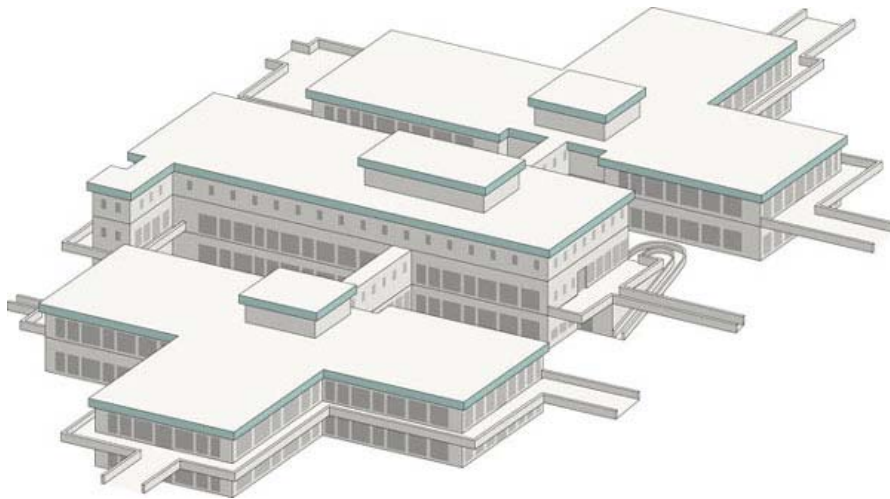


# Tenants' Manual

## Vancouver Island Technology Park

October 07.2013



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## INTRODUCTION

Welcome to the Vancouver Island Technology Park (VITP).

VITP:

- ◆ Provides high-technology companies with an ideal place to grow.
- ◆ Promotes synergistic opportunities with post-secondary educational institutions and other technology firms.
- ◆ Assists in bridging research initiatives with local technology companies and universities.
- ◆ Accelerates technology transfer from laboratories to market.
- ◆ Focal point for advances in technology and research initiatives of private industry, government, and education.
- ◆ Designed to be a great place to work, with a healthy and pleasant work environment.
- ◆ A North American showplace for environmentally sensitive development and sustainable green buildings initiatives.

Your building is owned by the University of Victoria Properties Investments Inc on behalf of the Vancouver Island Technology Park Trust. The address of the building is 4464 Markham Street, Victoria, BC V8Z 7X8.

The purpose of this Tenants' Manual is to provide useful information about your new building and to help with your orientation. Please forward any suggestions and feel free to discuss any issues surrounding the operation of the facility with your Supervisors, who can then contact VITP or Property Management representatives.

VITP hopes that you will find your new building comfortable and productive.

## **HOURS OF OPERATION**

Currently the building's regular hours of operation are 8:00am to 6:00pm, Monday to Friday (excepting statutory holidays).

Tenants with valid access cards will have 24-hour access to the building.

Without an access card, after hours entry will be controlled by on-site Security.

The main entrance, stairwells and elevators will be open for access between 6:00am and 6:00pm. These areas will be locked between 6:00pm and 6:00am.

Tenants and Guests are required to sign in/sign out at the Security Desk in the Collaboration Centre after hours.

## SITE DIRECTORY

### EMERGENCY

- ◆ Fire/ Police/ Ambulance ..... 9-911
- ◆ First Aid
- Security ..... 250.483.3215
- Security Cell Phone ..... 250.889.4654

### PROPERTY MANAGEMENT

- ◆ After Hours and emergencies ..... 250.889.4654
- ◆ On-site (7am – 3pm weekdays), Building  
Maintenance and Operations of Common Areas      Email: [maintenance@vitp.ca](mailto:maintenance@vitp.ca)

### TENANT SERVICES

- ◆ Collaboration Centre Reception ..... 250.483.3200
- ◆ Access Cards ..... 250.483.3215
- ◆ Building Keys ..... 250.483.3215
- ◆ Mail Keys ..... 250.483.3215

### FACILITIES

- ◆ Collaboration Room Bookings ..... 250.483.3206  
[meet@vitp.ca](mailto:meet@vitp.ca)
- ◆ Fitness Room ..... 250.483.3222
- ◆ HardDrive Cafe ..... 250.391.3916
- ◆ Catering ..... 250.391.3916

### PARKING/TRANSIT

- ◆ BC Transit ..... 250.382.6161
- ◆ Robbins Parking ..... 250.382.4411

### SECURITY

- ◆ Security Desk ..... 250.483.3215
- ◆ Security Cell Phone ..... 250.889.4654
- ◆ After Hours Security ..... 250.889.4654

## **BUILDING MAINTENANCE**

### **BASE BUILDING**

For any of the following maintenance problems during regular hours, email [maintenance@vitp.ca](mailto:maintenance@vitp.ca). For emergencies contact Security at 250.889.4654.

### **COMMON AREAS**

- ◆ Electrical Work
- ◆ Elevators
- ◆ Grounds
- ◆ Lights
- ◆ Temperature
- ◆ Plumbing
- ◆ Minor maintenance of common facilities
- ◆ Repairs to doors, door hardware and the like

### **JANITORIAL**

For janitorial problems, email [maintenance@vitp.ca](mailto:maintenance@vitp.ca)

### **BUILDING JANITORIAL SERVICES INCLUDE**

- ◆ garbage/recycling removal (from designated areas only, e.g., Recycle room located at back hallway off loading dock, garbage dumpster at loading dock)

### **COMMON FACILITIES**

- ◆ glass cleaning – exterior only
- ◆ blind cleaning
- ◆ cleaning of common areas
- ◆ care of resilient flooring common areas

### **SERVICES**

Janitorial service/recycling services from tenant spaces. Service level to be determined by tenant, e.g., daily (Mon-Fri) or once per week (cost on individual basis).

### **JANITORIAL SERVICES ARE AVAILABLE AS FOLLOWS**

We are prepared to assist with full-service provisions for janitorial services. For more information please contact Uwe Bartley by email [maintenance@vitp.ca](mailto:maintenance@vitp.ca).

## RECYCLING PROGRAM & PROCEDURES

VITP encourages all to make every effort possible to Reduce, Reuse, and Recycle whenever possible. The goal of our recycling programme is to achieve 80% solid waste reduction. The contributions that you make towards this effort may seem small at first, but they go a long way. These efforts will not only benefit VITP and its tenants, but the community we live in and the rest of the world. Please take a moment to review.

A Cardboard & Paper Recycle Bin is located near the shrubs at the rear loading dock, and all tenancies are responsible to have their trash and recycling taken to the appropriate bin. **Acceptable items for this bin are listed below:**

**Corrugated Boxes**  
**Paper Tubes**  
**Wrapping Paper**  
**File Folders**  
**Poster Board**

**Preparation: Flatten boxes, remove plastic or waxed paper liners and all Styrofoam packing material.**

**Items not accepted: Wet soiled or waxed cardboard, wax-coated beverage containers, plastic products, and Styrofoam.**

(Paper may be dumped loose into bin or be in a **CLEAR** bag, NO **GREEN GARBAGE BAGS PLEASE**)

There are blue totes on the loading dock; they are for **CLEAN CONTAINERS** of:

- Glass bottles and jars,
- Aluminum and tin cans,
- Plastic containers,
- Rigid plastic packaging.
- (any extra material may be left in CLEAR BAGS ONLY beside the totes)

The following items are not acceptable:

- Styrofoam
- Plastic bags
- Food
- Broken glass
- Dishes or Ceramics
- Milk Cartons



## CRD Blue Bag Accepted

### ✓ Clean printed paper items (examples)



newspapers



flyers/inserts



magazines/catalogues

### ✓ Clean mixed paper products (examples)



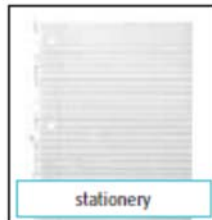
paper egg cartons



envelopes



paper towel/toilet rolls



stationery

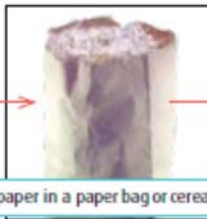


file folders



cereal/detergent boxes

### ✓ Shred personal documents



Place shredded or torn paper in a paper bag or cereal box inside CRD blue bag

### Remember ...

- Include clean paper products only
- Place materials loosely in your CRD blue bag
- Shred papers containing personal identity information
- Place shredded or torn paper in a paper bag, cereal box or other non-corrugated paper box inside your CRD blue bag

*\*Paper is banned from the garbage*





## CRD Blue Box Accepted (including new materials)

### ✓ Clean metal food containers (examples)



lids (metal/plastic)



aluminum/tin cans



foil products

### ✓ Clean rigid plastic containers (examples)



detergent containers



drink bottles



plastic milk jugs



pill/vitamin bottles



shampoo/soap bottles



yogurt/margarine tubs

### ✓ Clean rigid plastic packaging (examples)



from food products



from consumer items



bottles/jars

### ✓ Clean glass items

### New Blue Box materials: ✓ Polycoated containers (examples)



drink/soup/juice boxes



milk cartons



gable top cartons

### Remember ...

- Materials must be clean, rinsed and flattened
- New materials include cartons, gable tops and Tetra-Pak® containers (drink, juice, soup, milk and milk substitutes)
- Place containers loosely in CRD blue box, no sorting required
- Take lids off containers, then place them in your CRD blue box
- Flatten metal and plastic containers whenever possible
- Maximum container size: 10 litres

### Remember ...

- There is no limit to the amount of CRD blue boxes or blue bags that can be left at the curb (use of other containers permitted provided they are not larger in volume than 47 litres or 12 gallons and are used in conjunction with a CRD blue box or blue bag)
- Blue boxes or blue bags will be left behind if they contain items other than those listed; drivers will "tag" contaminated blue boxes and blue bags so that residents can remove non-recyclables for the next collection day
- Glass, tin and rigid plastic containers and plastic packaging may be mixed together in the CRD blue box

### Collection Information

- Place your recyclables in a visible location at the curb by 7:30 a.m. on your collection day. Collection times may vary.
- Use CRD blue boxes and CRD blue bags. No garbage cans, oversized containers or tied plastic bags.
- Write your address in large letters on your blue boxes and blue bags. Use a waterproof pen.
- If recycling is still out by 4 p.m., leave your materials at the curb and call International Paper Industries Ltd. (IPI) at 250.385.4399.



## Cardboard Accepted

### Maximum bundle size

Tie bundles with string or twine  
(no tape or wire)

20cm/8" deep



45cm/18" high

90cm/36" wide

### ✓ Clean corrugated cardboard



corrugated boxes



clean pizza boxes



flatten/bundle boxes

### Remember ...

- Flatten and bundle pizza boxes and cardboard
- Include clean items only (no food residue)
- Tie bundles with string or twine (no tape or wire)
- Maximum bundle size: 90 cm x 45 cm x 20 cm (36"x18"x 8")

*\*Cardboard is banned from the garbage*

- Regular pick-up on all statutory holidays, except Christmas Day and New Year's Day. Refer to your schedule.
- **Plastic bags are NOT accepted in the program.** Recycle extra plastic bags at participating recycling depots, retail and grocery stores. Remember to bring your own reusable bags whenever possible.

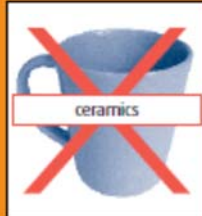
**Remember the 3Rs: Reduce | Reuse | Recycle**

## Not Accepted

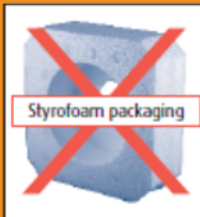
### NO household hazardous waste, motor oil or antifreeze containers



### NO household items



### NO Styrofoam or plastic bags



#### Remember ...

- For information on what to do with materials not included in the curbside program visit the recycling directory at:

**[myrecyclopedia.ca](http://myrecyclopedia.ca)**

Knowledge you can reuse.

## GUESTS

Guests have access to the premises between 8:00am – 5:00pm (weekdays) through the main building entrance.

Couriers must access the building through the main entrance, unless the tenant has their own exterior door and alternate arrangements can be made. Regular Couriers will be required to wear VITP issued photo ID cards

All deliveries including deliveries with dollies are to go to the loading dock. An enterphone system is available at the loading dock to reach tenants directly.

All Guests will need to sign in with Security. Tenants are encouraged to provide notice to security via email to [security@vitp.ca](mailto:security@vitp.ca), or call 250.483.3215 or 250.889.4654.

Security will greet and give directions to Guests.

## COLLABORATION CENTRE

Tenants can use the Collaboration Centre for educational purposes, shareholder meetings, and special events. It is the site of lectures featuring experts such as academics, venture capitalists, bankers, patent lawyers and accountants. The Centre serves as the focal point for the advanced technology community in Victoria, with events and some facilities available to all advanced technology firms in the area.

The Collaboration Centre includes:

### CONFERENCE ROOM AND BOARDROOM

- ◆ Conference Room - Theatre style, this room seats 98 or 44 classroom style. We have state-of-the-art AV equipment including an LCD ceiling-mounted projector, High definition TV, Cisco Teleconference phone, DVD player, and wireless Internet access. Electrical outlets and network ports are available for 44 computers
- ◆ Boardroom - This 16 seat boardroom has a Smartboard, LCD projector, TV, DVD player, wireless Internet access, and Videoconferencing capabilities. Electrical outlets and network ports are available for 16 computers
- ◆ Customized seating arrangements are available upon request
- ◆ The package rates for room rentals at VITP include the AV Equipment and Room Setup Fees
- ◆ If you require the use of AV equipment, it is a policy to use the equipment provided in our rooms. There are a couple of options available for accessing your data on our laptop computer:
  - ◆ provide us with the electronic documentation you intend to use with our AV equipment, via email to [meet@vitp.ca](mailto:meet@vitp.ca) no later than 24 hours prior to the event. We also recommend bringing a copy on a USB Memory stick; or
  - ◆ bring your data on a CD or USB Memory Stick
- ◆ **At the end of your event, please ensure that the room and AV equipment is left the way you found it.**
- ◆ Catering – if required for your event, it is a policy to use our on-site facilities: Geffen Catering/HardDrive Café – Contact Na'ama @ 250.391.3916
- ◆ Pay parking during the hours of 6am to 6pm - \$2.25– 4 hours; \$4.50 all day. Two options are available for payment of parking during an event:
  - ◆ the attendees of your event can purchase their own parking, or
  - ◆ our Reception Desk can provide your attendees with parking passes at the commencement of your event, we will track what is used, and invoice you accordingly;
- ◆ Tenants will be allocated a specific allotment of free time per month (not carried over to the next month), based on percentage of square footage leased. Hours booked after the allotment is used up will be charged at a 50% discount
- ◆ The occupants of the Innov8 and Collabor8 Suites, and those who sub-let will not receive the free monthly allotment

- ◆ Booking requests, amendments and cancellations must be sent via email to [meet@vitp.ca](mailto:meet@vitp.ca)
- ◆ Booking an event – no deposit is required
- ◆ Cancellation of an event:
  - ◆ 24 hours notice or less or No Show – 100% of Room Rental Package Costs will be charged against your free allocation, if available, and you will be invoiced for the room setup charge
  - ◆ cancellation of an event must be in writing via email to [meet@vitp.ca](mailto:meet@vitp.ca)
- ◆ Once the monthly allocation is used up:
  - ◆ Booking an event – no deposit is required
  - ◆ Cancellation of an event:
    - ◆ 24 hours notice or less or No Show – 100% of Room Rental Package Costs will be charged against your free allocation, if available, and you will be invoiced for the room setup charge
    - ◆ cancellation of an event must be in writing via email to [meet@vitp.ca](mailto:meet@vitp.ca)

## CONFERENCE ROOM RATES

### VITP Facility Bookings (Tenants) Room Rental Package Costs

#### Conference Room Rentals

Hrs	Room Rental Package Cost	50% Discount	No show or 24 hrs or less notice - Total Rental Cost Retained
1.0	\$ 120.00	\$ 60.00	\$ 120.00
2.0	\$ 240.00	\$ 120.00	\$ 240.00
4 hours (1/2 day)	\$ 340.00	\$ 170.00	\$ 340.00
full day	\$ 500.00	\$ 250.00	\$ 500.00
2nd day	\$ 400.00	\$ 200.00	\$ 400.00
	\$ 900.00	\$ 450.00	\$ 900.00

#### Boardroom Rentals

Hrs	Room Rental Package Cost	50% Discount	No show or 24 hrs or less notice - Total Rental Cost Retained
1.0	\$ 80.00	\$ 40.00	\$ 80.00
2.0	\$ 160.00	\$ 80.00	\$ 160.00
4 hours (1/2 day)	\$ 225.00	\$ 112.50	\$ 225.00
full day	\$ 300.00	\$ 150.00	\$ 300.00
2nd day	\$ 250.00	\$ 125.00	\$ 250.00
	\$ 550.00	\$ 275.00	\$ 550.00

## **Other Services**

### **HALLWAY DISPLAY CASES**

- ◆ Display cases are located in the hallways of the 2nd floor. Should you wish to display your company's technology, please contact Bonny Brewer at 250.483.3204 or email [bbrewer@vitp.ca](mailto:bbrewer@vitp.ca) for further details.

## PARKING/CAR POOLING

Parking on the site is managed by Robbins Parking and all parking is pay parking (including motorcycles). For the current time, pay parking will be in effect from 6:00am to 6:00pm weekdays only.

The area in front of the Collaboration Centre is available for short-term parking for:

- ◆ Guests only (2 hour maximum)
- ◆ Handicapped parking
- ◆ Short-term deliveries for Couriers (no dollies)

The parking lots adjacent to 4464, 4476 and 4470 Markham are for those with monthly, weekly and daily passes. The North Parking Lot is only for Monthly Parking Pass Holders at a reduced price. Monthly parking passes are not permitted in short term parking stalls or guest parking. Employees are not permitted to park in Guest parking.

All gas-powered vehicles and motorcycles should be parked in designated areas.

Please observe designated parking areas.

Use of the parking lots will be controlled by Vancouver Island Technology Park.

Meters are located as follows:

- ◆ Parking Meter – Grass and Gravel Pave Parking Lot and for Visitor/Short-term parking in front of 4464 Markham Street, and along the lower side of Markham Street, near the HardDrive Café
- ◆ Parking Meter – by 4470 and 4476 Markham Street

All vehicles are to be parked in appropriate designated parking areas, including:

- ◆ the vehicle not straddling a yellow cement barrier
- ◆ the vehicle is not backed in alongside walk areas; exhaust fumes are getting sucked into open doors and building ventilation systems
- ◆ When parked with front end towards sidewalks and buildings, ensure the vehicle is not infringing over the sidewalk

## PARKING COSTS

**Parking Meters** - \$2.00 for short-term, \$2.25 for 4 hours, \$4.50 all day, \$20.00 weekly, \$62.50 monthly. This meter accepts coins and credit cards but does not give change. Parking in the North Lot only, will be \$52.50/month and will require a special tag in order to park in this lot. Purchasers of this tag will not be permitted to park in other lots onsite.

All monthly parking can be purchased through Robbins Parking at [info@robbinsparking.ca](mailto:info@robbinsparking.ca) or 250.382.4411.

Be sure to keep your hourly, daily or weekly passes safe, as these cannot be reimbursed.





Follow the machine prompts to purchase tickets for 4 hour, all day, or weekly passes.

**Motorcycle/Smart Car Parking** will be 50% of the daily and monthly cost, and can be arranged directly through Robbins Parking. Monthly arrangements can be purchased through Robbins Parking. All motorcycles and Smart Cars must be parked in designated parking areas. Current daily rates can be obtained by purchasing a 4-hour ticket through the meter.

## OVERNIGHT PARKING

Overnight parking is not permitted with the exception of BC Ambulance 911 Dispatch employees. Other specially marked vehicles, which include a tenant's logo, are permitted as agreed to with VITP Management. Should a situation arise where overnight parking is possibly unavoidable, Security must be notified prior to the overnight stay, or your vehicle will be towed.

## CAR POOLING

**Registration** – For cars coming from up island, a total of two people are required in the car. For local cars, three people total are required in the car. All members of the carpool are required to go in together and register their vehicles. They have to bring in their vehicle registration as proof. They are issued one carpool decal at this time. Addresses of where the employee lives must also be verified for all three employees.

**Enforcement** – Robbins will do a periodic audit to make sure the vehicle matches the decal displayed. Their patrollers also will keep an eye on the cars parking in the carpool area to make sure that there is the required number of people in that vehicle when it arrives on the lot.

**Payment** – Carpools pay the discount rate of \$20/month + applicable taxes. These vehicles are patrolled like any other vehicles to make sure that they have paid.

Parking spots for car pooling will be available in the new reconfiguration close to the building. Signage will be placed at the spaces setup for those who wish to car pool.

## **BICYCLES/BICYCLE ROOM LOCKERS**

Over 180 bicycle racks on the site to the north of the building, including 80 in a secured location in the building in the first level of the 200 Block. For an access card to this area, please contact Security at 250.483.3215 or 250.889.4654

All tenants with valid access cards have access to the Bicycle Room.

Lockers are available in the Bike Room for those who bike into work. They are available through Security in the Collaboration Centre for a monthly fee of \$10.00+ applicable taxes. Co-ordination for payment of the locker must be obtained via the Manager, Business Services, prior to accessing your locker. Payment for same is via preauthorized credit card, or EFT.

Motorcycles are to be parked in the designated areas in the parking lots.

## TRANSIT

BC Transit has brought two bus routes into the Park for those employees requiring transit service.

The routes are:

#21 – Interurban

#39 – Royal Roads / UVic

View our website for a link to the bus schedules: <http://vitp.ca/contact-us/bc-transit-service/>

Should you have any questions regarding the transit service, please contact BC Transit directly at 250.385.2551

## FITNESS CENTRE

The Fitness Centre is located in the first level of Building 200, and is for the exclusive use of valid access card holders at the Park. Family and friends are not permitted.

Features include:

- ◆ "Atlantis" weight training equipment ergonomically designed to target every body part
- ◆ State of the art cardio equipment (elliptical trainer, stationary bikes, rowing machines and treadmill)
- ◆ Showers
- ◆ Televisions connected to digital cable
- ◆ Sound system – users may bring their own CD's
- ◆ Lockers – workout routine use only
- ◆ Hours of Operation – 24 hours

Users must have an access card.

Users of the facility are expected to use disinfectant spray bottles and wipe down machines after each use. Bottles and wipes are provided.

Users to be responsible to take towels and clothes with them.

All tenants with valid access cards have access to the Fitness Centre.

If you intend to use the Fitness Centre outside of business hours of 8am to 5pm, you must sign in/out with Security in the Collaboration Centre.

Users are expected to be respectful and cooperative with other users with respect to the use of equipment and entertainment equipment.

Users are expected to wear appropriate workout wear and closed-toed athletic shoes. VITP Management and Security, at their discretion, may request that you change or abstain from using the Fitness Centre if they deem that your attire is inappropriate.

In the Fitness Centre, some windows have a hinged panel, which can be opened to allow outside air. Always close a window you have opened.

Lockers are for rent for \$10/month and must use a VITP lock for a one-time fee of \$10, which you get to keep. Payment will be via preauthorization of credit card or EFT. Five lockers will be open, for daily use only, and will be cleaned out on a regular basis.

By using the Fitness Centre, you freely and fully assume all risks, dangers and hazards and the possibility of personal injury, death, property damage or loss, resulting therefrom.

## CLEANING TIMES

The Fitness Centre will be cleaned during the day, Monday to Friday. The facility will remain open during this time.

## SMOKING POLICY

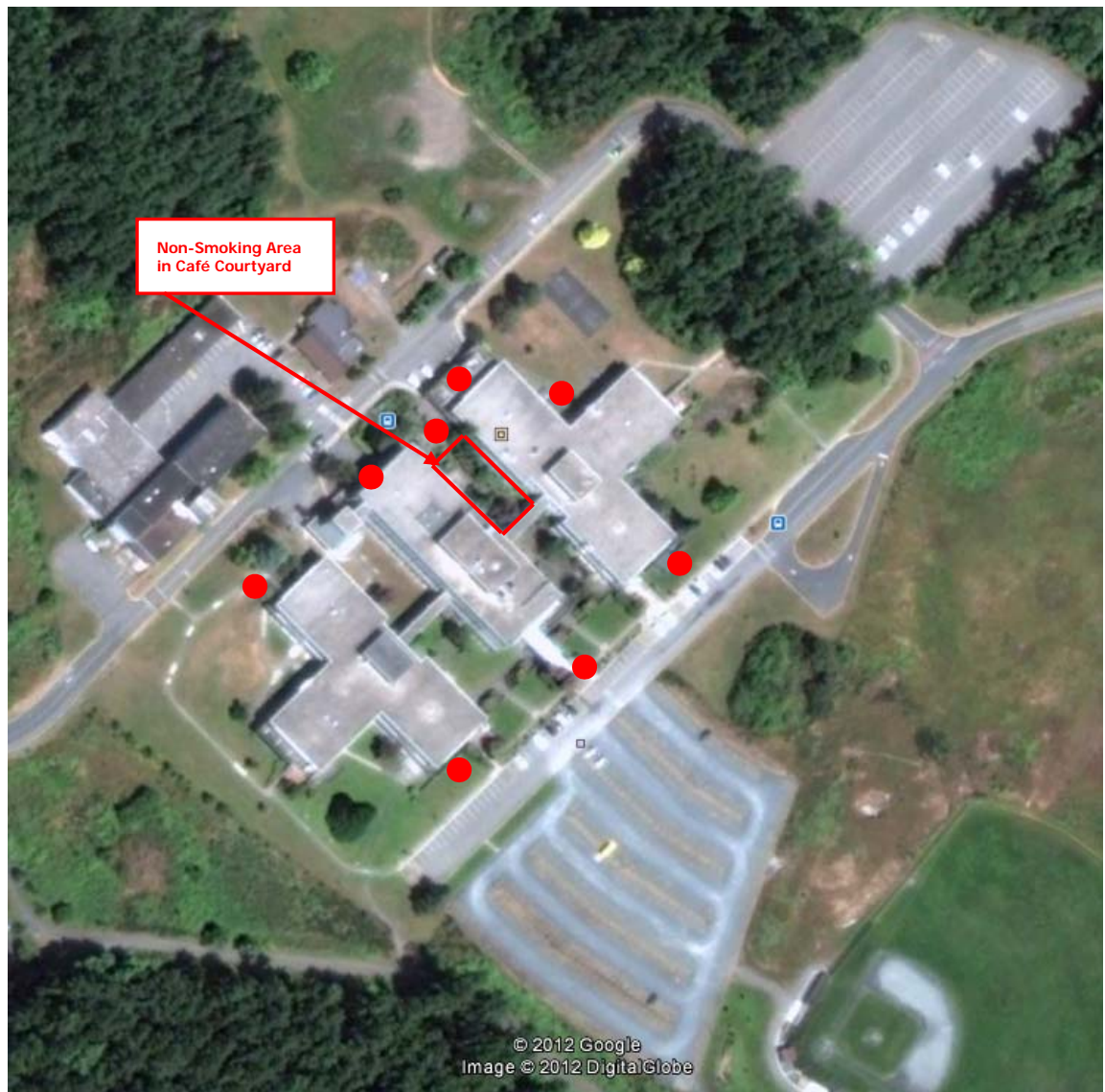
All buildings in the Park are designated as non-smoking and smoking is to be kept to designated smoking areas and shall not impede any Guests entering the building.

### **Smoking is prohibited:**

- Within 6 metres of an entryway, opening window or air intake of a building;
- Within 6 metres of the perimeter of a customer service area ;
- At the tables in the HardDrive Café patio area closest to the door. However, tables further out in the courtyard, are within the designated smoking area.

**Smoking is permitted ONLY where there is an ashtray (as noted in red on the photo).**

It is imperative that all smokers put their cigarette butts in the ashtrays provided.



## SITE SPEED LIMIT

Please note that the speed limit on-site is **30 km/hour**.

In order to keep personnel safe when crossing the streets to various parking lots within the site, it is imperative that you stay within the posted speed limit.

## SECURITY

The primary components of the building's security include a sophisticated electronic access card control system, supplemented with a security person located in the Conference Centre at the Security Desk 24 hours/day.

A system of video surveillance cameras are in place in and around the technology park. They automatically record activity in their field of view. They are located at the entrances to the site, the entrance to the fitness centre, the food services area, the bicycle storage room and the main building entrance. It is not intended that the cameras observe our residents, but provide deterrence to unlawful activity on the site and protect our residents and their property. The images recorded are not routinely reviewed unless there has been a problem of a nature, which would be reported to the police. The images will only be available to authorized persons, at the direction of VITP Management. A copy of the video surveillance policy is available upon request.

The security person is available to accompany employees to or from their vehicle, after hours, if required. Prior arrangement is preferred to arrange a time to meet. The security person may be away from their desk performing inspection rounds.

For our mutual protection, security is the responsibility of all persons working at VITP. Please report unusual, suspicious or potentially dangerous activities to Security, immediately.

Security personnel are trained in emergency first aid. If someone is injured and requires assistance, call 911 first (if the injury warrants) or contact security.

Security can be reached at 250.483.3215 or cell phone 250.889.4654, or email them at [security@vitp.ca](mailto:security@vitp.ca)

Tenants are required to provide an audit report of access activity upon request, as per the Lease Agreement.

Tenants and Guests are required to sign in/sign out with Security after hours.



## ACCESS CARDS (SECURITY)

VITP is a secure building and all employees at the Park MUST wear their VITP issued access cards at all times while on the premises. It is the responsibility of each employee to take care of the access card they are issued. This card is **NOT** to be lent to anyone, at any time, for any reason. Each access card must be associated with an individual and is not to be transferred to other personnel or Guests.

The access card will permit:

- ◆ elevator control
- ◆ access to the fitness centre and bicycle storage
- ◆ stairwell access to/from core stairs
- ◆ after hours working access (if programmed)

If your card becomes lost or stolen, you must report it immediately to Security at 483.3215. If you leave the employment of the Company @ VITP, it is required that you return this card to the Security Desk immediately.

There is a \$15.00 fee for issuance of new cards. The fee will be invoiced to your employer, who may in turn request payment for same from you. If your card becomes damaged or faulty, it can be replaced at no additional charge.

In the event you are having difficulty with your card, need a replacement, etc., you can e-mail Security at [security@vitp.ca](mailto:security@vitp.ca). We will contact you to let you know when you can pick up your new card in exchange for the damaged one.

All access cardholders are required to sign a form at the Security Desk agreeing to the terms noted above.

***Single use of this card constitutes agreement to the above terms.***

For those tenants who issue their own access cards and piggyback the VITP common areas access onto their cards, the following policy applies:

- When a new employee becomes part of your company, security must receive immediate notice, for activation of a VITP issued access card to the common areas. VITP Management (and Security) reserves the right to request the expected length of employment and will request the terms of employment.
- Should an employee no longer be employed with your office, or be dismissed from your office, security must be notified immediately for deactivation of their access card and the card must be returned security to avoid an additional fee.

Access Cards will be provided by VITP for a \$15.00 fee upon issuance and the employer will be invoiced monthly.

Guest cards will be issued as required for after hours Guests.

**If you see unusual actions inside or around the building, please contact Security at 250.889.4654.**

**When going through any access doors or elevators (24/7) do not allow access to anyone else without a card behind you. Only with your help can the security system and security staff provide a secure working environment.**

Tenants and Guests are required to sign in/sign out of our secure building with Security in the Collaboration Centre after hours.

## EMERGENCY PROCEDURES

### FIRE AND ALARM PROCEDURES

#### IF YOU DISCOVER A FIRE

- ◆ Remove all personnel from the immediate danger
- ◆ Activate the nearest fire alarm
- ◆ Control the fire. Close all doors around the fire
- ◆ Evacuate all personnel by means of the nearest safe fire exit.

#### IF THE FIRE ALARM SOUNDS

- ◆ Evacuate the area by means of the nearest **SAFE FIRE EXIT**.
- ◆ Walk...do not run. Shut all doors behind you and proceed along the corridors and down the fire exit stairwells.
- ◆ Proceed to the outside of the building to the pre-designated assembly area.
- ◆ Do not enter the building until the fire department has given the all clear

### EARTHQUAKE

The Vancouver Island Technology Park has been upgraded to meet all applicable building codes and will perform to enable safe evacuation in the event of an earthquake.

Occupants are advised that in the event of an earthquake, they should stay away from windows. If possible move under a desk. After the initial shocks subside, shut down equipment, which could present a hazard, power shutdowns or gas line breaks.

Once your work area is secure, proceed to the nearest exit as in fire. Move well away from the building and be very aware of potential falling objects. If your exit route is blocked, proceed to a safe exit.

Wait 60 seconds after an earthquake to allow for aftershocks. Then, the evacuation is to be via the nearest safe building exit to your suite. Elevators are not to be utilized for any reason. If there are persons that require assistance due to mobility issues, co-workers are to assist them down the appropriate stairs. The gathering point will be the far end of the grasspave where a count of tenant staff can be made. Security will gather all the first aid equipment available and meet at the designated area to provide assistance as required.

**EMERGENCY NUMBERS**

Security	
Security .....	250.483.3215
Security Cell Phone .....	250.889.4654
Fire/ Police/Ambulance.....	9-911
First-Aid Attendant	
Security .....	250.483.3215
Security Cell Phone .....	250.889.4654

**LOCATION OF EMERGENCY EQUIPMENT**

Pull stations are located by all stairs and exit doors. The building is fully sprinkled.  
Fire extinguishers are located throughout.

**FIRST AID ROOM**

The First Aid Room is located on the second floor of Building 200, Suite 2202. Please contact Security at 250.889.4654 to gain access.

**BUILDING EMERGENCY PLAN**

VITP is preparing a coordinated emergency plan for the site.

## **WINDOWS AND WALLS**

### **WINDOWS**

The windows of 4464 Markham Street are treated with a solar film. To avoid peeling the film, please ensure that no tape is applied to the window. Tape applied to windows and removed will destroy the film.

Please obtain prior approval from the Collaboration Centre Management before affixing materials of any kind to the windows.

### **WALLS**

Similarly, if tape must be applied to walls within the park, please use only green painter's tape, as this will prevent paint from peeling upon removal of tape.

## MAILBOXES

Canada Post delivers mail on-site to mailboxes located down the hall from the Collaboration Centre in Building 200, Level 2.

A mailbox key will be issued to each tenant by Security.

Two red mailboxes for outgoing mail are located outside of the Collaboration Centre. Canada Post picks this up on a scheduled basis.

Currently no postage facility is on-site.

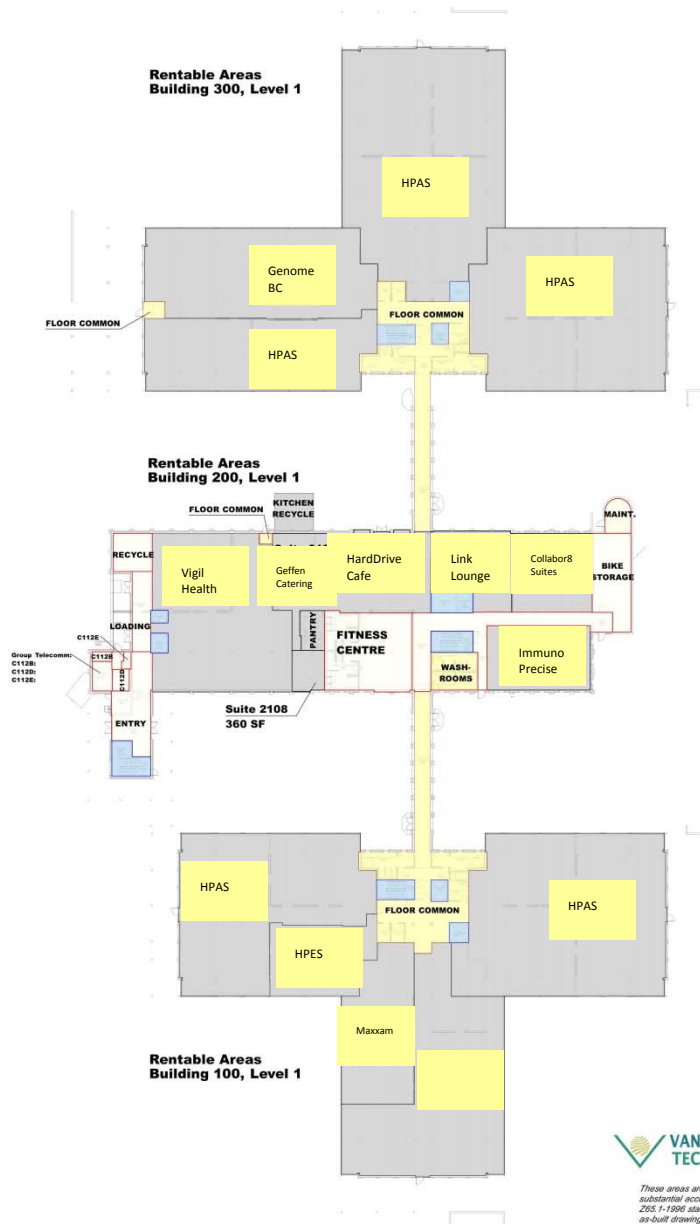
## VITP TENANTS

The following are tenants of the Vancouver Island Technology Park:

<http://vitp.ca/current-companies/>

Security will issue the appropriate office keys, mailbox keys and access cards for each tenancy when they move in. All of the same must be returned upon vacating the office space.

## FLOOR PLANS

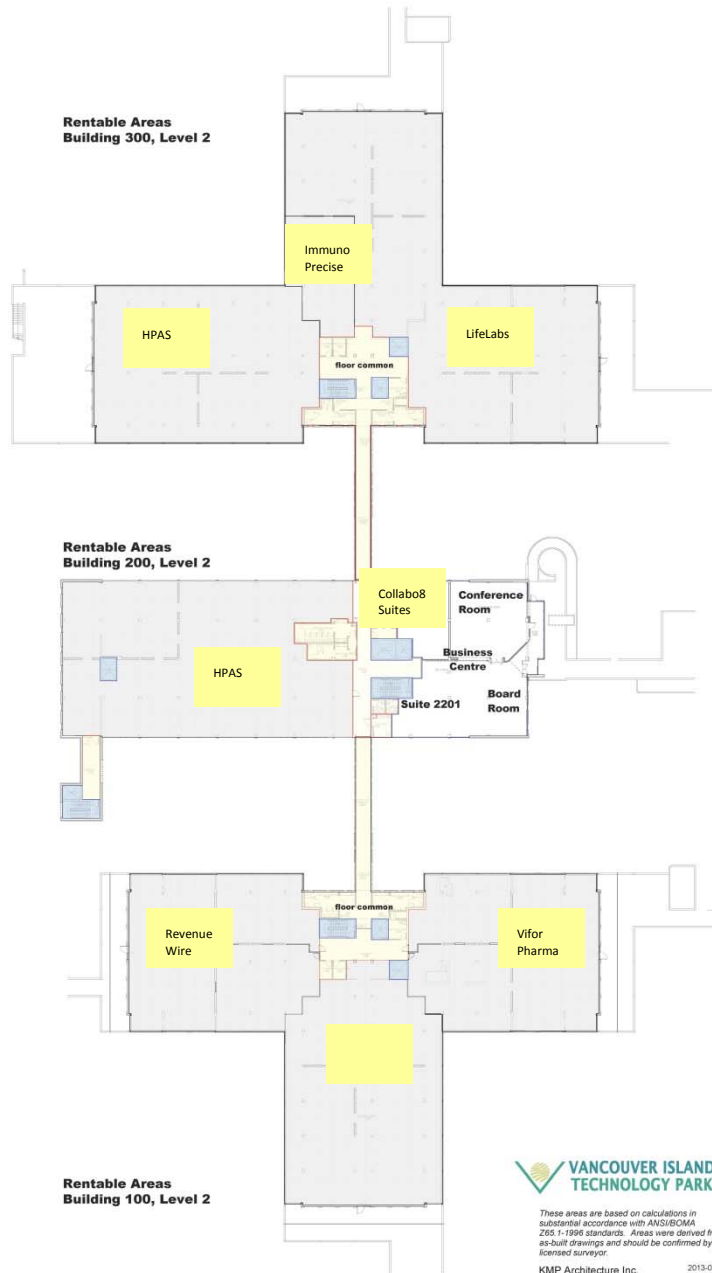


These areas are based on calculations in substantial accordance with ANSI/BSMA 265, 1-1996 standards. Areas were derived from as-built drawings and should be confirmed by a licensed surveyor.

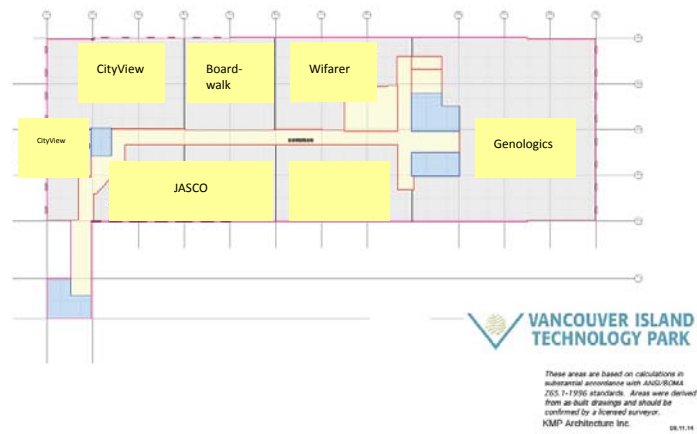
KMP Architecture Inc.

2013-02-14





**Rentable Areas  
Building 200, Level 3**



## 4464 MARKHAM STREET

Boardwalk Communications	Suite #2304
CityView	Suite #2307 2309
Genologics Life Science Software	Suite #2302
HardDrive Café Geffen Catering	Suite #2104
HP Advanced Solutions Inc.	Suite #2200, 1100, 1101, 3200, 3100, 3121, 3161
HP Enterprise Services Canada	Suite #1102
ImmunoPrecise Antibodies	Suite #3204, 2101
JASCO Applied Sciences	Suite #2305 2311
LifeLabs	Suite #3201
Maxxam Ltd.	Suite #1104
RevenueWire	Suite #1205
UVic Genome Proteomics Centre	Suite #3101
Vifor Pharma	Suite #1203
Vigil Health Solutions Inc.	Suite #2102
Wifarer	Suite #2301
Vacant	Suite #1108
Vacant	Suite #2108
Vacant	Suite #2303

### Collabor8 Suites – Level II

Leap Web Solutions	Suite #2201A
Leap Web Solutions	Suite #2201B
Cebas VISUAL Technology	Suite #2202A
Cebas VISUAL Technology	Suite #2202B
Bocbee Holdings Ltd.	Suite #2202C
Atlas Elektronik Canada Ltd.	Suite #2202D
Atlas Elektronik Canada Ltd.	Suite #2202E
Atlas Elektronik Canada Ltd.	Suite #2202F

Pivotal IRM	Suite #2202G
SOHO CS	Suite #2202G

### Collabor8 Suites – Level I

Vacant	Suite #2103 A
Vacant	Suite #2103 B
Vacant	Suite #2103 C
iDUS Controls Ltd.	Suite #2103 D
Poncho Wilcox Engineering	Suite #2103 E
CISCO	Suite #2103 Rooms 2/3 – CISCO TelePresence Suite

\*\*Suite #'s in building 4464 are read as follows:

*e.g., Suite 2201 – Building 200, Level 2, Suite 01*

## 4470 MARKHAM STREET

Vacant	4470
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## 4476 MARKHAM STREET

### Innov8 Hub

Alberta Innovates	3 – 4476
Owen Stampflee Fixstars Canada	2A – 4476
OA Solutions	2B – 4476
OA Solutions	2C – 4476
OA Solutions	2D – 4476
Orca Solutions	2E – 4476
Vacant	2F – 4476
Vacant	2G – 4476
Vacant	2H – 4476
Innov8 Hub - 2i Desk Rentals	
TSW Interactive	2i – Desk 1 – 4476
Vacant	2J – 4476
Modev Software	2K – 4476
Victoria Free-Net Association	2L – 4476
Vacant	4A – 4476
Vacant	4B – 4476
Vacant	4C - 4476