopped.
- Automatic activation of smoke extraction and aeration in accordance with the fire scenario follows.

## Exit door on level 0 – evacuation

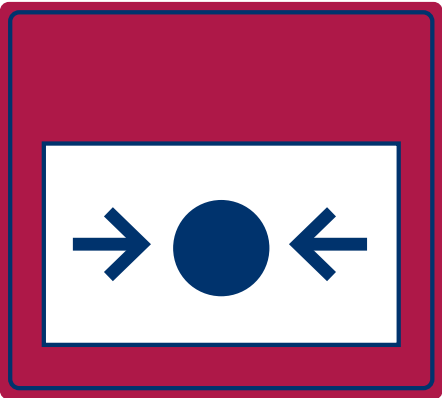
- Exit from the Building is towards the emergency exit door released from being locked by the access control system.
- Evacuation is via the exits on level 0
- Escape routes in the Building are marked with appropriate pictograms, in accordance with the regulations.

## Moving at garage level

- In times of emergency, it is mandatory to follow the public address announcements about evacuation and head for the stairwells to level 0 (evacuation level), according to the signs. It is prohibited to use cars left in garages.
- Emergency exits to the stairwells are provided from the floor of the underground garage in the individual fire zones.

## Manual Fire Alarms

- ROP (Manual Fire Alarm) buttons have been placed in the passageways.
- The use of manual fire alarms is only permissible during a fire by striking the glass pane (this causes the glass pane to break and deflect).
- In the event of an emergency, pressing the ROP button will result in an immediate evacuation procedure (stage II fire alarm), the activation of smoke extraction and broadcast of a message to the National Fire Service.
- Under no circumstances should a quick ROP be unduly pressed.
- The consequence of an unjustified fire alarm, which every time involves the arrival of fire brigade units, is a fine imposed by the National Fire Service.
- A Building User who presses the ROP button without justification will be charged for the action of the State Fire Brigade.



## Fire gate – level 0 / lobby

- In the event of a level II alarm, the fire door closes.

## Fire training for Tenant’s employees

- The Tenant will organise and document that it has carried out fire training for its employees. Such training will include, in particular, the following elements:

— information on fire safety regulations in the workplace,

— instructions on what to do in the event of a fire alarm, information on escape routes in the facility,

— information on how to evacuate and take the appropriate steps depending on the fire risk stage,
- fire instructions,

— information on the location of fire extinguishers and other fire-fighting equipment,

— providing practical training in the use of fire extinguishers.

## Evacuation drills

- According to fire safety regulations, it is necessary to carry out regular evacuation drills at least once every two years.

→ Such activities are carried out with the participation of representatives of the State Fire Brigade and the Fire Protection Officer/Inspector.

→ The Tenant shall be provided with a Fire Safety Manual prepared by a fire inspector, which will be updated periodically as required.

→ The Tenant will confirm in writing that all employees have read the Fire Safety Manual

→ Each Tenant is required to designate two employees per floor, responsible for directing the evacuation, communicate their names together with their contact telephone numbers to the Property Manager and to notify any change of such persons.
- The date of the evacuation DRILL shall be agreed by the Property Manager with representatives of the Tenants.

→ In emergency situations (e.g. identification of a fire hazard), security staff members are entitled to enter the Tenant’s premises.

## Procedure to be followed by staff designated to evacuate the Tenant’s space:

1. Immediately notify all employees present on the evacuated floor of the nature of the hazard and the need to evacuate. Pre-designated and appropriately trained persons who are employees of individual tenants should be used for notification.

2. The evacuation co-ordinator on behalf of the Tenant shall take steps to ensure that the facility is evacuated properly.

3. During evacuation from the premises, the streams of people should be directed to horizontal escape routes (corridors) and then, according to the directions specified by the escape signs, to the exits outside the fire area or outside the premises to the „Evacuation Assembly Point“.

4. The persons designated by the Tenants on each floor are obliged to pay particular attention to persons with reduced mobility to ensure that appropriate conditions are in place to enable their smooth evacuation. In addition, in the event of the situation in question, it is essential that security staff are informed immediately of the need to ensure that persons with reduced mobility can be evacuated.

5. Once the evacuation has been completed, i.e. people have left the building and gone to the designated assembly point outside, the person in charge of the evacuation is obliged to check that all people have left the individual rooms of the evacuation area.

# Evacuation procedure – scheme of conduct

## STUDIO B - Procedures for Tenants

The decision to evacuate must be communicated immediately:

**To the Property manager:**  
Phone: +48 604 22 30 91

**Building's technical manager:**  
Phone: +48 788 744 111  
Phone: +48 538 939 538

Tenant evacuation co-ordinators are required to ensure the proper evacuation process for **persons with disabilities from specific areas and to move out all visitors and external parties** arriving at the Tenants.

**Note:**  
Evacuation coordinators are required to communicate the evacuation process of their area to:  
**The Evacuation manager**  
Phone:+48 697 442 017

Decision to evacuate:  
**Sound information warning system**



Evacuation area manager:  
**Security service employee evacuation coordinator**



Managers of evacuation areas on floors:

<b>Underground garage</b>	<b>Security</b>
<b>Ground floor</b>	<b>Security</b>
<b>Ground floor – lobby</b>	<b>Host</b>
<b>Levels 1-13</b>	<b>Evacuation coordinator</b>
<b>Levels 14, 15 and the roof</b>	<b>Security</b>

**Tasks:**  
Inform all persons in their evacuation area to leave the building and proceed outside the facility to a designated assembly point.



**Verify that everyone has left the evacuation area in question** (broken down by floor)  
**Provide information to the Evacuation manager**  
Phone: +48 697 442 017  
**Remain at the assembly point until the decision is changed by: the Building's technical manager:**  
Phone: + 48 788 744 111

# 11.

## List of contacts

### STUDIO B - Procedures for Tenants



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Property Manager  
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Facility Technical Manager  
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