



LONGFELLOW™

Tenant Handbook

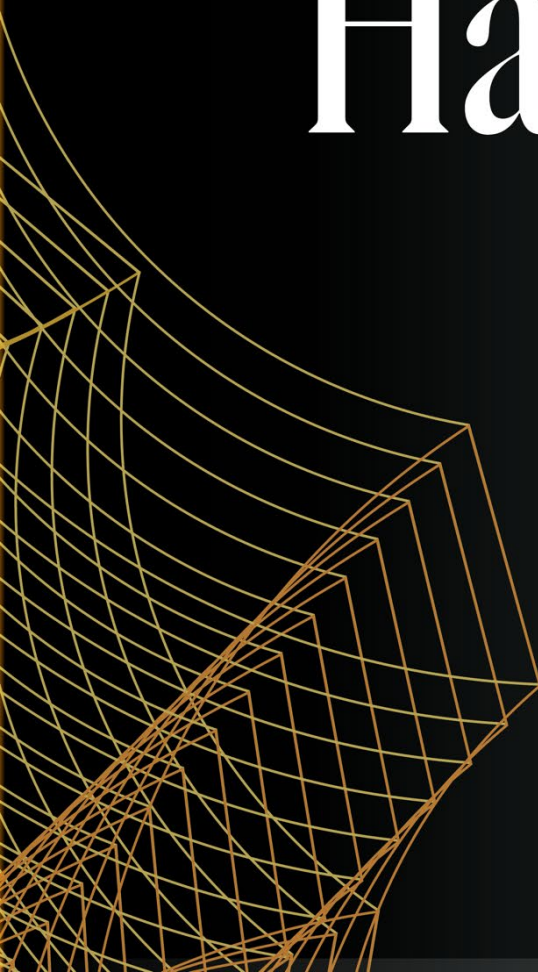


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The background is a vibrant, abstract composition of curved, overlapping bands and concentric circles in various colors including blue, orange, yellow, purple, and brown. The overall effect is dynamic and layered, with some areas appearing darker and others brighter, creating a sense of depth and movement.

Introduction

INTRODUCTION

Welcome

On behalf of Longfellow Real Estate Partners, LLC and our entire building staff, we extend a warm welcome to Durham Innovation District. We are delighted to have you as our tenant and will do everything possible to make your tenancy enjoyable and rewarding. This guide is intended to be a resource for the various services and amenities that are offered at Durham Innovation District, as well as the general operating procedures. Communication is the most crucial element in implementing the policies and procedures in this guide. To ensure effective communication, Longfellow Real Estate Partners, LLC requests that you designate a “tenant representative” to be the contact between your company and the management office staff. Your tenant representative will be responsible for making requests or reporting problems as well as conveying important information from our office to your employees. Please call us with specific questions regarding the information in this Handbook. We look forward to a long and enjoyable partnership with you.

About Longfellow Real Estate Partners LLC

Longfellow Real Estate Partners serves the unique demands of life science and innovation users and focuses on the most innovative cluster locations in the US. The firm acquires and develops facilities in strategic locations and builds long-term relationships with emerging life science companies, universities, medical centers and research institutes. Longfellow Real Estate Partners' experience is rooted in the development of many leading life science real estate projects. The Company's institutional capabilities and entrepreneurial vision enables Longfellow Real Estate Partners to deliver high quality laboratories and innovation space while satisfying each tenant's unique requirements.

About Elevate

When it comes to your business, we want you to make the big, impactful decisions... and leave the rest to us. Longfellow is committed to providing a meaningful tenant experience to our clients through Elevate, our proprietary tenant amenity and services program. Elevate by Longfellow delivers collaborative spaces with bold interiors to serve our clients the best amenities, lifestyle services and conveniences, and enriching events designed to spark camaraderie and enjoyment for your team.

It's our job to cultivate greatness and deliver our clients peace of mind.

About Durham Innovation District

Durham Innovation District is comprised of two seven-story, Class A buildings accommodating office and lab users. A shared courtyard, amenity space, and eight-story parking deck are located in the Durham Innovation District for the use of the properties. The properties are located at the corner of Morris and Hunt St in Downtown Durham.

The background is a complex, abstract composition of geometric shapes and colors. At the top, there are white, rectangular, slanted beams that create a sense of depth and perspective. Below these, a series of vertical stripes in shades of teal, green, and yellow are visible. A prominent feature is a large, stylized sun or circular motif in the center-right, composed of concentric, semi-circular bands in shades of pink, orange, and yellow. To the left of this, there are several large, dark, semi-circular shapes that resemble stylized letters or symbols. The overall color palette is vibrant and varied, including dark blues, greens, yellows, oranges, and pinks. The word "Operations" is overlaid in a white, serif font, centered horizontally and slightly above the middle vertically.

Operations

OPERATIONS

Building Hours of Operations

Tenant / Building / Visitor Access Hours

The Property Management staff is dedicated to making your work environment as safe and pleasant as possible. The Building Office is located onsite at 300 Morris Street, Suite 260. Please do not hesitate to contact the management office at 919-698-3732.

The building is secured by a badge access system. The main entrance to the lobby of the building will be open from 8:00 am to 6:00 pm Monday through Friday. The doors will remain locked outside of those hours and on weekends and holidays. Access is available to tenants at any time with the proper badge. Tenants and their employees are granted access to the building with an individually assigned building security access card which allows them access to their building based on the tenant's hours of operation. Please provide the management office with a list of the names and phone numbers of at least three individuals who may be contacted in the event of an emergency. Any tenant requiring services to be performed on weekends or holidays should notify Property Management in advance to make proper arrangements. Costs for these services will be charged in accordance with the lease terms.

The Property Management Office is open from 8:00 AM to 5:00 PM Monday through Friday, except holidays.

Longfellow recognizes the following holidays:

New Year's Day	Martin Luther King Jr. Day	President's Day
Good Friday	Memorial Day	Juneteenth
Independence Day	Labor Day	Indigenous People's Day
Thanksgiving Day	Christmas Day	

Building Management

The staff of Longfellow Property Management is dedicated to making your work environment as safe and pleasant as possible. Please do not hesitate to contact the management office at: 919-698-3732

Address:
300 Morris Street
Suite 260
Durham, NC 27701

The following personnel are available to address your needs:

Property Management: Pam Apicella Alexandria Skerlos Dustin Buck
papicella@lfrep.com askerlos@lfrep.com dbuck@lfrep.com

Leasing

The leasing company for Durham Innovation District is Longfellow Real Estate Partners, LLC, located at 300 Morris St., Suite 280, Durham, NC 27701. The main phone number is 984-263-9739.

Leasing Contacts:	Bennett Younts	Austin Bell
	704-574-2986	919-745-7376
	byounts@lfrep.com	abell@lfrep.com

Rental Remittance

Rent should be paid by the first day of each calendar month during the term of the lease.

Please make checks payable to:

Durham ID P1 Owner 2, LLC
PO Box 748373
Atlanta, GA 30374-8373

Wiring Instructions:

Bank Name: CIBC Bank USA

Routing Number ACH: 071006486

Account Name: Durham ID P1 Owner 2, LLC

Account Number: 2497727

A vibrant, child-like mural painted on a brick wall. The scene includes a grey house with a blue door and windows, a green lawn with pink and blue flowers, a blue sky with a yellow sun, and a rainbow. The colors are bright and saturated, typical of children's artwork.

Policies and Procedures

POLICIES AND PROCEDURES

Heating, Ventilation, and Air Conditioning (HVAC)

The building's heating, ventilation, and air conditioning (HVAC) systems currently operate from 8:00 AM to 6:00 PM Monday through Friday. Beyond those hours, air conditioning for a tenant suite may be obtained at an additional hourly charge by submitting your request via Angus Work Order/ETS Work Order at least 72 hours in advance.

Parking Garage

The parking garage is open for public use seven days a week. Monthly parkers can access the garage via a parking decal. LAZ Parking operates the parking structure and individual parking arrangements should be handled directly with LAZ Parking. The onsite parking manager has an office at the entrance to the garage and can also be reached via email at asimboyan@lazparking.com. The LAZ Parking call center can be reached at 860-362-9399. Monthly parkers must only use their parking decal to enter or exit the garage. If it is lost or forgotten, notify the parking office upon entering the garage by means of the intercom system (activated by the button at the gate or kiosk). If you take a ticket to enter, you may be charged the daily rate for parking.

Building Access & Security Systems

Lobby security is on duty 24/7, to maintain reasonable control of pedestrian traffic, patrol the interior and exterior of the building, and fire life safety systems.

Contractor Access

Tenants are responsible for receiving any one-off vendor/contractor delivery that requires use of the Loading Dock or Freight Elevator. Recurring vendors such as UPS, FedEx, or Amazon arrive at various times through the week and are required to sign in with security in the lobby.

Visitor Access

Should a tenant not have a formal visitor management system in place, please have a tenant contact that is listed on the tenant contact form submit a formal notification to the Property Management team. All guests must sign in with security in the lobby upon arrival.

Personal Property Removal

It is the Tenant's responsibility to notify Property Management in writing if employees are removing personal property (furniture, computers, office equipment, etc.) from the building via the work order system or email to Property Management.

Elevators

If an elevator stalls while you are in it, press the button on the front panel labeled PHONE. The telephone will automatically connect to the Elevator Maintenance company which is available 24/7.

US Mail Service

Mailboxes are on the 1st Floor and Tenants must pick up mail from their designated mailboxes. The US Postal Service does not deliver to individual suites in the building. Neither the Property Management office nor Security personnel will accept delivery of or hold mail for Tenants.

Alterations

Any remodeling or alterations you may want to make to your suite, such as removing or relocating walls, adding cabinets, or plumbing fixtures or electrical outlets might affect building systems and must be reviewed and approved in advance by the Property Management, Design and Construction, and Engineering teams. All such work must be property permitted by the local jurisdiction and comply with building code requirements as well as our standards for construction. There are also qualifications that contractors must meet to work on the property and architectural plan must consider certain concerns of building ownership.

Before undertaking any alterations of any nature whatsoever to your suite, contact Property Management for comprehensive guidelines to construction and remodeling.

For any major construction, please contact our Design and Construction team directly.

Telephone / Data

Contact your telephone service representative to coordinate installation of your phone and data lines as soon as possible after the lease is signed. Please speak to the Property Management Office about a list of approved telephone/data vendors. All phone and data installations are at the tenant's expense. Property Management prefers to have a license agreement in place for all new tele/data vendors that will be using the building risers.

Please Note: State Building codes require the use of plenum-rated cable for all phone and data line installations.

Chemical Transport

Transporting of chemicals is not permitted in passenger elevators and should be scheduled with Property Management for periods of exclusive use via the freight elevator. Appropriate safety precautions are required when transporting chemicals to or between tenant spaces.



Services

SERVICES

Biochemical Waste Pick Up

All Vendors or Contractors will do a walkthrough with Property Management and a representative from the Tenant before pickups may commence. A representative from the lab space will be present and sign manifests, Property Management will not be responsible. Waste must exit the building using the loading dock area.

Janitorial Service

Day attendants are on duty during normal business hours, primarily to maintain the appearance of the lobby, corridors, and elevators and to keep the public restrooms clean and supplied.

DO NOT PLACE EMPTY BOXES IN THE CORRIDORS OR STAIRWELLS FOR DISPOSAL. It is a violation of fire codes to obstruct any emergency exit path. Keep the boxes inside of the Tenant suite for disposal by the night cleaning crew.

Window Cleaning

Exterior window washing is done on a periodic basis. Tenants will be notified in advance of the cleaner's arrival.

Handicap Access

All entrances to the property are equipped with handicap access/ramps and handicap parking spaces are located in the parking garage.

Maintenance Requests

Longfellow Real Estate Partners uses Electronic Tenant® Service Request System. This system is used to: submit routine maintenance requests directly to the Engineering Department, to track the status of previously submitted requests, to download important documents, and to communicate with Property Management. You will be emailed a login username and password from ETS after your lease is fully executed.

Questions regarding the Electronic Tenant Services Request System should be directed to Property Management.

Locks and Keys, Rekeying

All locks on doors throughout the tenant suite must be the building standard type. Upon initial occupancy, we will provide you with keys to all door locks in your suite; additional locks and keys may be ordered whenever needed through Property Management at your expense.

To have your suite entrance door rekeyed, please notify the management team via work order request (ETS). It is critical for emergency and fire/life safety purposes that master key access to all areas of the buildings is maintained.

Emergency Preparedness

The property is equipped with Fire/Life Safety alarm systems to alert occupants to life safety emergencies. Upon initial occupancy, Tenants are issued an Emergency Response Plan, customized to the properties, which describes the steps to take in various emergency situations.

The local jurisdiction requires annual evacuation drills for occupants of high-rise buildings. All occupants are required by these regulations to participate in the drills and are subject to citation and fines for failure to do so.

Smoking

Municipal ordinances prohibit smoking in elevators, restrooms, and stairwells, as well as in any place of employment of more than five (5) persons, except in a room where there is direct mechanical exhaust to the outside.

In addition, we restrict smoking within 25 feet of any building entrance, so the smoke does not drift into the buildings when the doors are opened. Durham ID is a tobacco free property.

General Rules and Regulations

Sidewalks, doorways, corridors, elevators, lobbies, or stairways may not be obstructed by furniture, trash, or deliveries of any type. The Fire Department requires that these areas remain unobstructed at all times for emergency situations. Stairwell doors must also be kept closed when not in use.

Excessive noise that interferes with other Tenant's conduct of business within the buildings is not permitted. This includes construction sounds, music, or other noise.

Canvassing, peddling, soliciting, and distribution of handbills of any kind are not permitted in the building. If you are disturbed by a solicitor, please contact Property Management immediately.

All contractors and technicians rendering installation for service work of any kind must be referred to Property Management before work begins. We will request adequate proof of insurance and copies of contractors' license and review with them our building policies and standards for performing work at the property. We require all service people to check in and out with the base building security team any time they're performing in the building. Property Management reserves the right to rescind or revise any of these policies and to formulate new

policies as may be required for the safety, protection and maintenance of the building, the operation thereof, and the protection and comfort of Tenants, their employees, and visitors.

Your Lease Agreement contains a more complete list of Rules and Regulations applicable to use of the building facilities, common areas, and other general matters.



Security

SECURITY

Overview

You may choose to unlock or lock your suite entrances during normal business hours. Although we try to maintain a secure working environment, many people enter the building every day and we cannot guarantee complete safety. You can take several preventive measures to keep your area more secure. For example:

Lock all doors when leaving your suite unattended.

Instruct employees to keep valuables and personal property in secured areas (locked desks, file cabinets or closets) when leaving their areas unattended.

Always keep safes, vaults, strongboxes, or similar devices locked, particularly when unattended. Do not divulge combinations of safes or vaults or leave combinations where they can be found or easily deciphered.

Record serial numbers of all valuable office equipment.

If anything is stolen or missing, a record of serial numbers will aid in the recovery of the items. After normal business hours, please make sure that all entry doors to your suite are closed and locked.

Do not allow anyone to follow you into the building after normal business hours.

If you encounter someone having problems gaining entrance into the building, do not let them in. Instead, contact Property Management.

Property Management recommends that you keep all valuables and personal property locked up during non-business hours.

After-Hours Access

Tenants and Their Employees

Any Tenant or their employees requiring after-hours access to a tenant space will be provided with an access card authorizing entry to the building. All persons desiring after-hours access who do not have an access card, regardless of reason (lost, left at home, never issued) will be considered a visitor and the rules and regulations of a visitor will apply. There will be no exceptions. The Property Management staff is not allowed to unlock individual office suites without proper authorization from a tenant representative.

General Security Recommendations

We ask that the following precautions be taken by all tenants:

It is recommended that all entrance doors to tenant spaces should be locked at all times.

Control the issuance of access cards and keys.

Always lock your door from the inside when working late at night or early in the morning.

Be aware of persons who enter the office under the pretext of repair/delivery personnel. Such personnel should be wearing a uniform with the company name prominently displayed.

Never prop open the building entrances/exits.
If you find any unauthorized packages in the hallways, please notify Property Management immediately.

After-Hours Emergencies

All completed forms titled "Tenant Contact Information" are kept on file in the Property Management Office. In the event of an after-hours emergency affecting your space, a representative of your firm will be notified based on the information provided on the form. Any modifications to your list should be submitted to the Property Manager in writing to ensure the accuracy of the information. We will send a Tenant Contact Form for you to fill out with your designated tenant contact information.



ESG

ESG

Carpooling

Durham Innovation District encourages carpooling as another great way to decrease automotive emissions and keep the air clean. Carpooling can also save money on your commute costs along with wear and tear on your vehicle. Please visit erideshare.com or godurhamtransit.org for carpooling information in the area.

Energy Conservation

Tenants can assist in our efforts to reduce building operating costs through energy conservation. Please make a special effort to educate your employees about the importance of using energy wisely.

The following is an example of how your employees can help our effort to reduce energy costs: Employees should be reminded to turn off all lights, computers, copiers, etc., when not in use or before leaving for the evening or weekend.

Green Tips

At Durham Innovation District we are committed to protecting and preserving our environment. Along with the green initiatives we have taken in the building, we have provided tips and websites that will aid in continuing the initiative in daily life here and at home.

Green Tips:

- Optimize the energy settings on computers and other electronic devices and make sure to shut them down at the end of the day.
- Unplug printers, scanners and copiers that are only used occasionally.
- Turn off all lights and any audio/visual equipment that is not being used.
- Keep things digital and minimize the use of materials whenever possible, do not use unnecessary amounts of paper.
- Implement the use of recycled materials such as recycled paper whenever possible.
- Bringing lunch and using reusable containers can not only save unnecessary waste but costs too. If you order take-out join coworkers in large orders to minimize waste of small individual packaging.
- Bring in mugs/glasses/utensils to reduce the use of paper/plastic goods.

Visit these websites for more Green Information:

aboutmyplanet.com

earthshare.org/green-tips.html

thegreenguide.com

Recycling and Waste Removal

The building has a Single Stream Recycling Program. Materials accepted for recycling under this program are as follows:

Cardboard
Clean boxboard (shoe boxes/ cereal boxes)
Office Paper (white/ colored)
Magazines, newspapers, glossy inserts
Junk Mail, Envelopes
Aluminum Cans
Tin Cans
Glass Bottles and Jars
Plastic bottles #1 through #7

Materials NOT accepted for recycling under this program:

Unmarked Plastics (laundry baskets/toys)
Windows/ Light Bulbs
Pyrex or Ceramics (dishes/plates/mugs)
Styrofoam packaging
Aerosol cans (paint/hair spray/cleaner)
Any recyclables containing food waste

Please note: no wet/hazardous waste allowed in recyclable containers at any time

Our recycling company will do their best to sort out mixed bags containing both trash and recyclables.

Computers cannot be put in compactors.

For more information on the Durham Innovation District recycling program, please contact the Property Management Office.