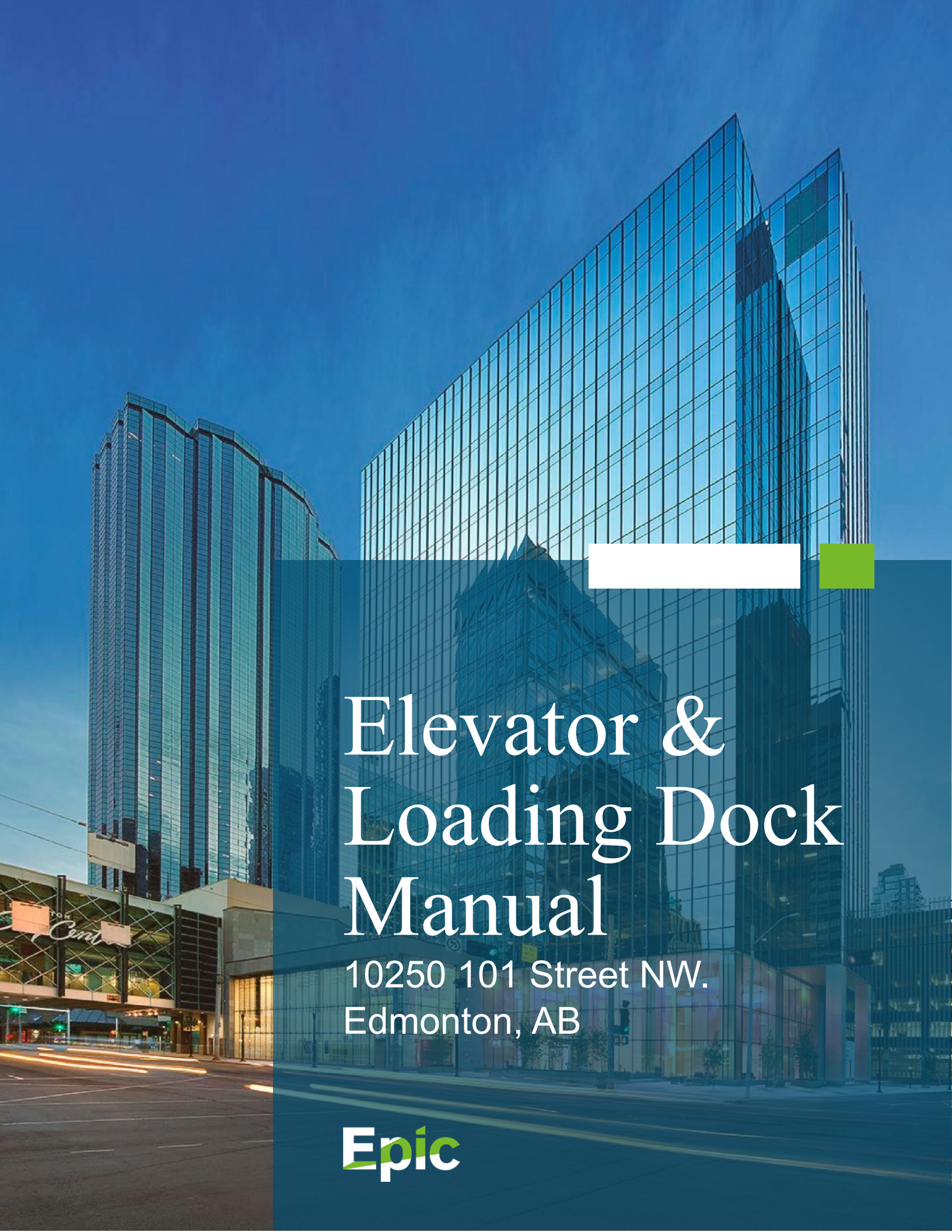


Elevator & Loading Dock Manual

10250 101 Street NW.
Edmonton, AB

Epic

Service Elevator

10250 101 Street NW has one (1) service elevator available for use.

Service Elevator Specifications

Service Elevator Range - Level 1 - Level 18

Service Elevator Cab Dimensions - Width 8.0 ft., Depth 9.0 ft., Height 6.8 ft.

Service Elevator Cab Door Dimensions - Width 3.6 ft., Height 6.8 ft.

Service Elevator Vestibule Dimensions - Width 3.5 ft., Depth 10 ft., Height 6.11 ft.

Service Elevator Vestibule Door Dimensions - Width 3.5 ft., Depth 7 ft., Height 6.11 ft.

Service Elevator Capacity - 1590 KG.

Freight Elevator

10250 101 Street NW. has one (1) freight elevator available for use.

Freight Elevator Specifications

Freight Elevator Range - Concourse - Level 2

Freight Elevator Cab Dimensions - Width 7.11 ft., Depth 9.96 ft., Height 8.1 ft.

Freight Elevator Cab Door Dimensions - Width 7.11 ft., Depth 2.0 ft., Height 6.5 ft.

Freight Elevator Vestibule Dimensions - Width 8. ft., Depth 8.3 ft., Height 7.11 ft.

Freight Vestibule Door Dimensions - Width 8.0 ft., Depth 3.5 ft., Height 7.11 ft.

Freight Elevator Capacity - 2720 KG

Loading Dock

10250 101 Street NW. has two (3) loading dock bays available for use. Each bay will be used on a first come first serve basis for a maximum of 30 minutes. The loading dock bays need to be booked anytime a delivery exceeds 30 minutes.

Loading Dock Specifications

North Loading Bay - Maximum Width is 10.9 ft., and Length is 36.10 ft.

Centre Loading Bay – Maximum Width is 11’1 ft, and Length is 36.5 ft.

South Loading Bay – Maximum Width is 12.9 ft, and Length is 29.11 ft.

Ground to Top of Loading Dock – 12.10 ft.

Due to size and space limitations, delivery trucks cannot exceed 36 feet in length. Deliveries requiring larger vehicles will need to be reviewed when booking.

Loading Dock deliveries must also have the Service Elevator booked. There is no staging area available in the loading dock for material.

Booking Procedure

All bookings for the Service Elevator and Loading Dock must be emailed to EPIC Property Management at tstoroschuk@epicis.com a minimum of 48 hours in advance. Bookings can be made up to a month in advance.

Information required for each booking

- Delivery company name with contact information.
- Time and date required for delivery.
- Floor /Company you will be delivering to.
- Certificate of Insurance (COI) for company.
- Type of material being delivered.
- Receivers contact information.

Tenant & Security Coordinator

There is a tenant and security coordinator on site during 7:00 AM – 4:00 PM Monday to Friday.

- All drivers must sign in with the tenant and security coordinator in the security office.
- Failure to follow the direction of the coordinator may result in loss of loading dock privileges.
- For those times when the tenant and security coordinator is not present the following process will need to be followed:
  Call security at 780-203-2162 upon arrival.
  Security will come.
  An access fob will need to be signed out.
  Fob must be turned in upon completion of delivery.

***All after hours deliveries must be scheduled with the Property Manager. Any after hours, unscheduled deliveries will be sent off site.**

Damages To Finishes

All damages to finishes (wall/floor/ceiling), doors, frames, and cab finishes, must be reported to the Tenant and Security Coordinator immediately. Damages will be logged by Epic Investment Services and kept on record to determine responsibility for repairs and the associated costs.

It is recommended that the drivers review the path of travel for any damages prior to the start of work. If any damage is found prior to loading, this should be communicated to the Tenant and Security Coordinator or the delivering party may be held liable.

Should any unreported damages be found after the delivery, the cost for any repairs will be shared by all contractors working in the area.

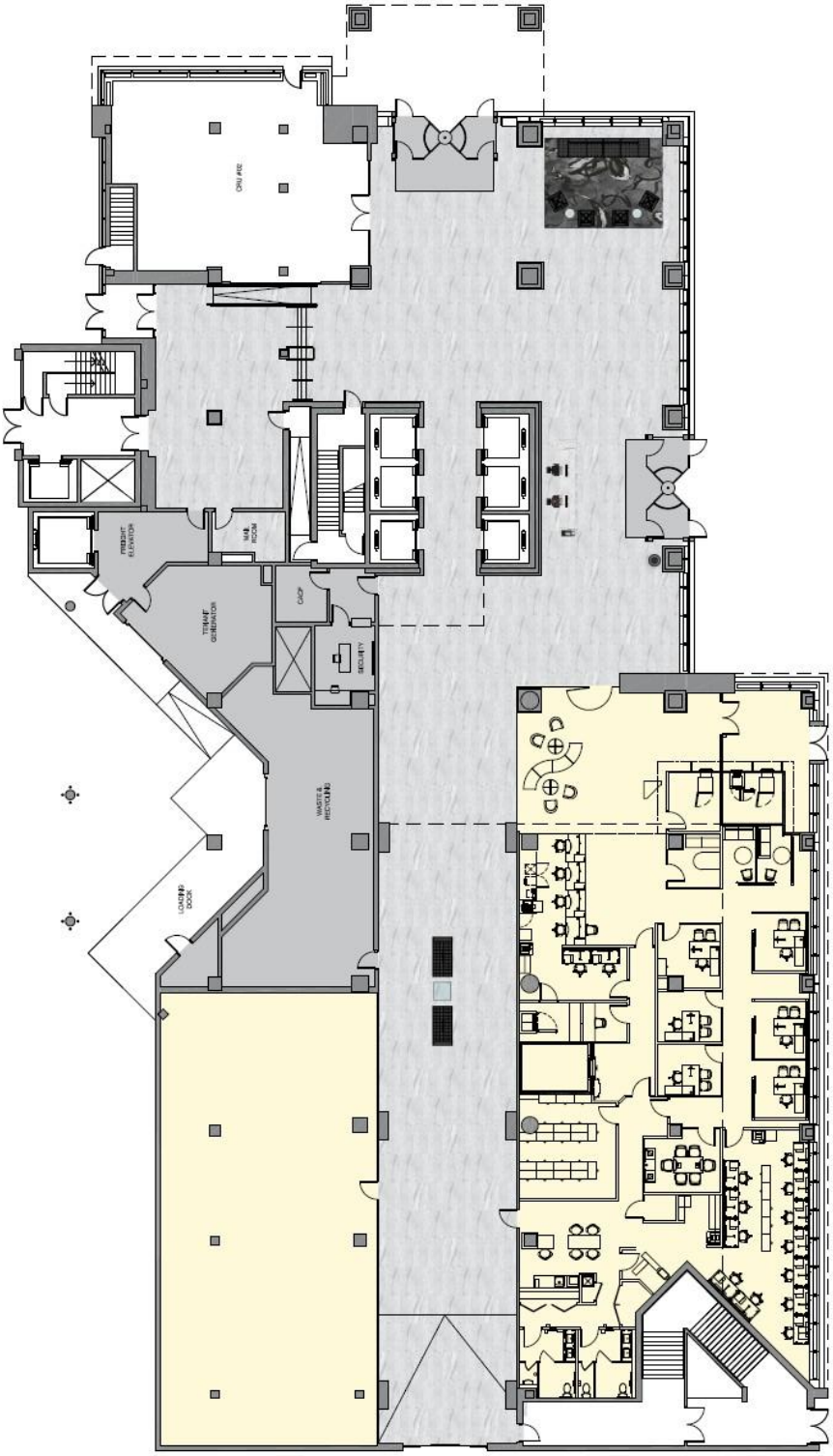
Service Elevator, Freight Elevator And Loading Dock Rules

- Loading Dock deliveries must also have the Service Elevator booked. There is no staging area available in the loading dock for material.
- Drivers are required to follow all applicable safe driving regulations and Bill 16 distracted driving law.
- Driver may be advised to start vehicle and be guided out of loading bay if required.
- Smoking within the loading dock is not permitted. All smoking must be 10 meters from all building entrances.
- Unscheduled deliveries are limited to 30 minutes.
- No idling is permitted.
- Removal of all delivery material is required.

Contact Numbers:

Security: 780-203-2162

Appendix A – Main Level Floorplan



Appendix B – COI Sample

CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YYYY)

Broker
Programmed Insurance Brokers Inc.
49 Industrial Dr.
Elmira, ON, N3B 3B1

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.

INSURED'S FULL NAME AND MAILING ADDRESS	
COMPANY BEING INSURED ADDRESS OF COMPANY BEING INSURED	Company A
	Company B
	Company C
	Company D
	Company E

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, not withstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

Sample

TYPE OF INSURANCE	CO LTR	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)	
COMMERCIAL GENERAL LIABILITY OCCURRENCE PRODUCTS AND/OR COMPLETED OPERATIONS PERSONAL INJURY NON-OWNED AUTO	A				General Aggregate	$5,000,000
					Each Occurrence	$5,000,000
					Products-Comp/Op Aggregate	$5,000,000
					Personal Injury	$5,000,000
					Non-Owned Auto	$5,000,000
	A					
UMBRELLA LIABILITY	A				Each Occurrence	$5,000,000
					Aggregate	$5,000,000

DESCRIPTION OF OPERATIONS: All Operations usual to the business of the Named Insured, including supplying of products.

ADDITIONAL INSURED AND CERTIFICATE HOLDER:	CANCELLATION
ALBARI Holdings Ltd. and Epic Investment Services (Alberta) Inc. 10130 103 Street NW, Suite 1300 Edmonton, Alberta T5J 3N9 **Note:** It is hereby understood and agreed that ALBARI Holdings Ltd. and Epic Investment Services (Alberta) Inc. are added as Additional Insured but only with respect to liability arising out of the operations of the Named Insured. Waiver of Subrogation is granted in favour of the Certificate holders / Additional Insureds.	SHOULD ANY OF THE ABOVE DESCCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOUR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Per: _____