



200 WOOD AVENUE SOUTH

TENANT HANDBOOK

UPDATED: January 2026

WELCOME TO 200 WOOD AVENUE SOUTH

Thank you for being an integral part of 200 Wood Avenue South.

Through the highest standards of SJP Properties (“SJP”), our goal is to serve and provide you with the quality work environment that your business deserves.

This Handbook contains general information for tenants and their employees. The purpose of this Handbook is to facilitate daily operations and answer questions that may arise regarding your occupancy at 200 Wood Avenue South.

The contents of this Tenant Handbook do not amend the terms of your lease agreement or change any rules and regulations of the building.

We extend to you our cooperation and most cordial welcome to 200 Wood Avenue South.

SJP PROPERTIES

Property Management Team

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GENERAL POLICIES

CONTACT INFORMATION

As a central reference, the following contact information is listed for your convenience:

Building Management

SJP Properties

Phone Number 732-635-7040 Office
Street Address 200 Wood Ave South, Iselin, NJ 08830

MANAGEMENT TEAM

Name	Title	E-Mail	Phone #
Josh Ashcraft	Property Manager	JAshcraft@sjpproperties.com	973-775-2703
Francis Noonan	Regional Property Manager	Fnoonan@sjpproperties.com	201-704-1750
Ryan Klaasen	Chief Engineer	Rklaasen@sjpproperties.com	973-524-2567

Please direct all requests for service or maintenance to Ryan Klaasen, Chief Engineer, Rklaasen@sjpproperties.com, and copy Josh Ashcraft, Property Manager, JAshcraft@sjpproperties.com. For after-hours requests please call our main number above.

SJP Properties - Regional Office

SJP Properties
Phone Number 973-316-8188
Fax Number 973-316-8647
Street Address 389 Interpace Parkway, Parsippany, NJ 07054

Management

Francis Noonan: *Regional Property Manager* | Email: Fnoonan@sjpproperties.com | Phone: 201-704-1750

Police, Fire, Ambulance

Emergency Services 911
Woodbridge Township Police Non-Emergency 732-634-7700
Fire Department Non-Emergency 732-738-7000

Nearest Hospital

JFK Hospital 732-321-7000
Street Address 65 James Street, Edison, NJ 08818

National Poison Control Center 800-222-1222

Post Office

USPS 800-275-8777

Street Address.....250 Middlesex Turnpike, Iselin, NJ 08830

BUILDING ACCESS

Card Access Procedures

- a. The building has a card access system designed to provide effective access control for visitors and Tenants. The doors will automatically unlock Monday through Friday at 6:30 am and will lock at 6:00 pm. All access required into the building outside of these time frames will require the use of a Building Access Card. You may exit the building at any time without a card. The card readers are located at the east and west entrances to the building.
- b. In order to obtain, deactivate or issue access cards, please have your Facility Manager enter your Workspeed request with a list of the names of the individuals who you wish to be issued an access card. Please also include a headshot picture of the individual as an attachment to the Workspeed request. Access cards cannot be re-assigned to other personnel in your office.

Building Access Cards

- a. Each Tenant is provided with a badge upon request via the work order system.
- b. There is no charge for the initial badge. Replacement badges are \$20.00 each.

MOVING / RECEIVING / DELIVERIES

The building has been designed to provide easy delivery of materials with limited disruption to the building.

All building deliveries of supplies, furniture or office equipment including UPS, FedEx, USPS, etc. must be made through the loading dock of the building. The loading dock is open Monday through Friday from 7:00 am to 5:00 pm. If you are moving furniture or large equipment, please provide us with advance notification via Workspeed. This type of delivery needs to be scheduled after 5:00 pm to avoid disruption and inconvenience to other Tenants. We will also have to schedule a security guard to be present during these times. Prices for Security OT can be referenced on the current rate sheet.

Two and four-wheel dollies, carts, or other conveyances (with the exception of baby carriages and wheelchairs) can only be utilized with proper precautions taken within the elevator and building lobby. Absolutely no pallet jacks are allowed inside of the building. Packages, cartons, or other items carried by hand may be transported on passenger

elevators only when they will not disrupt other passenger traffic. The elevator must be padded by the Landlord before moving any large items. Materials that may cause discomfort, inconvenience, or damage (such as open paint cans) will not be allowed on the elevators, even if hand carried.

We require that all moving and/or delivery companies be insured and that the Tenant submit a certificate of insurance to our office that complies with the attached **Vendor Insurance Requirements** prior to any work being completed at 200 Wood Avenue South. Extreme care should be taken to eliminate the possibility of damage to the common areas of the building and your suite. Your relocation team must provide protective covering for the walls and floor finishes.

Your delivery vendors are required to remove all packing and shipping materials after their delivery. There are no accommodations for the disposal of these items.

FOR NEW TENANTS - IMPORTANT INFORMATION

Suite Walk-Through

Just prior to occupancy, a "walk-through" of your suite will be scheduled with the General Contractor. It is at this time that your construction punch list is compiled and keys to the suite are turned over to you, provided the Property Management Office has received all required items from the Tenant (i.e., rent, insurance, etc.)

- **Punch List** - The "punch list" is a list compiled during your walk-through of the completed suite with the General Contractor. This list is comprised of items which are incorrect or otherwise unacceptable to the Tenant.
- **Insurance** - It is required prior to move in that a certificate of insurance be provided to the Landlord by your insurance agency in order to satisfy the requirements of your lease agreement. This certificate must be emailed to riskdept@sjpproperties.com with a copy mailed to SJP Properties at 389 Interpace Parkway, Parsippany, NJ 07054. Please refer to your lease agreement for your specific insurance requirements and limits.

Please note that in addition to Commercial General Liability Insurance and Excess Liability Insurance, your lease requires that you keep in effect Property Insurance for the full replacement cost of your personal property, fixtures, equipment and lease hold improvements and your certificate of insurance must reflect this coverage.

You are also required to name all four (4) of the following entities as Additional Insureds on all policies of insurance and your certificate must indicate this in the section of the certificate called "Description of Operation."

Additional Insureds:

- 200 Wood Avenue South Urban Renewal LLC
- SJP Properties Company

- SJP Project Solutions LLC
- Wells Fargo Bank, National Association
- Woodbridge Redevelopment Agency

MAIL

USPS makes mail deliveries through the loading dock Monday through Friday from 7:00 am – 5:00 pm. They can access each Tenant floor through the freight elevator.

For further information or service, kindly contact the United State Postal Service directly.

SOLICITING

Soliciting is not permitted at 200 Wood Avenue South. If someone is soliciting in your office suite, please notify SJP at 732-635-7040. We suggest that this be done on all occasions, regardless of who the soliciting party might be.

DOOR SIGNS / DIRECTORY INFORMATION

Suite and directory signage are approved and ordered through SJP Properties.

When ordering signage, all details must be submitted in writing to SJP. This request must be approved and signed by an authorized representative of the Tenant's company. No signs or advertisements of any kind can be placed on the premises without SJP Property Management prior approval.

Absolutely *no* handwritten signs are allowed.

ELEVATORS

There are three (3) passenger elevators in the building which are located in the central core of the building. These elevators are accessible to all Tenants and their guests who have access to the building.

If the freight elevator is needed for a move or a large delivery, then it must be reserved through the Tenant work order system so that Property Management is aware of what is going on. These types of moves need to happen after-hours and a security officer will need to be present on the loading dock while the delivery is being made. It is important to schedule in advance for all requests of this type.

The following freight elevator information may be useful for large moves or extended deliveries. Please note that the tenants are responsible for measuring dimensions of items prior to arriving at the building.

Freight Elevator Specifications

Height: 88"

Length: 90"

Width: 58"

Door Opening: 48"

Capacity: 4,000 lbs.

TENANT EMERGENCY CONTACT LIST

Please provide SJP Property Management with a list of key personnel along with numbers where they can be reached in case of any emergency. This list should be updated regularly. **See attached Tenant Contact Information Form.**

TENANT ACCESS AND SECURITY SYSTEMS

Some Tenants may require separate access and/or security systems for their suite. It is the Tenant's responsibility to operate and maintain this equipment. Any additional access or security systems must be approved in advance by SJP Properties.

Any additional system installed must allow janitorial and maintenance personnel normal access into the suite and must conform to all applicable codes.

PREVENTIVE MEASURES

Since offices are normally unlocked during business hours and numerous delivery people and visitors are in the building throughout the day, several measures can be taken to prevent a breach of your office security.

The following list of preventive measures will be beneficial to all Tenants:

1. Keep all doors locked when you leave your suite.
2. Instruct employees to keep valuables in locked desks when not attended.
3. Keep laptops, cell phones and other portable electronic devices in locked drawers or desks when not in use.
4. Articles of value, including handbags and coats, should not be left in unoccupied reception areas or on desks.
5. Thoroughly mix the combination when closing a vault or safe. Do not leave the vault or safe combination in a desk.
6. Notify Management when loiterers, peddlers or canvassers are observed in the building.
7. Serial numbers should be recorded to aid police in recovering property in case of loss or theft.
8. Computers and other expensive equipment should be etched with an ID number and properly secured.

AMENITIES

Welcome to Metropark’s only true greenspace/outdoor campus. As part of our 5-star experience for tenants, your new offices are situated in a newly landscaped and hardscaped environment. The building features various amenities including:

- A modernized open cafeteria with bistro/biergarten style seating operated by Fooda, Fooda’s operating platform includes featuring local restaurants several days a week via their pop-up concept, giving tenants more variety and local flavor in their dining options.
- Fitness facility with state-of-the-art equipment, men’s and women’s locker rooms complete with shower facilities.
- Collaborative spaces with Wi-Fi.

Other amenities are still in development. For more information on the planned improvements to 200 Wood Avenue, please visit: <https://www.woodavemetropark.com/>

SMOKING POLICY

The building is a “Non-Smoking Building.”

Smoking and vaping are strictly prohibited within the building at all times. This includes tenant spaces, common areas, restrooms, stairwells, and entryways. Smoking is permitted outdoors, on the south side of the building, at least 50 feet from any door. For those who utilize the designated outdoor smoking areas, please ensure all cigarettes are fully extinguished and properly disposed of in the provided ashtrays. Improper disposal in landscaped areas or mulch beds creates a significant fire risk. We ask that all employees and visitors comply with this policy to maintain a safe, clean, and comfortable environment for everyone.

EMERGENCIES

In consideration of 200 Wood Avenue South’s safety requirements, we have developed general procedures to cover most emergency conditions. Each Tenant is responsible for developing and administering an Emergency Evacuation Plan for their offices at this location.

ACCIDENT OR ILLNESS

In the event an accident or illness of an employee or guest in your premises, we recommend that you:

1. Call 9-1-1
2. Give this location information: _____, Floor _____
3. Suite number and location of accident or illness. Suite _____
4. Type of injury, illness, or symptoms.
5. Do not try to move the injured or ill person. Try to make them comfortable.
6. If the injured person is located on an upper floor, have someone meet the emergency units at the elevator on the first floor.
7. Call the Property Management Office at 732-635-7040 to report the incident.

BOMB THREAT

Receiving a Bomb Threat

1. Immediately call 9-1-1
 - a. State “I have received a bomb threat.”
 - b. Give your company name
 - c. Give building name and floor location
 - d. Give name of person receiving call
2. After you have made the calls, notify the following:
 - a. Designated Floor Warden
 - b. Assistant Warden
3. Commence a light search of your area to determine if any strange objects are present. DO NOT TOUCH SUSPICIOUS OBJECTS IF FOUND
4. Notify the Property Management Office at 732-635-7040

Telephone Operator's Check List – Bomb Threat

1. If you receive a bomb threat call, KEEP CALM. If possible, record the call. If you can, advise the caller that the detonation of the bomb may kill or injure innocent people. Obtain as much of the following information as possible.
2. Where is the bomb?
3. What time is it set to go off?
4. Is the call a hoax or legitimate?
5. Judge the voice: Man____ Woman____ Child____ Age____ Drinking____ Other____
6. Listen for any background noise:

Description	
Music	
People Talking	
Cars/Trucks	
Airplane	
Children/Babies	
Machine Noise	
Typing	
Other	

ELEVATOR EMERGENCY

WHAT TO DO IN AN EMERGENCY

1. On the panel located inside of each cab are the emergency buttons. To let someone know you are trapped in the elevator, press the button with the telephone icon. This will automatically connect you by telephone to the Elevator Company. This connection is monitored 24 hours per day by the Elevator Company.
2. When the Elevator Company answers:
 - a. Tell them you are trapped in the elevator
 - b. Give them the location of the building (**200 Wood Avenue South, Iselin, NJ**) and floor level if possible.
 - c. The Elevator Company will dispatch a technician to release you from the elevator.
3. Remain calm.
4. Do not try to force open an elevator door.
5. To notify people outside of the elevator that you are inside the cab, press the silver button to the right of the bell icon. This will make a bell sound each time the button is pressed.
6. Report the incident to the Property Management Office at 732-635-7040.

EVACUATION

It is the responsibility of each employee to know who their company emergency Floor Warden is as well as his or her alternates. Everyone should also be familiar with their company's respective evacuation plan.

Do's

1. Follow the instructions of your individual company Floor Warden or designated alternative
2. Close all office doors as space is evacuated
3. Use stairwells for evacuation
4. Keep talking to a minimum
5. No smoking
6. Use handrails in stairwells
7. Listen for instructions and follow them
8. Keep calm
9. The method of evacuation of handicapped will be determined by each Tenant's respective evacuation plan
10. Be aware that Fire Department may be ascending stairwell to handle an emergency
11. Be ready to merge with other people evacuating the building
12. Once out of the building, go to your pre-determined assembly area, at least one block away from the emergency.

Don'ts

1. Do not go to the elevators – they will not respond
2. Once you have left your area, do not return for coats, purses, etc.
3. Do not return to the building until "ALL CLEAR" is given

Procedures

The accepted building procedure is to immediately evacuate in a fire situation. City ordinance prohibits the use of elevators during evacuations, except by the fire department. When evacuating the building, care should be taken to avoid hindering the firefighters and vehicular traffic. You should have a predetermined assembly location.

FIRE

If You Discover a Fire

1. Pull Fire Alarm in corridor on the fire floor. **(SOUND ALARM)**
2. When possible, assist the injured/handicapped tenant(s)/visitor(s). **(ASSIST)**
3. Close all doors to the fire scene. **(CLOSE THE DOOR)**
4. Evacuate - DOWN TO LOBBY. Use nearest unobstructed stairway. DO NOT USE ELEVATORS. **(EVACUATE)**
5. Upon arrival at lobby, the Floor Warden should IMMEDIATELY REPORT TO FIREFIGHTERS (give location and severity of fire). **(NOTIFY)**

6. Exit building and proceed to your predetermined assembly location. Floor Wardens should take a headcount of employee(s)/visitor(s) and everyone should remain together. Report all missing person(s) immediately to firefighters on scene. **(ASSEMBLE)**

In Event of Fire Inside Your Office

1. **IMMEDIATELY** everyone should leave office.
2. Close the office door behind you. Leave door unlocked.
3. Pull Fire Alarm in corridor on the fire floor.
4. **EVACUATE DOWN TO LOBBY.** Use nearest unobstructed stairway. **DO NOT USE ELEVATORS.**
5. Upon arrival at lobby - the Floor Warden **SHOULD IMMEDIATELY REPORT TO FIREFIGHTERS** (give location and severity of fire).
6. Exit building and proceed to your predetermined assembly location. Floor Wardens should take a headcount of employee(s)/visitors, and everyone should remain together. Report all missing person(s) immediately to firefighters on scene.

PLAN AHEAD -- KNOW ALL EXIT STAIRWAYS, ALARM STATIONS AND FIRE EXTINGUISHER LOCATIONS.

LIFE SAFETY SYSTEMS

The building is equipped with the following life safety systems

1. ***Elevator Communication System*** – The elevators are equipped with a communication device that allows communication from inside the elevator cabs to the Elevator Company, which is monitored 24 hours a day by the Elevator Company.
2. ***Sprinkler System*** - The building is equipped with a full fire sprinkler system and constructed of fire resistive materials.
3. ***Fire Extinguishers*** - are located near each stairway. Tenants are responsible to provide additional extinguishers within their suite, particularly in kitchens and coffee stations. Tenants are responsible to have any fire extinguishers they have added, inspected annually by an authorized fire extinguisher inspection company.
4. ***Smoke Detectors*** - are located strategically throughout the building, as required by fire code.
5. ***Manual Pull Stations*** - are located strategically throughout the building as required by fire code and when activated send a signal to the alarm monitoring company to dispatch the fire department.

POWER FAILURE

The building is equipped with an emergency power generator that is connected to the entire building load. In the unlikely event of a power loss, Building Management will determine as quickly as possible the cause and possible duration of the power outage. Building Management will communicate this information to each Tenant as quickly as possible.

If the power outage is expected to be of any significant duration, the building will be evacuated and closed until the power is restored.

SEVERE WEATHER

In the event life threatening weather conditions should develop, (i.e., tornado) a Public Warning will be issued via cell phone, radio, or TV.

Action to take

1. Pull blinds or drapes closed if time allows.
2. Get away from the perimeter of the building and exterior glass.
3. Leave all exterior rooms and close the doors.
4. Go to center corridor of building or an interior building stairway.
5. Sit down in corridor and protect yourself by putting head as close to your lap as possible or kneel protecting your head.

If You Are in Transit In The Lobby Of The Building

1. Go to the north or south stairwell for shelter.
2. Do not go outside of the building.

If You Are in An Outside Perimeter Office

1. Proceed to the elevator lobby or other core area. Otherwise, move away from exterior glass and seek protection under a desk.

WORKPLACE VIOLENCE

Each Tenant is responsible for developing and administering a workplace violence program for their offices. Assistance is available from the U.S. Department of Labor Occupational Safety and Health Administration.

SERVICES

MAINTENANCE

Engineering personnel are equipped to handle problems related to lighting, plumbing, electrical, cooling, heating, door locks, etc. In order to request service, please place a service request via Workspeed.

Workspeed is our online work order management software that allows our tenants to create and manage service maintenance requests. Most service requests will be responded to within one business day. When creating the service request, you will be prompted for your name, suite number, company name, and the nature and location of your problem when requesting service. For an emergency, please call the Property Management office at 732-635-7040 and we will respond immediately.

In the Tenant Information Contact form, included in this Tenant Handbook, you will select which individuals should receive access to Workspeed and have the authority to request non-billable and billable services. These individuals will be sent login information and access to Workspeed.

Other items, such as minor construction, are provided at an extra cost to the Tenant. If you have a request for such work, a proposal will be provided for the Tenant to sign as authorization before the work can be completed.

BUILDING TEMPERATURE

Thermostats or sensors are set in accordance with the HVAC system design criteria for the building equipment to provide comfortable temperatures for most people. If a temperature problem exists, please contact SJP Properties. The HVAC system is operated from 8:00 am to 6:00 pm, Monday through Friday and 8:00 am to 1:00 pm on Saturday. Requests for additional hours of HVAC service must be made to SJP Properties through the work order system at least one business day prior to allow an adequate response time to program the main building HVAC system. There is an hourly charge for after-hour HVAC service.

EMERGENCY SERVICE

Emergency requests will be responded to as soon as possible. Emergencies include: no heat, no electricity, suspicious odors, someone trapped in the elevator and water leaks.

LIGHTS

Please report burned out lights in your office or anywhere in the building through the work order system. An engineer will be sent to replace them. There is a service charge for lamp and ballast replacement in your offices.

Please remember to turn out lights when not in use to conserve energy.

LOCKS

All locks within the building have been installed under a master key system and cannot be altered without SJP Properties' prior approval. Any problems relating to locks or requests for additional keys should be made to SJP Properties.

PLUMBING

Please report all plumbing leaks or issues to SJP Properties through the work order system. If it is an emergency, please call the Property Management office at 732-635-7040.

TRASH REMOVAL

Tenant trash is collected by the janitorial service from the suites on a nightly basis. If the trash that needs to be disposed of is not in wastebaskets, please inform cleaning personnel that it is trash. Please DO NOT leave items that are not trash lying on top of wastebaskets.

If you have a large quantity of boxes or packing materials from deliveries of supplies, furniture, or equipment, you are responsible for arranging with the delivery vendor to remove the boxes and trash from the property.

Tenants are responsible for disposing of their own hazardous materials (toner cartridges, batteries, ink cartridges, chemicals, paints, computers, and monitors, etc.). These types of items should not be placed in the nightly trash.

Tenants who are purging files or doing an office cleanup may request to use the building's trash gondola during the day. Tenants who wish to use the gondola should put in a Work Order requesting one so the cleaning staff can deliver it to them. We will deliver the gondola to your suite and pick it up when you are finished at the end of the day.

CLEANING / JANITORIAL SERVICES

Cleaning at 200 Wood Avenue South is performed by a contracted service in accordance with your lease requirements. Below is an example of the typical cleaning specifications for the building.

Cleaning services are provided five nights per week, Monday through Friday. If you have special cleaning needs, such as carpet shampooing, waxing and floor stripping, or need additional services above and beyond what is provided under your lease, please submit a Work Order and services can be arranged, at Tenant's cost. Any suggestions or concerns regarding cleaning in the building should be directed to SJP Properties so that the high cleaning standards specified in the contract and required by our Tenants can be maintained.

EXHIBIT E

TYPICAL CLEANING SPECIFICATIONS

NIGHTLY

All nightly cleaning services provided, below will be performed no less than five (5) nights per week.

A. General Offices:

1. All hard surfaced flooring to be swept using approved dust down preparation.
2. Sweep all carpets and rugs, moving only light furniture (desks, file cabinets, etc. not to be moved)
3. Hand dust and wipe clean all accessible furniture, fixtures and window sills.
4. Empty and remove wastepaper and other debris from all receptacles. Replace plastic liners
5. Clean all water fountains and coolers.
6. Dust all desk equipment where accessible. Equipment, personal effects, and papers will not be moved.
7. Damp wipe and clean glass furniture tops.
8. Clean glass entrance doors, including removing fingerprints.
9. Remove wastepaper and waste materials to a designated area in the premises.
10. Dust all chair rails, trim and baseboards.
11. Turn out lights when completed.

B. Lavatories:

1. Sweep, rinse, scrub and/or wash and dry all flooring, using appropriate disinfectant solution.
2. Wash and polish all mirrors, shelves, bright work and enameled surfaces, including flushometers, piping, toilet seat hinges and all metals.
3. Wash and disinfect all basins, bowls and urinals with appropriate disinfectant solution, including wall tiles near urinals.
4. Wash and disinfect both sides of all toilet seats with appropriate disinfectant solution.
5. Hand dust and clean all partitions, tile walls, dispensers and receptacles in lavatories and restrooms.
6. Empty paper receptacles and remove waste paper.
7. Empty and clean sanitary napkin disposal receptacles, install clean liners in sanitary napkin receptacles.
8. Install all necessary toilet tissue, hand towels, soap, toilet seat liners and sanitary napkin disposal liners on multiple Tenant floors and all toilet tissue and toilet seat liners on full Tenant floors.

C. Office Corridors, Stairwells, Staircases, Conference Rooms, and Elevator Vestibules:

1. Dust and wipe clean all accessible furniture, fixtures, shelving, cabinets, window sills, door casings, doors and map boards and clean all glass tables and desktops with damp or impregnated cloths. Dusting will include surface areas up to 74" above finished floor.
2. Dust and clean all chair rails, paneling, trim, door and other architectural louvers, lattices and ornamental work, grilles, pictures, ventilating louvers and baseboards. Spot clean doors, walls, and woodwork, as well as all directory board glass and display glass.
3. Sweep all building stairways, dust rails, pipes, and equipment. Mop as needed.
4. Wipe clean all aluminum, chrome, stainless steel, brass and other metal work including trim and hardware.
5. Clean glass entrance doors.
6. All wood paneling and wood doors to be washed, wiped, or dusted using clear water or approved cleanser.
7. Elevators (including freight elevators), office and utility doors on all floors to be checked and cleaned for general cleanliness, including fingerprints.
8. Vacuum, clean and wipe car and corridor saddles of elevator doors on all floors.

WEEKLY

A. General Offices:

1. Dust all door louvers and other ventilating louvers within 74" of floor.
2. Wipe clean all brass and other bright work.
3. Attempt to remove all finger marks, smudges and other marks from all vertical painted surfaces, including doors, door frames, around light switches, private entrance doors, and partitions and clean window sills where possible.
4. Dust and clean electric fixtures, all baseboards and any other fixtures or fittings in above public corridors.
5. Vacuum all offices and workstations.
6. Vacuum all carpeted areas and rugs, moving light furniture other than desk, file cabinets, etc.

B. Lavatories:

1. Wash, disinfect and polish all bathroom wall tile stall surfaces including partitions.

MONTHLY

A. General Offices:

1. Dust all venetian blinds and shades. Dust all window frames.
2. Clean all furniture glass as needed.

3. Dust all clothing closet shelving and racks.

QUARTERLY

A. General Offices:

1. Vacuum and dust all pictures, frames, charts, graphs and similar wall hangings and other items not reached in nightly cleaning. Damp dust if required.
2. Vacuum and dust all vertical surfaces such as walls, partitions, doors, bucks and ventilating louvers, grilles, high moldings, and other surfaces not reached in nightly cleaning.

TELEPHONE AND DATA SYSTEMS

Local and/or State Building Code may require that a permit be obtained for the installation of low voltage wiring (telephone and data cabling). Please advise your phone and data cabling installers that if required by the Municipality or State, they must obtain a permit prior to doing work in the building. All low voltage wiring and cabling must comply with the State and Municipal Building Codes.

All Tenant telephone equipment must be installed within the Tenant space and should be specifically identified on the space plan, indicating the exact location of the equipment backboard and power requirements. The main telecom room is located in the basement of the building. Tenants must contact SJP Properties in advance to schedule access to this room.

As required, we ask that you provide us with a certificate of insurance for your vendor that complies with our attached Vendor Insurance Requirements, prior to completing any work at 200 Wood Avenue South.

Prior to moving in, the general contractor will provide you with a time period to pull telephone and/or computer cable when the ceiling tiles have been left out to allow for an easier, damage free installation.

RENTAL PAYMENTS

Rent and all other Tenant charges are due and payable on the first day of each month throughout the lease term. As a courtesy, monthly statements are sent to each Tenant the month preceding the due date.

Please mail all payments due under the lease to:

Bank Account Information

Bank Name: Wells Fargo

ABA #: 121000248

Account #: 4565550399

Account Name: 200 Wood Ave South LLC

Mailing Address for Checks

200 Wood Ave South LLC
c/o SJP Properties
389 Interpace Parkway
Parsippany, NJ 07054

PARKING

200 Wood Avenue parking facilities are available to Tenants and visitors, allowing ample parking on the property. Please note, for the convenience of your guests and visitors, the parking spaces located at the north side of the building are mostly for visitor parking. If you have a building badge, we request that you park in the Parking Garage directly behind the building. Please refer to your lease agreement for specifics regarding garage parking. If you have been assigned garage parking spaces, per your lease agreement, please contact SJP Properties for garage parking space assignments. Please note, the parking facilities are intended for active use only and may not be used for long-term vehicle storage.

- ◆ Landlord is not responsible for theft, loss or damage to vehicles or their contents. Parking is the responsibility of the Tenant.
- ◆ Close adherence must be made to parking spaces as assigned, including handicapped spaces and visitor parking.
- ◆ All employees, visitors or delivery services should be informed to not park at the building entrance.
- ◆ Parking is prohibited in all posted fire lanes.

RULES AND REGULATIONS

1. The common areas of the building shall not be obstructed or used for any purpose other than coming to and from your premises.
2. Landlord has the right to control access to the building and refuse admittance to any person or persons without satisfactory identification or a pass issued by Tenant during hours determined by Landlord.
3. Landlord shall upon reasonable notice have the right to enter your premises at reasonable hours for the purpose of inspecting the same.
4. Within the one hundred eighty (180) day period prior to the expiration of the lease, Landlord shall have the right to enter your premises, upon reasonable notice, at hours convenient to Tenant for the purpose of exhibiting the same to prospective tenants.

5. No person shall disturb other occupants of the building by making loud or disturbing noises.
6. Soliciting, peddling, and canvassing are prohibited in the building and Tenant shall cooperate to prevent the same. Tenant shall not operate any vending machines in the demised premises without the prior written approval of Landlord.
7. All deliveries and removal of furniture, equipment or other bulky items must take place after notification to Landlord, during such hours and in such manner as Landlord shall determine. Tenant shall be responsible for all damage or injury resulting from the delivery or removal of all articles into or out of the building or your demised premises. No load shall be placed on the floors or in elevators in excess of the limits which shall be established by Landlord. Tenant cannot use the elevator for moving in or out of the building without making specific arrangements with Landlord.
8. Tenant shall not use any equipment emitting noxious fumes unless they are properly vented at Tenant's expense.
9. Nothing shall be attached to the interior or exterior of the building without the prior written consent of Landlord. However, Tenant shall have the right to install and remove, within your demised premises (subject to the terms of this Lease), all Tenant's furniture and normal business equipment. Building standard Levolor--style venetian blinds shall be used in windows, the style of which will be approved and designated by Landlord. No other window treatments or objects shall be attached to, hung in or used in connection with any exterior of any door or window or from outside the building. No article shall be placed on any window sill.
10. No sign or other representation shall be placed on the interior or exterior of the building without prior written consent of Landlord.
11. No hazardous articles shall be brought into or kept in the building at any time. No bicycles, vehicles, or animals, except pre-approved Seeing Eye or aid dogs, of any kind shall be brought into or kept in or about the building.
12. No marking, painting, drilling, boring, cutting, defacing of the walls, floors or ceilings of the building shall be permitted without the prior written consent of Landlord. Plastic protective floor mats shall be maintained over all carpeted areas under desks and chairs with casters.
13. The electrical system and lighting fixtures in the building and your demised premises shall not be altered or disturbed in any manner without the prior written consent of Landlord. Any alterations or additions must be performed by licensed personnel authorized by Landlord.

14. The toilets and other plumbing fixtures shall not be used for any other purpose than those for which they are designed. No sweepings, rubbish or other similar materials or substances shall be deposited therein.
15. Smoking is prohibited in the building, including all Tenant spaces, elevators, hallways, corridors, stairs, lobbies, and other common areas of the building.
16. Tenant shall not waste electricity, water or air-conditioning and shall cooperate fully with Landlord to assure the most effective and efficient operation of the heating and/or air-conditioning systems of the building.
17. Tenant assumes full responsibility for protecting their demised premises from theft, robbery and pilferage. Except during Tenant's normal business hours, Tenant shall keep all doors to their demised premises locked and other means of entry to the demised premises closed and secured.
18. All cleaning, repairing, janitorial, decorating, painting or other services and work in and about your demised premises shall be done only by authorized building personnel.
19. Tenant or Tenant's employees shall not distribute literature, flyers, hand-outs or pamphlets of any type in any of the common areas without the prior written consent of Landlord.
20. Tenant shall not cook, otherwise prepare or sell any food or beverages in or from their demised premises. However, Tenant shall have the right to prepare food for the exclusive use of Tenant's employees.
21. Tenant shall not permit the use of any apparatus for sound production or transmission in such manner that the sound so transmitted or produced shall be audible or vibrations shall be detectable beyond your demised premises.
22. Tenant shall keep all electrical and mechanical apparatus free of vibrations, noise and air waves which may be transmitted beyond your demised premises.
23. No floor covering shall be affixed to any floor in your demised premises by means of glue or other adhesive unless the installation procedure is approved by Landlord.
24. Tenant shall comply with all rules and regulations established by Landlord pursuant to other applicable provisions of the lease.

25. Landlord shall supply Tenant with access cards for each outside door to the building. If Tenant requires any additional access cards, Landlord shall supply the same at Tenant's expenses.
26. The use of portable heaters is not permitted in any areas of the building.
27. Storage of E-Bikes and electric scooters is prohibited anywhere in the building or parking garage.

Landlord shall not be responsible for the violation of any of the foregoing rules and regulations by other Tenants of the building and shall not be obligated to enforce the same against other Tenants. Landlord shall enforce and apply the rules and regulations in a non-discriminatory manner. Landlord shall have the right to amend these rules and regulations from time to time.

ALTERATIONS, ADDITIONS, OR IMPROVEMENTS

1. The Tenant may not make any alterations, additions, or improvements to or of their demised premises or attach any fixtures or equipment, without first obtaining Landlord's written consent.
2. All alterations, additions and improvements shall be performed by contractors approved by Landlord and subject to conditions specified by Landlord.
3. Alterations, improvements, and additions that require prior Landlord approval include phone, data, electrical, mechanical, plumbing alterations or improvements and satellite dish installations.
4. Tenant must deliver plans (working drawings) and permits to Landlord prior to commencing any work, unless otherwise stated in the Tenant's lease.
5. All communication equipment and associated wiring must meet code and permit requirements. Some municipalities require that a permit is acquired for all low voltage wiring installations.
6. The contractor conducting the modifications and additions must be a licensed contractor, is subject to all rules and regulations of the Landlord while performing work in the building and must obtain all necessary permits and approvals prior to commencing the modifications and additions.
7. Tenants may not make any modifications, alterations, additions, or repairs to their leased premises and may not install any furniture, fixtures or equipment in their leased premises which is in violation of any applicable building and/or Fire Code governing their leased premises or the building.
8. The Landlord reserves the right to approve, deny or terminate work for any reason.
9. All contractors, vendors and companies hired by the Tenant to work anywhere in the building or on the Landlord's property must comply with Landlord's insurance requirements and copies of the Endorsements naming Owner and Agent as Additional Insureds, must be filed with Owner and Agent prior to the commencement of any work. **See attached Vendor Insurance Requirements.**

FORMS

TENANT CONTACT INFORMATION FORM

This form determines who in your company will be contacted during emergencies, and who is authorized to submit tenant Service Requests. It provides SJP Property Management with key information to protect your premises and property. **Please always list personnel in preferred order of contact.**

Kindly fill in the following information and email this form to the Property Manager, Melanie Rivera, at mrivera@sjpproperties.com, as soon as possible.

CONFIDENTIAL (When Filled In)

COMPANY _____

MAIN PHONE # _____

MAIN FAX #: _____

ACCOUNTING
DEPARTMENT

CONTACT NAME

PHONE/EXTENSION

EMAIL

Principal Contact: Please list the name, title, phone number, and email of the person(s) in your office who should be contacted during work hours for general announcements, fire alarm tests, policies, etc.

NAME

TITLE

PHONE/EXTENSION

EMAIL

Work Orders: Please list the name, title, phone number and email of the person(s) in your office who are authorized to request and sign work orders requesting reimbursable work. The first person listed should be the primary liaison with the SJP Property Management Office.

NAME

TITLE

PHONE/EXTENSION

EMAIL

After-Hours Emergencies: Please list at least three individuals who should be called in the event of an after-hours emergency. Please list the area code with the home and/or cell telephone number(s).

All home/cell telephone numbers will be kept confidential.

NAME

TITLE

AFTER HOURS PHONE(S)

TENANT AUTHORIZATION FORM

CONFIDENTIAL (When Filled In)

Power Failures: Should someone from your office be notified in the event of a lengthy power failure after hours? Yes_____
No_____. If different from the persons noted above, please list the person(s) below. Please list the area code and home
and/or cell telephone numbers.

NAME	TITLE	AFTER HOURS PHONE(S)
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME OF SUITE SECURITY VENDOR	_____
Tel # OF SUITE SECURITY VENDOR	_____

Security Card / Access Key Changes: Please list the name, title, and phone number of the person(s) in your
office who are authorized to request copies of suite keys, and who are authorized to order, authorize, and revoke
after-hours access.

NAME	TITLE	PHONE/EXTENSION
_____	_____	_____
_____	_____	_____
_____	_____	_____

Senior Managers: Please list the name, title, and phone numbers of the most senior persons in your company
located on site. Unless these names appear previously on this form, these individuals will not be contacted
except during unusual circumstances.

NAME	TITLE	PHONE/EXTENSION
_____	_____	_____
_____	_____	_____
_____	_____	_____

By: _____ (signature) _____ (title) _____ (date)

VENDOR INSURANCE REQUIREMENTS

No services may be performed at 200 Wood Avenue South until a current, valid Certificate of Insurance is provided which explicitly names (on the vendor's liability policies, including General Liability, Auto, and Excess ["Umbrella"] Policies) the entities listed below as **Additional Insureds**. The Additional Insureds must be on a primary and non-contributory basis. All policies, except Workers' Compensation Insurance, must include a waiver of subrogation in favor of the Additional Insureds.

Additional Insureds:

- 200 Wood Avenue South Urban Renewal LLC
- SJP Properties Company
- SJP Project Solutions LLC
- Wells Fargo Bank, National Association
- Woodbridge Redevelopment Agency

The Certificate Holder is:

SJP Properties Company
389 Interpace Parkway
Parsippany, NJ, 07054
Attn: Antonette Prudente

COIs may be emailed to: riskdept@sjpproperties.com

IF EMAILED, PAPER COPIES ARE NOT REQUIRED, BUT PLEASE RENEW WHEN NEEDED.

ENERGY STAR FORM

This form allows us to determine the ENERGY STAR score which provides a comprehensive snapshot of the building's energy performance. Kindly fill in the following information and email this form to the Property Manager, Melanie Rivera, at mriviera@sjpproperties.com, as soon as possible.

TENANT NAME	NEW TENANT Move In or Move Out Date	UPDATE TENANT Date of Update	
Building Address			
Effective Lease Date		NOTES:	
Floor Numbers			
Gross Floor Area of Combined Floors			
Weekly Operating Hours Main Shift			
Workers on the Main Shift			
Number of PCs			
What % of Space is Heated (choose one)	50% or more		
What % of Space is Cooled (choose one)	50% or more		
Is there a 24/7 Computer Room/Data Center (choose one)		No	
If Yes, please answer the items below:			
Total Sq Ft			
Hours of Operation			
Is the Room Sub-Metered (choose one)	Yes	No	
Select the IT Energy Configuration present at this facility: (choose one)	UPS only supports IT equipment	UPS includes non-IT load of 10% or less	UPS includes non-IT load greater than 10%. Non-IT load is sub-meter
	UPS includes non-IT load greater than 10%. Non-IT load is not sub-metered	Facility has no UPS.	IT energy is not currently metered at this facility