

House Rules Center Court

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Table of contents

1. Opening of the building
2. Accessibility
 - 2.1 Access to the building
 - 2.2 Building access after 19:00h or during weekends
 - 2.3 Access to the conference rooms
3. Authorizations and access
 - 3.1 Building authorizations
 - 3.2 Activation company badge for Center Court
 - 3.3 Company badge
4. Reception
 - 4.1 Meeting point
5. Climate
 - 5.1 Offices
 - 5.2 Laboratories
6. Sunscreens (outside and inside)
7. Lighting
8. Security and safety
 - 8.1 Visitors
 - 8.2 Safety instructions
 - 8.3 Clean desk
 - 8.4 Landlord and maintenance
 - 8.5 Alcohol and drugs
9. Parking
10. Bicycle parking

- 11. Catering facilities
 - 11.1 Automats / Vending (Maas)
 - 11.2 Fields of Gold
 - 11.3 Little Market
 - 11.4 Mill's
 - 11.5 Fields (business restaurant)
 - 11.6 Crossing campus (banqueting)
- 12. Sports room
 - 12.1 Emergency/physio room
 - 12.2 Showers / lockers / towels
- 13. Other building facilities
 - 13.1 Postages and mailboxes (deliver and pick up service)
 - 13.2 Smoking area
 - 13.3 Library
 - 13.4 Lactation room
 - 13.5 Conference rooms
 - 13.6 Flex areas
 - 13.7 Events
 - 13.8 Room signs
 - 13.9 Keys
 - 13.10 Lockers
- 14. Waste
- 15. Cleaning
- 16. Hydroponics
- 17. Housing and/or facility issues

1. Building Opening hours

The building is open from 07:00h to 19:00h, from Monday to Friday. Be aware: leave the building before 19:00h. During these hours the building is accessible for everyone, guests and tenants.

2. Accessibility

2.1 Access to the building:

The building is accessible at the north and south side. The entrance is unlocked between 07:00h and 19:00h. When using the entrance as tenant between 19:00h and 07:00h, you **always** need to use your company badge for opening the door.

2.2 Building access after 19:00h or during weekends

Building access after 19:00h or during weekends is possible. Please inform the receptionist. The receptionist will inform the Duty Officer (CvD) in advance.

When working in the building during these timeslots, it is not allowed to be in the building alone. At least two people need to be present. If this is not possible, the Duty Officer (CvD) can arrange a personal lifesaver.

Procedure to be followed:

Signing in:

1. Report to the Duty Officer (CvD) - 046-4767182
2. Duty Officer (CvD) shows up at the north entrance and requests identification, then he will open the building.

Signing out:

1. Again report to the Duty Officer (CvD) - 046-4767182
2. Duty Officer (CvD) will come to the building to close it.

You have to wait until the Duty Officer (CvD) is able to show up at the building.

2.3 Access to the conference rooms

Access to the conference rooms can be controlled by a tag. In principle, the conference room is open. The tag is available at the reception. The reception will register who picked up the tag. The tag needs to be returned after the conference. When leaving the conference room, the door must be open and the desk must be clean.

3. Authorizations and access badge

3.1 Authorization building access

In principle, Center Court is open between 07:00h and 19:00h. You need to have authorization to register in case of a siren alarm (register at the RDR badge reader at the reception desk and on the other site of the reception desk near the elevators).

3.2 Activation company badge for Center Court

Your company badge needs to be activated for access between 19:00h and 07:00h. This is a one-time action. Your badge needs to be updated by the reception. You can do that by visiting the reception and ask to update your badge.

If the access/badge fails, always report this at the reception.

3.3 Company badge

When the company badge is forgotten or lost, please contact the reception or gate 2. The Center Court receptionist or receptionist at Gate 2 will arrange a temporary badge (day pass with similar authorization).

4. Reception

The reception desk is staffed from 07:00h to 19:00h by our Brightlands receptionists.

The primary task of the receptionists is hospitality, welcome the guest and guide the way. They also are the single point of contact for:

- Authorization company badges
- Managing usage of the conference rooms in the building
- Complaints, requests, information and faults
- Visitor registration/ Arranging visitor badges
- Welcome gift and game
- First aid box and AED availability.

Visitor badges

Visitors should be announced in advance by email to the reception at Gate 2 (reception.gate2@brightlands.com and reception.ccampus@brightlands.com) with the following information: name, company, date, and time (approximately). Based on this prior notification a visitor badge will be prepared. Visitors can park their car in the parking in the Center Court basement.

4.1 Meeting point

A vintage bubble gum automat is marked as meeting point in Center Court.

5. Climate

5.1 Offices

The desired room temperature has a base set point of 21 °C.

There is a climate control box in every office. The two lower buttons on the climate controller box can be used to change the temperature with plus or minus 2 °C room temperature. Meaning, the temperature range moves between 19 °C and 23 °C.

To "wake up" the display of the climate control box, press the lower left button.

Once the lower buttons are operated, the set value is displayed in steps of 0.5 °C, until the desired value is reached. After setting, the set indication will be displayed and the temperature image will disappear.

Depending on the weather there is a "heat demand" or a "cooling demand", shown with a "flame" icon

or "snowflake" icon. This indicates that warm water or cold water is being pumped through the floor. Please note, floor temperature regimes are slow processes, it takes a while before cooling or heating becomes noticeable. Don't place heat or cold sources in the vicinity of the climate control boxes or hang clothes over the display, it always has a negative influence on the temperature control.

5.2 Laboratories

The desired temperature of the lab rooms has a base set point of 23 °C.

There is a climate control box in every lab room. The two lower buttons on the climate controller box can be used to change the temperature with plus or minus 2 °C room temperature. Meaning, the temperature range moves between 21 °C and 23 °C.

Once the lower buttons are operated, the set value is displayed in steps of 0.5 °C, until the desired value is reached. After setting, the set indication will be displayed and the temperature image will disappear.

Depending on the weather there is a "heat demand" or a "cooling demand", shown with a "flame" icon or "snowflake" icon. Don't place heat or cold sources in the vicinity of the climate control boxes or hang clothes over the display, it always has a negative influence on the temperature control.

6. Sunscreens (inside and outside)

Sunscreens are placed at the south and west side of the building, inside and outside. The screens are operated automatically and react to sun, wind and lux values. This means that the screens will come down as soon the sun shines or the light strength reaches 20 klux, but if there is a strong wind above 4 m/s they will go up again. In all offices light protection is available by inside curtains which you can open or close yourselves.

7. Lighting

In the building, different lighting concepts are implemented. Next to the general lighting, motion lighting is installed where possible, with motion sensors. Motion lighting is used in the conference rooms and offices. The lighting in the conference rooms and offices on the levels 1, 4 and 5 can be dimmed.

Lighting Laboratories

Switches are installed in the labs; in the offices near the labs the lighting is installed with motion sensors.

8. Security and safety

8.1 Visitors

Visitors will be registered and de-registered at the reception. The receptionist makes a visitor pass. Visitors are not allowed to enter the compartments of DSM Innovation Center, the campus organization, Chemelot Ventures on their own; they have to be accompanied by a tenant.

8.2 Safety instructions

Our building number is G22-200, Siren area 22

First Aid team members (BHV)

In the building a certain number of people are trained to be in the Company First Aid team. They are responsible for the evacuation of the building, coordination at the assembly area, extinguishing a starting fire, practice life rescuing first aid and the intake, information and guidance of the emergency services. The evacuation of the building can be delegated to a so-called floor sweeper. The Company First Aid team members are alarmed by phone (except when the slow whoop sounds). The reception will make sure that the list for all departments is present. The line manager of every department is responsible for the presence of sufficient First Aid team members/floor sweepers.

Action tenants

The tenants of the building will be alarmed through a siren (slow-whoop) and an intercom message in Dutch and English. The employees must take all actions mentioned below:

- a. Shut windows (not in case of bomb or gas alarm)
- b. Doors closed but unlocked
- c. Take visitors with you
- d. Leave personal belongings behind, except in case of bomb alarm or power loss
- e. Take your company badge
- f. Go to the assembly area and badge at the Salto badge readers
- g. Follow instructions
- h. Never leave without reporting this at the assembly spot.

Emergency shutdown procedure operational equipment

Prior to act in case of a calamities, siren alarm or evacuation, operational equipment needs to be turned into the safe mode. In case of a very severe calamity within a building, only one rule applies: leave the building quickly but safely.

In case of siren alarm and evacuations:

- Leave equipment turned on if it does not pose a hazard to the environment. For example, equipment which can normally be left on safely during breaks, can stay turned on.
- A gas flame must be extinguished. PCs, injection molding machines and extruders can stay turned on if in normal operation.
- Always leave fume hoods turned on.
- If possible, turn off equipment that can cause danger in the normal way, or else use the emergency shutdown of the equipment.
- When in doubt, always turn off the equipment.

During emergency drill:

- In case of an emergency drill, whether it was announced or not (the management is informed), the Property Manager Center Court can grant exemption for certain activities to employees beforehand.

Instructions siren alarm and evacuation

1. Siren alarm

Center Court (Building 200) is located in siren alarm area 22. In case of a siren alarm everybody has to stay inside the building. Close the windows and doors when you leave your work place. Everybody needs to go to an emergency room (RDR, figure 1). Follow the safety sign (figure 2). Take your company badge. All people are responsible for each other/visitors to ensure that the instruction is carefully followed. In Building 200 the ground floor and parts of levels 1, 2 and 3 are emergency room (RDR).



Figure 1. gas tight room



Figure 2. RDR direction

When you arrive in the RDR press the emergency stop ventilation button (green boxes, see photo).



After the “all clear” signal (1-minute continuous tone) or by intercom, everyone may go back to work. Work permits are no longer valid: they must be signed again.

2. Evacuation

In case of an evacuation alarm the danger is coming from inside the building. A laboratory/hall/office may have to be evacuated due to an incident. Everyone observing an abnormal occurrence that constitutes a reason for evacuation from the laboratory is authorized to initiate an evacuation.

In case of calamity: call the Alert and Care Center 046-47(66666) to evacuate the whole building and leave the building quickly but safely by following the safety signs (figure 3.). All people are responsible for each other/visitors to follow the instruction carefully.

The evacuation will be announced in spoken word via the Alert and Care Center.



Figure 3. Emergency exit signs

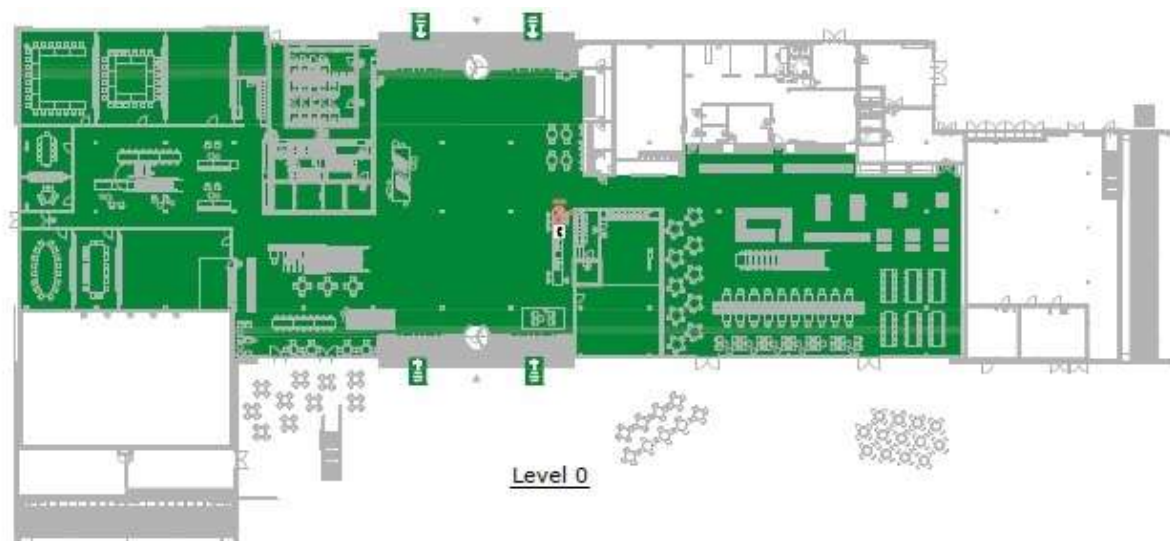
Brightlands Chemelot Campus

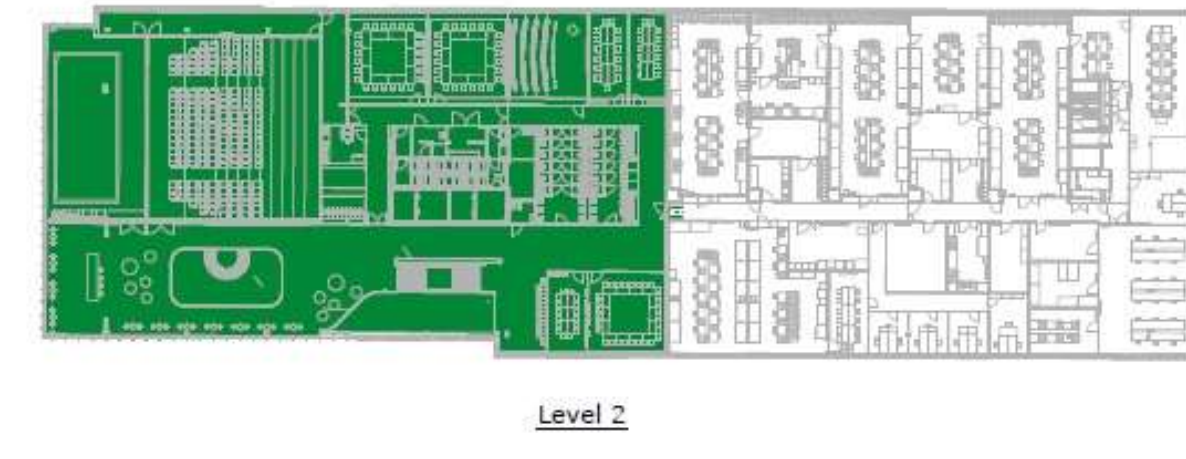
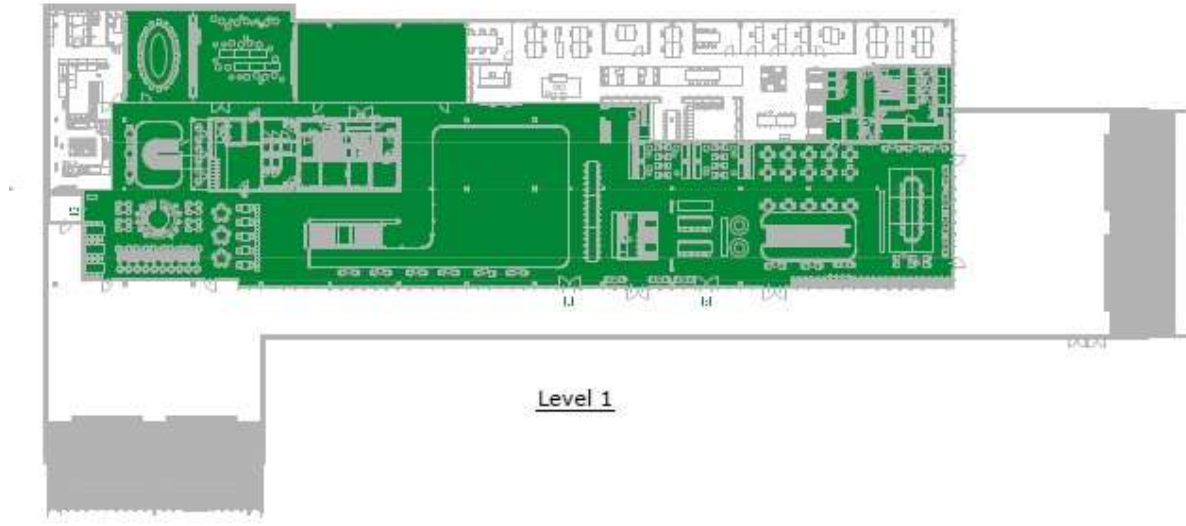
After leaving the building, a roll-call will be conducted to determine if any persons are missing.

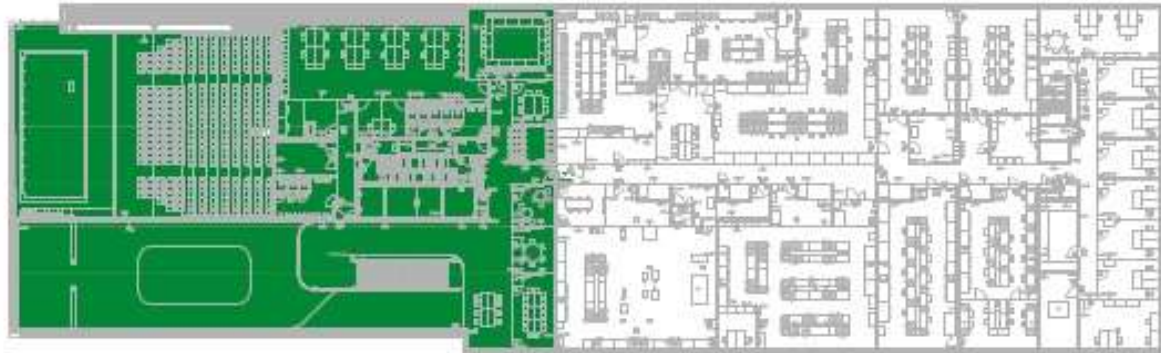
Everybody who was inside Building 200 needs to go the 'roll call place' = P5, depending on the wind direction.

Everybody has to sign in by using the badge scanner present at P5 and wait there until further notice. The roll caller (authorized persons) will compare the list of people from the Salto system with his/her employee list. The Salto system will be provided by the Center Court receptionist. The roll caller and receptionist will be recognized by a bright vest.

The receptionist has a digital list of all Center Court tenants and will compare the list with the Salto resident list at the 'roll call place'.







Level 3

8.3 Clean desk

The building is provided with burglar installation and entrance supervision (through the reception). Nevertheless, the risk of misappropriation of valuable items cannot be excluded completely. Never leave valuable things unattended at your desk and close your cabinets and drawers if you leave your workplace. If something is missing, please report immediately at the reception.

Safety begins with order and cleanliness. A clean desk en care for “the stuff of the boss” is an important part of this. This includes valuable things as laptops and telephones but also information (confidential documents, information on white boards and sticks).

All this needs to be protected, and the employee has the main responsibility.

8.4 Landlord (*huisbaas*) (Safety, Health and Environment, SHE) and maintenance

Huisbaasgebieden are defined and agreed with the Center Court tenants as well as with the caterer. All service, maintenance and other activities around or in the building must be notified in advance to the Property Manager and receptionist (presence list must be filled; check in and out).

Contractors will be authorized to enter the compartment of tenants in Center Court. This will be organized via the receptionist at Center Court.

Permits need to be requested according to the Campus regulations via Operational Center - Duty Officer (CvD).

8.5 Alcohol and drugs

Consuming and/or being under influence of alcohol and/or drugs is prohibited in Center Court.

9. Parking

The parking area, with 100 parking places, is situated in the Center Court basement. These parking places are intended for visitors of Brightlands Chemelot Campus. Several parking lots are reserved: a reserved MIVA parking, 3 parking lots for electrical cars to recharge.

Users of the parking area should behave in accordance with the general traffic legislation.

10. Bicycle parking

Bicycles can be placed in the bicycle parking on the west side of the building. Parking is at own risk. It is recommended to lock bicycles and/or motorcycles. In this bicycle parking E-bike places are available.

11. Catering facilities

11.1 Automats and vending machines

In the Center Court coffee machines are available, free for use. The coffee machines are placed in the conference area on level 0, in the pantry on level 1, and on level 2 and 3. Via these machines also cold water and soup are available.

Our provider Maas refills the ingredients. If a refill is needed, please notify the reception.

In the pantry on level 1 there are also vending machines available for soft drinks and sandwiches, candy and cake. The pantry in Fields (business restaurant) on level 1 is for general use. They work on Euro coins.

11.2 Fields of Gold

Our exclusive restaurant and grand café "Fields of Gold" is available on level 1.

Opening hours (as from October 3) will be three days a week from 12:30h – 14:30h, other times upon request.

11.3 Little Market

Our shop to go "Little Market" will open later in 2016.

11.4 Mill's

Our espresso bar "Mill's" is available in the main hall near the meeting area.

Opening hours: 07:30h – 18:00h.

Here you can order your breakfast or several types of coffee and tea.

11.5 Fields (business restaurant)

Campus residents (and their visitors) may use the business restaurant "Fields". Lunch to be paid by cash or bankcard.

Note: the eating area is on ground floor and level 1. Floor 1 is accessible by stairs. Hold the handrail while carrying the tray; the caterer will instruct you how to carry the tray.

On the ground floor and level 1 clearing conveyors are available.

11.6 Crossing Campus (banqueting)

"Crossing Campus" banqueting can be booked between 08:00h and 16:00h via the BCC Facilitator.

Last minute requests can only be ordered by phone, 'last minute' being 1,5 hours in advance.

Brightlands Service Desk: 088- 9995777.

12. Sports hall (Merlin)

The sports and fitness hall can be used during the opening hours of the building. Use of this space and the appliances is at your own risk and is for campus residents only.

12.1 Emergency and physio room

On level -1 an emergency and a physio room is available. Fysio Bastiaens will move to Center Court. Fysio Bastiaens will also continue the BtheMove program in Center Court in the physio/sports hall.

12.2 Showers/lockers

Dressing rooms, showers and lockers are located next to the sports hall on level -1. There are reserved lockers plus lockers available for everyone to use.

13. Other building facilities

13.1 Postage and Mailboxes (deliver and pick up service)

Outgoing mail can be delivered at the receptionist, who will organize the dispatch.

Canon is our provider who's arranging the deliver and pick up service.

Incoming mail and packages < 25kg will be delivered once a day, between 10:45h and 12:15h. During this time the outgoing mail will also be picked up. The outgoing mail should be delivered at the reception before 10:45h.

Upon request the service provider always can pick up an urgent mail delivery, but be aware, this service is against extra cost.

Reproduction can be requested in two ways: digital via a form or in hard copy via mail. Forms are available via website:

<https://brightlands.cbs.canon.nl/> together with a fully filled in reproduction-request-form in which needs to be described: the content of the request, the name of the request owner, cost center and delivery time.

Please contact the Center Court Property Manager for further information about postage and repro.

13.2 Smoking area

There is no smoking facility in Center Court. Smokers can use the smoking facility in Building 30. It is not allowed to smoke outside. This is a Chemelot Site/Campus rule.

13.3 Library

Will be available later.

13.4 Lactation room

On level 2 is a lactation room available with all the necessary facilities. The room is lockable; the key is available at the reception.

13.5 Conference rooms

In Center Court several congress and meeting facilities are available. See the website:

www.brightlands.com/centercourt for an overview and the facilities in each conference room.

The conference rooms need to be reserved via Facilitor or via the support of the Brightlands Service desk.

Pricing

The conference rooms excluding the auditorium can be reserved by campus residents free of charge. Campus residents can reserve the auditorium with a 50% discount on the usual amount for external visitors/users.

Events organized by campus residents with more than 50% external participants, a combi rent will be charged for using the auditorium and the conference rooms and the 50% discount will be charged. In case of a commercial event (participants are requested to pay a fee for joining the event) the external tariffs are leading.

Costs for catering, additional AV, and video conferencing, etc. will be charged based on an offer and will be charged via a separate invoice.

Further information and pricelist can be requested via the Brightlands Events Officer.

In case catering has been used during a conference, please collect cups & cans etc. at the end of the table. Also here applies: enjoy using the conference rooms but... "please clean up your own mess".

Cancelling conference rooms

Please inform the Brightlands Service Desk or cancel the conference room via Facilitor. The cancelling can be done up to 24h before the reservation starts.

Penalty for no show after 15 min. or cancellation of a conference on the day of the conference is € 100,-.

Conference room capacity and AV equipment

You can find the conference rooms and AV equipment list per conference room in Facilitor or via the website www.brightlands.com/centercourt.

Technical support in conference rooms

In case a screen is not working or a cable is missing or other technical problems occur, call Houben Souren by informing the Brightlands Service Desk. Support will be available immediately.

Houben Souren is our AV partner. An employee of Houben Souren (Tijs Verfurth) is present daily between 08:00h – 17.00h. If you need him, please call the Brightlands Service Desk (088- 9995777). His workplace is near the service desk.

Tasks of Houben Souren AV support:

- Telephonic help desk
- On-site support
- Ad hoc remedy of faults
- Taking care of repairs in Center Court
- Checking the rooms
- Preventive maintenance of equipment
- Technical advice re. Commercial rent of Center Court conference rooms and Auditorium
- Audiovisual advice for Center Court employees
- Provide information about new developments.

The following paid AV support can be provided by the AV service desk

- Technical support during conferences and presentations
- Last-minute extensions with temporary equipment
- Starten equipment per event
- Operating hoist facilities in Auditorium and main hall (safety)
- Rent of additional AV equipment
- 3D visualizations
- Content creation for narrowcasting and other channels
- Repairs on the site (outside Center Court).

The AV service desk is equipped with various tools and equipment. So, if necessary, temporary equipment can be installed quickly and the conference can continue without too much interruption.

- Spare parts (lamps, filters, power, cables, etc.)
- SWAP stock (spare PA, etc.)
- Repair of equipment
- Laptops/Macbooks
- Beamers and screens
- Flatscreens (mobile)
- Microphones and speakers.

Availability by phone

Malfunctions: during office hours until 19:00h via the Brightlands Service Desk, 088-9995777

Outside office hours via the Houben Souren Service Number: 06-31642699

Or online via: www.houbensouren.nl/service

Direct contact details:

Tijs Verfurth (AV Service Desk Center Court)

0475-724702 / t.verfurth@brightlands.com

External AV providers

In principle, no external AV equipment providers are allowed in the **main hall**, the Auditorium and the conference rooms because of the specialist knowledge required for installations, responsibilities and potential safety issues. Mocht er toch om de een of andere reden behoefte zijn aan externe AV dan uitsluitend na goedkeuring vooraf.

Rental catalogue

Houben Souren's rental products can be found in the rental catalogue.

For receiving the rental, please send an e-mail: tijs.verfurth@brightlands.com.

13.6 Flex areas

In the Center Court different flex areas are situated on the ground floor and level 1. Once again, enjoy it, but... "please, clean up your own mess".

13.7 Events

Events can be booked via the Brightlands Events Officer.

For attendees of an event parking is not allowed in the Center Court basement.

Drinks and eating is not allowed in the Auditorium.

13.8 Room signs

Changes of room signing can be requested via the Brightlands Service Desk.

13.9 Keys (locked rooms/areas)

When keys are forgotten or lost, new ones can be ordered via a request in Facilitator or via the Brightlands Service Desk. For ordering new ones we need to know the key number. Spare keys are available at the reception.

13.10 Lockers

On all the general floors lockers are available for everyone to use, tenants or guests.

14. Waste

Waste islands

Sustainability

Central waste islands are present on ground floor and level 1. Near the coffee machines and in the conference rooms waste bins are available.

Paper and confidential containers are available in all the tenant areas.

The paper containers will be emptied every Wednesday. If the containers are loaded earlier, please contact the reception/Brightlands Service Desk.

Empty batteries and waste for the media box (CDs, DVDs, video's, USB memories, etc.) can be delivered at the reception.

If there are wood pallets or larger waste, please notify the reception and they will take care that the pallets or waste will get removed.

15. Cleaning

Brightlands has contracted cleaning facilities from Hago, based on daily cleaning during work hours. The cleaning employees are present every day from Monday till Friday. You can always ask them to do some specific, additional cleaning work, if necessary. The bins will be emptied every day. The cleaning employees have access to all rooms, except the labs, to be able to do their job.

The cleaning program is based on result orientation. If something is dirty it will be cleaned, when it's clean we don't clean it.

16. Hydroponics

Hydroponics is a facility in Center Court. Please, contact the Brightlands Service Desk or the Center Court Property Manager for more information about hydroponics.

17. Housing and/or facility issues

All housing and/or facility issues have to be reported to the Brightlands Service Desk:
servicedesk@brightlands.com, 088-9995777.

Yours sincerely,

Rachèl Witter
Property Manager Center Court