



## Office Amenities & Inclusions

Service	Details
<b>Central Reception</b> Mon-Fri 9am-5pm (Excluding holidays)	Included
<b>24/7 Building Access</b> Electronic key access will be provided to tenant only.	Included
<b>Signage</b> Suite Space signage on the main floor and 3rd floor elevator lobby. Tenants provided with individual signage on Suite Space office door.	Included
<b>Security</b> Monitored alarm, each tenant receives alarm code for outside office hours.	Included
<b>Utilities</b> Power, gas, telephone, internet and WIFI (see Telephone Policy for details).	Included
<b>Property Management</b> Building maintenance and snow removal.	Included
<b>Parking</b> Large outside parking lot available (see Parking Policy for details).	Included
<b>Janitorial</b> Common and shared areas cleaned weekly. In-office, trash empty and vacuum cleaning provided. Additional in-office cleaning responsibility of tenant.	Included
<b>Property Taxes</b>	Included
<b>Insurance</b> General Liability & Contents Insurance for offices common areas and building.	Included (tenant responsible for their own general liability & contents insurance)
<b>Boardroom rental</b> *See boardroom booking policies for more details	8 hours per month included Extra time \$20/hr (Same-day complimentary based on availability)
<b>Special Event Rentals</b> Shared & common area available for private event bookings	Price available upon request
<b>Heated Underground Parking</b> Limited space available	\$200/month (Minimum 1-year lease, subject to availability)
<b>IT Services</b> Computer and network set up, maintenance service	Price available upon request
<b>Shared kitchen</b> Includes refrigerator, dishwasher, sink, microwave and dishes	Included
<b>Beverage services/coffee and tea</b> Use of a shared coffee machine, instant hot water and filtered water system	Included (Coffee and tea provided)
<b>Mail Management</b> Reception will accept and sort mail, tenant is responsible for pickup. Reception may assist in arranging courier pickups and outgoing mail.	Included (Tenant responsible for courier & postage fees)
<b>Advertising</b> Weekly features available on Suite Space social media.	Welcome post complimentary \$25 Fee per weekly feature post