

**EXHIBIT 2 (continued)**

**SUPPLEMENTAL BUILDING RULES AND REGULATIONS**

The following Rules and Regulations have been established in an effort to provide the best possible service to all of our tenants at 833 Northern Boulevard and are intended to supplement the Rules and Regulations contained elsewhere in this lease.

Building entrance hours:

Monday through Friday	6:30AM – 8:00PM
Saturday	6:30AM – 2:00PM
Sunday and holidays	Closed

Building business hours:

Monday through Friday	7:00AM – 8:00PM
Saturday	6:30AM – 2:00PM
Sunday and holidays	Closed

**Access cards:** Owner reserves the right to exclude from the building all persons who do not have a 24 hour building access card. Owner will furnish access card to person for whom Tenant requests same in writing at tenant's sole cost and expense. Tenant shall be responsible for all persons for whom he request such access, and shall be liable to Owner for all acts of such persons. Tenant shall not have a claim against Owner by reason of Owner excluding from the building any person who does not present such 24 hour access card.

**Conduct:** As a tenant in the Building, you will not engage in objectionable conduct. Objectionable conduct means behavior which makes or will make the premises or the Building less fit to work in for you, other occupants, or visitors. It also means anything which interferes with the right of others to properly and peacefully enjoy their premises, or causes conditions that are dangerous, hazardous, unsanitary and detrimental to other tenants in the Building.

**Deliveries:** Any freight, furniture, business equipment, merchandise, materials and bulky matter of any description shall be delivered to and removed from the demised premises only on assigned elevator and through the assigned entrances and corridors, and only during the pre-approved hours in writing by Owner. All deliveries must be scheduled with Management and all vendors will need to provide certificate of insurance and proof of worker's compensation insurance to be allowed in the building.

**Locks or bolts:** Tenant may not replace locks without prior consent from Owner. Upon approval, tenant must provide 6 additional keys to Management. All keying shall conform to the Landlord's master keying system.

**Notice of Accidents:** Tenant shall give immediate notice to Owner in case of fire or other accidents affecting persons or property in or about the Demised Premises or in the Building.

**Refuse and debris:** Tenant to arrange for such collection at Tenant's sole cost and expense, utilizing a contractor satisfactory to Owner. Tenant shall pay all costs, and expenses, fines, penalties, or damages that may be imposed on Owner to Tenant by reason of Tenant's failure to comply with all present and future laws, orders, and regulations, of all state, federal, municipal and local governments, departments, commissions and boards regarding the collection, sorting, separation and recycling of any waste products, garbage, refuse, and debris.

**Outside Contractors:**

**Work in premises:** In addition to all lease terms, the below building regulations must be adhered to by each Tenant and any third parties working on the Tenant's behalf. All work in premises must be with prior written consent of Owner, and as Owner may direct to only use authorized building vendors, including but not limited to elevator, fire alarm, and exterior windows. All other contractors must obtain written approval from Owner.

**Access:** If Tenant's contractor requires access to any other occupied Suite, Tenant must notify Management, and must coordinate directly with Tenant of other occupied Suite 2 business days in advance.

**Elevators:** There will be an assigned elevator for all scheduled deliveries and work. Elevator needs to be padded and floors need to be protected in advance by vendor with Masonite. Tenant shall not have a claim against Owner by reason of Owner refusing a delivery or to provide access to elevators to any vendor who has not made the necessary scheduling arrangements with building management. Any damages as a result of contractor's negligence will be repaired at Tenant's sole cost and expense.

**Delivery:** Delivery of materials can be conducted during normal business hours as long as delivering contractor allows patients and tenants to have priority of access to elevators, stairways, and building entrances. Otherwise, deliveries must occur only between 7:00 a.m. and 9:00 a.m. or between 6:00 p.m. and 9:00 p.m. Monday through Friday.

**Equipment or Furniture Moves:** Management must be notified of any office furniture or equipment moves prior to the move. Any moves must occur only between 7:00 a.m. and 9:00 a.m. or between 6:00 p.m. and 9:00 p.m. Monday through Friday, or by prior arrangement with Management. Tenant is responsible for any additional expense which is incurred by Management to supervise any such move. Please note that the building does not have a loading dock.

**Fire Safety:** Any work involving the building's fire suppression systems i.e. fire sprinkler system – relocation of any sprinkler heads, fire alarm, relocation of any smoke detectors, needs to be scheduled in advance with building management.

**Floor:** Must be protected by vendor with Masonite from the building entrance to the Tenant's suite including elevator floors. Tenant will be held responsible for any damages caused by the negligence of their contractors.

**Parking:** Must park in parking space designated by Management, or in delivery zone only. If vehicle height allows, please park in the lower level of the parking garage.

**Plumbing:** Any water shutdown needs to be coordinated with building management in order to accommodate other Tenants in the building and coordinate with corresponding vendors for sprinkler system shutdown.

**Common Area and Bathrooms:** Sidewalks, entrances, driveways, passages, elevators, vestibules, stairways, corridors or hallways shall not be obstructed or encumbered by Tenant or used for any purpose other than for ingress or egress from the demised premises. Contractors must keep all building common areas clean at all times, without any obstruction, debris or construction materials. Contractor must clean up any and all construction debris on a daily basis.

**Smoking:** Smoking is prohibited inside the premises or within 50 feet of any building entrance.

**Construction work hours and schedule:**

**Demolition:** Must occur Monday – Friday either between 7:00 a.m. and 9:00 a.m. or 6:00 p.m. and 9:00 p.m. This also applies for any work that will create a noise nuisance.

**Work:** Monday – Friday between 9:00 a.m. to 5:00 p.m. unless the work



involved causes any disturbances with tenants or interferes in any way with the rights of other tenants to conduct business in the building: excessive noise and/or emitting odors. In the event of such interference, conflict or disharmony, Tenant shall, upon Landlord's request, cause all contractors or laborers causing such interference or conflict to leave the Building immediately.

**Weekend Work:** Tenant must provide Management with a minimum of 4 business days' notice for any request for weekend work. Management will coordinate with any other Tenants who may be impacted by such work, and will confirm available scheduling with Tenant. Tenant is responsible for any additional expense which is incurred by Management to supervise any such work. Management reserves the right to refuse any request for weekend work.

**Work Schedule:** Contractor must provide a copy of work schedule to building management and Tenants must work with their outside contractors to adjust work schedule as needed in order to accommodate existing Tenants.

**Inspection of Work:** Landlord shall have the right to inspect the work as it progresses. Tenant shall reimburse Landlord, as additional rent, for Landlord's third-party expenses incurred in reviewing and evaluating Tenant's plans and specifications and inspecting the performance of Tenant's Work (including, without limitation, the fees and disbursements of Landlord's architect and construction manager). In receiving reimbursement, Landlord assumes no responsibility for the quality or manner (including, without limitation, the means, methods and/or techniques) in which such work has been performed.

**Rubbish and Debris Removal:** Tenant's contractors shall at their own cost and expense remove all rubbish and refuse from the job site and building and keep the site in clean condition to the satisfaction of the Landlord on a daily basis. Building dumpsters or garbage removal is not to be utilized by outside contractors or by Tenants for anything other than normal daily office rubbish removal.

**Additional Rent:** Tenant shall also be responsible to pay, as additional rent, the cost of any building employee used in connection with the construction and fitting up of Tenant's demised premises, such as, but not limited to, provide access, overtime elevator service, security, supervision or cleaning.

**Building Standard:** Landlord reserves the right to require any of Tenant's contractor(s) (or any other person or trades employed by Tenant) to perform work and or install materials in accordance with building standard finishes, quality, workmanship, and designs which shall be in the sole judgment of Landlord. Landlord further reserves the right to remove any of Tenant's contractors from the building and demised premises in the event any provisions of the building rules and regulations are violated. Tenant expressly agrees that Landlord shall not incur any liability for the removal of any contractors and shall indemnify and release Landlord against any claims relating thereto.

**Insurance requirements:** Prior to entering the property and performing any work, and for the duration of the project and/or service, Tenant's contractor must comply with the terms in Attachment A, Tenant's Contractor Indemnity and Insurance Provisions, and secure a fully-executed copy of Attachment A from Management.