

## House rules

In the interest of mutual consideration, the protection and safety of all lessees, these house rules are intended to ensure that you enjoy your lease and to avoid misunderstandings. **These house rules apply on the basis of the general terms and conditions, which form the subject of all service contracts and user agreements concluded with us.** Please instruct all employees and, if applicable, guests to comply with the house rules. Amendments, supplements and additional information are posted on the notice boards.

### **Business hours, access and security**

- The centre's business hours are from 08:00 to 18:00 from Monday to Friday. During these hours, our reception desk is staffed. The centre is closed on 24th December and 31st December of every year. Please note that the entrance doors are automatically locked outside the business hours. As a result, you can only enter the building and centre with a key card during those hours. The use of the lift is at your own risk. The operating instructions issued by the competent supervisory bodies have to be complied with.
- Key cards, transponders, keys to the centre and other items are only issued to employees of the customer. Please report any loss of such forthwith so as to enable us to block the cards concerned. The lessee assumes the risk of a loss of keys/transponders to the building and the centre provided to him.
- Access to the centre is exclusively possible via the main entrance. Please instruct your visitors to report the reception desk. All other doors are exclusively to be used as emergency exits and they shall, in principle, be kept locked for security reasons in order to prevent uncontrolled access. These doors and automatically closing doors may not be stopped from closing automatically by placing a wedge under them while the door is unsupervised. Please inform the team at the entrance desk in case access or escape doors or the gate system of the underground carpark are not properly locked. Please do not leave your offices open without supervision.

### **Odours, noise, smoking and animals**

- Please avoid any odour and noise nuisances, e.g. by slamming doors, listening to the radio, shouting or making phone calls in the hallways in the interest of all customers. Please coordinate activities which cannot be avoided and cause noise with the centre management in advance.
- Smoking and bringing animals into the building are not permitted under any circumstances.

### **Official provisions, provisions of the lessor and fire protection**

- Additional electrical devices which are installed in the rooms and are not part of the office communications equipment shall require a separate agreement.
- Electrical installations and equipment must be checked regularly in accordance with the DGUV provisions (Check for electrical systems). The centre management regularly has these carried out by a service provider. Please contact us if you also wish to have your devices checked during these appointments.
- The rooms may not be used to produce or store goods, to store or use sharp or ill-smelling, easily flammable objects or materials which might involve any risk to rooms or persons.
- Structural or other changes to the rooms and, in particular, conversions or fittings or installations, including electrical installations, may only be carried out in coordination with BBS and after obtaining its prior written approval.
- The installation of heavy devices or equipment (machines and safes, etc.) must not exceed the admissible weight and may only be effected in consultation with BBS and after obtaining its prior written approval.

### **Damage and insurances**

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- Please report any cases of damage and security failings within the centre, on and in the building to the reception team. Stains on walls and on the carpeting are easier to remove before they have dried.

### **Escape routes**

- Please familiarise yourself with the escape routes and, in the event of an evacuation, follow the instructions by our staff and the building management.
- Staircases and all jointly used hallways as well as accesses and entrances, etc. are escape routes and must not be used as storage area at any time.

### **Responsible use of rooms, furnishings, equipment and resources**

- Please treat all rooms and all the furnishings, devices, telecommunications facilities, networks and IT technology contained therein with care.
- Please conserve power, water and heating energy and use such responsibly.
- Please close the windows in severe weather, outside business hours and upon leaving the centre.
- Please make sure that all lights are switched off and the entrance doors are locked upon leaving the centre.
- Please do not discard any leftover food in the wastepaper baskets. We provide specific waste containers for food in the kitchens.
- Please keep the toilet doors closed at all times and leave these facilities in the state in which you would wish to find them.

### **Parking**

- The fee-based parking places are available exclusively for parking of motor vehicles in the framework of a corresponding lease agreement or after a prior reservation.
- Only registered, functional motor vehicles may be parked in the underground car park. Motor vehicles with a leaking tank or motor or other leaking units must not be parked. Any risk of a discharge of liquid has to be avoided.