

# **REGULATIONS OF THE LUBICZ PARK**

**located ul. Lubicz 23 and 23A**

**in Kraków**

## 1. GENERAL PROVISIONS

- 1.1. For the purposes of these Regulations, the following expressions and phrases will have the following meanings:
  - 1.1.1. **Building** – an office building located in Kraków ul. Lubicz 23 and 23A, together with the external area belonging to the Owner and an underground garage.
  - 1.1.2. **Landlord, Owner** - Bakalion Sp. z o.o. with its registered office in Warsaw ul. Twarda 18, 00-105 Warsaw or any other entity with the ownership title to the Building.
  - 1.1.3. **Tenant, Tenants** - an entity to whom the Landlord has assigned spaces or parking spaces in the Building for use.
  - 1.1.4. **Lease Area** - office space or parking spaces or auxiliary areas such as a warehouse provided to the Tenant for use on the basis of a lease agreement.
  - 1.1.5. **Building Manager** - GPRE Property Management Sp. z o.o. with its registered office in Warsaw ul. Twarda 18, 00-105 Warsaw or any other entity acting on behalf of the Landlord. The contact details of the Building Manager are included in the Regulations under "Contact List".
  - 1.1.6. **Building Security** - Solid Security Sp. z o.o. with its registered office in Warsaw, ul. Postępu 17 or another entity acting on behalf of the Landlord. The contact details of the Building Security are included in the Regulations under "Contact List".
  - 1.1.7. **Entry Book (LP B)** - a document intended for recording the data of persons (first and last name) entering the premises of the Building not included on the lists of Tenants' employees, Building Maintenance staff (Building Manager, Building Security, Technical Service, Cleaning Service) or other lists of persons authorised to stay on the premises of the Building.
  - 1.1.8. **Building Maintenance Service** - Zintegrowane Systemy Techniczne Sp. z o.o. with its registered office in Warsaw ul. Al. Jerozolimskie 212A or any other entity acting on behalf of the Landlord. The contact details of the Building Maintenance Service are included in the Regulations under "Contact List".
  - 1.1.9. **Cleaning Service** - DYRDA TCC SP.K company with its registered office in Kraków al. Powstania Warszawskiego 15 , or another entity acting on behalf of the Landlord.

The Tenant agrees to comply with the following provisions of these Building Regulations (hereinafter referred to as the "**Regulations**"), set forth below, established by the Landlord to ensure the efficient, safe and proper use of the Lease Area, Common Areas and other areas of the Building and the outside area. Failure by the Tenant to comply with the provisions of the Regulations shall constitute a breach of the Lease Agreement.

- 1.2. These Regulations are binding for all persons employed by Tenants and co-operating with Tenants on the Lease Area and all persons who gain access to the Lease Area with the authorisation of the Tenants. It is an integral part of the lease agreements concluded with each Tenant.
- 1.3. The building is managed by the Manager, whose powers include supervising compliance with the rules established in these Regulations and applying sanctions on behalf of the Landlord / Owner for violating the Regulations..
- 1.4. The Building Manager shall perform his/her duties in the Building independently or with the assistance of the dedicated building services indicated in item 1.1 above. The list of contact telephone numbers to the Building Manager and the above services is provided at the end of the Regulations.
- 1.5. The Tenant is obliged to provide the Building Manager with the contact details (name, surname, position, telephone number and e-mail address) of the person responsible for maintaining contact with the Building Manager ("**Contact Person**") in terms of compliance with the provisions of these Regulations..

## **2. FIRE REGULATIONS**

- 2.1. The Tenant and the persons referred to in item 1.2 above are obliged to observe Polish fire regulations, in particular the Fire Safety Instruction ("IBP") provided by the Building Manager.
- 2.2. The Tenant is responsible for the compliance by its employees, as well as the entities specified in item 1.2 above, with the requirements resulting from fire regulations in the Lease Area. The Tenant is also responsible for any consequences resulting from the failure of the persons indicated in the preceding sentence to comply with these Regulations.
- 2.3. Corridor doors and fire doors must remain closed when not in use..
- 2.4. The Tenant is obliged to refrain from any actions in the Building and its surroundings which would increase the insurance premiums paid by the Landlord regarding the Building and shall not allow such actions to be taken by third parties for whom the Tenant is responsible under the lease agreement. In particular, the Tenant may not bring onto the premises of the Building or store there any objects, substances or undertake any actions that would cause the above-described effects, or take any other actions that would cause the above-described effects or increase the risk of fire or other types of accidents. Tenant shall not use or store any flammable, explosive, illuminating materials on the Lease Area or such materials that emit an odour perceptible outside the Lease Area of a given Tenant. The Building Manager shall have the right to remove and dispose any such materials stored by Tenant at the Tenant's expense.
- 2.5. The Landlord has the right to evacuate persons staying on the Lease Area or the entire Building in the event of an emergency, disaster or fire drill. All Tenants, visitors and Building services are obliged to participate in such an evacuation and to follow the instructions of the Building Manager in this respect.
- 2.6. It is forbidden to block pavements, passages, vestibules, staircases and other similar places, or to use them for purposes other than entering and leaving the buildings or moving to other parts of the Building. Failure to comply with this prohibition will result in an administrative penalty of PLN 500 and the removal of the blocking items at the Tenant's expense and risk.
- 2.7. It is forbidden to block or place anything on the escape routes. The Building Manager has the right to remove any objects stored in the escape routes, and the cost of their removal, disposal or storage in a place designated for that purpose shall be borne by the Tenant.
- 2.8. It is strictly forbidden to smoke tobacco products and any other substances as well as electronic cigarettes in the Building and on the premises of the building, except in specially designated areas.

## **3. VISITORS**

- 3.1. The building is a public building with a reception located on the ground floor of the Building (Reception).
- 3.2. Visitors to Tenants are obliged to strictly follow the instructions given by the Building Security.
- 3.3. It is forbidden to bring into the Building potentially dangerous or flammable objects or substances, as well as all kinds of weapons - white, fire, gas.
- 3.4. The Tenant is fully responsible for any damage caused by their visitors.
- 3.5. Visitors to the Tenants may only stay in the Lease Area during the Tenant's working hours.
- 3.6. Visitors may stay in the Lease Area outside the Tenant's working hours and on public holidays with prior written authorisation sent to the Building Manager or Building Security.
- 3.7. Building Security may refuse access to the Building to all persons who are under the influence of alcohol or other intoxicating substances, or whose presence or behaviour violates the right to use the Lease Area by other Tenants or could pose a threat to the safety of the Building.
- 3.8. With the exception of guide dogs, no animals may be brought into the Building.
- 3.9. Door-to-door salesmen are not allowed to enter the Building.

#### **4. TENANTS**

- 4.1. Each Tenant has access to the Building 365 days a year, 24 hours a day, however between 10 p.m. and 6.30 a.m. only persons authorised by the Tenant may enter the Building.
- 4.2. The Tenant is obliged to provide the Building Manager with the number of persons employed by him/her (working on the Lease Area) and update it to ensure that it is consistent with the facts in the event of any changes.
- 4.3. The Tenant is obliged to use the equipment and facilities provided by the Owner in accordance with their intended purpose.
- 4.4. The water and sewage system may only be used for the purpose for which it was established. It is forbidden to place in it any materials which are not in accordance with its intended purpose.
- 4.5. The Tenant shall be financially responsible for any damage to or destruction of the Building's equipment caused by his/her employees, associates and visitors, as well as the entities referred to in item 1.2 above.
- 4.6. The Tenant shall be responsible for the maintenance and proper technical condition of the equipment and devices provided to him/her by the Landlord for use, e.g. devices in toilets and kitchens including electrical devices, blinds and other additional devices and fittings located in the Tenant's Area.
- 4.7. Without the prior written consent of the Building Manager, the Tenant may not use any devices for heating or cooling air on the Lease Area other than those in the Building (i.e. those whose maintenance and operation is the responsibility of the Landlord).
- 4.8. The Tenant shall not use any equipment that will interfere with the operation of the equipment, or the operation of the installation used by the Landlord or other Tenants.
- 4.9. The Tenant shall not permit, and the Building Manager shall not permit, noise in the Building that is audible outside of the Tenant's Lease Area or emission of odours that are perceptible outside of the Tenant's Lease Area. The Tenant shall refrain from other behaviours that would infringe the right of other Tenants to use their Lease Area (including their employees, associates and customers).
- 4.10. Using the floors, walls, ceilings or structure of the Building in a way that may cause any overload, damage or breach of structural elements, superstructure elements, roof, foundations, ceiling beams and external walls of the Building is strictly prohibited.  
The maximum permissible load for office space is:
  - 4.10.1. offices: 2.0 kN/m<sup>2</sup>
  - 4.10.2. underground parking spaces: 5.0 kN/m<sup>2</sup>
  - 4.10.3. external spaces on the ground level: 3,0 kN/m<sup>2</sup>
- 4.11. Tenant's employees, co-workers, visitors and other persons authorized by the Tenant to access the Lease Area may not regulate the sanitary installation or air-conditioning equipment, except to adjust the temperature and airflow with a control device located in the Lease Area or dismantle electrical equipment.
- 4.12. No items may be stored in technical shafts.
- 4.13. No part of the Building may be used for residential purposes.
- 4.14. No food or drink may be distributed on the Lease Areas without the prior consent of the Building Manager. Placing vending machines is permitted with at least ten (10) days' prior notice to the Landlord.
- 4.15. The Tenant is entitled to use the name of the Building for address purposes only.

#### **5. MAINTAINING ORDER AND CLEANLINESS IN THE BUILDING**

- 5.1. The Tenants are obliged to cooperate with the Building Manager to keep the Building clean and tidy.

- 5.2. Any comments regarding the cleanliness of the common areas of the Building should be sent via the Helpdesk platform or e-mail to the Building Manager.
- 5.3. The Tenant is responsible for maintaining order and compliance with sanitary and hygienic rules on the Lease Area, as well as for reporting to the Building Manager any irregularities, e.g. the appearance of insects, and potential hazards in this respect. The Tenant or his/her services, in accordance with the applicable provisions, are obliged to segregate waste and rubbish in containers especially intended for this purpose.
- 5.4. Tenant's waste requiring disposal must be disposed of by Tenant, at Tenant's expense.
- 5.5. All waste removed from the Tenant's premises to the refuse room is to be transferred there in such a way as to ensure that the Common Areas are not soiled.
- 5.6. Tenants are responsible independently for replacing consumables in the Lease Area.
- 5.7. No boxes, crates or other items intended for disposal may be stored in vestibules, corridors or other common areas of the Building. The rules indicated in item 2 of these Regulations also apply in this regard. These items shall be removed outside the working hours.
- 5.8. In order to reduce the size of cardboard boxes, they should be folded before placing them in the bins.

## **6. REPORTING TECHNICAL DEFECTS**

- 6.1 Any defects should be reported to the technical service via the Helpdesk system .
- 6.2 In the event of an emergency, reports can be made by telephone or in person to the services performing their duties in the Building or to the Manager, using the contact numbers at the end of these Regulations. Technical defects should be reported directly by the emergency telephone of the technical service.

## **7. MARKING**

- 7.1. No logos, signs, direction arrows, posters or advertisements shall be displayed on windows, facades, doors or in corridors or other parts of the Building, unless a prior written consent of the Building Manager or the Landlord specifying the colour scheme, dimensions, style and location has been obtained .
- 7.2. The Building Manager shall have the right to remove any markings for which no permit has been obtained at the Tenant's expense without prior notice.

## **8. MODIFICATIONS TO THE TENANT'S PREMISES, REPAIRS**

- 8.1. All renovation, modernisation and alteration works in the Building, including those on the Lease Area, require the prior written consent of the Building Manager, granted on the basis of multidiscipline technical documentation submitted by the Tenant as required by law and the scope of works, specifying their planned duration, inconvenience to other tenants, the method of securing the Building's surfaces, the contractor's third party liability insurance policy (including the contractor's CAR policy, if required), contact details of the person co-ordinating the works on behalf of the Tenant. The sum insured on the policy(s) shall be determined and accepted by the Building Manager. Any works ordered by the Tenant are carried out at the risk, responsibility and cost of the Tenant. Before commencing any works in the Building, the Tenant and a contractor acting on his/her behalf is obliged to read the documentation available in the Building and the Regulations. The Tenant is obliged to familiarise the works contractor with these documents,
- 8.2. The Tenant is obliged to cover any damage caused to the property of the Landlord or other Tenants of the Building as a result of construction or arrangement works carried out for the Tenant by contractors employed by the Tenant. This applies both to Lease Area and the areas that are not for the exclusive use of Tenants.

- 8.3. Any work by the Tenant that involves interfering with the technical systems and installations of the Building must be carried out after prior arrangement and under the supervision of the Building Maintenance Service. The costs of such supervision shall be borne by the Tenant. The Tenant shall notify the Building Manager in writing and in advance of any planned removal, bringing in or taking out heavy or large-size equipment to/from the Building. Bringing in and taking out such equipment shall only take place with the prior written consent of the Building Manager. The Tenant shall bear all risk of loss related to damage to Landlord's or other Tenants' property during the move, as well as all losses, damages, claims, suits, costs and expenses related to personal injury or property damage incurred by Landlord, other Tenants or any third party in connection with Tenant's activities.
- 8.4. The Tenant shall not be entitled to make changes of a structural nature and to modify installations, perforate window frames of load-bearing walls, pillars and other structural elements of the Building, unless he/she obtains the prior written consent of the Landlord or the Building Manager.
- 8.5. All work by the Tenant must be properly secured and after completion, the site must be cleaned up. The Tenant shall be responsible for any deficiencies associated with the performance of such works. The Tenant shall be responsible for any damage caused to the Building during such works. All costs associated with the repair and removal of such damage and clean-up works will be borne to the Tenant.
- 8.6. Attaching curtains or blinds or taking any other action on the window frames requires the Tenant to obtain the prior written consent of the Tenant issued within the scope of his/her competence and knowledge.
- 8.7. The Tenant is not allowed to install additional locks or access controls on the door without the prior written consent of the Landlord or Building Manager.
- 8.8. Onerous works (i.e. works causing noise, dust, vibrations and other such inconvenience perceptible outside the given Lease Area) may be performed on the premises of the Building from 11 p.m. to 8 a.m. on the following day with the prior consent of the Building Manager. If the Tenant does not comply with this recommendation and carries out onerous works outside the time range specified in the previous sentence, the Building Manager is entitled to stop such works. If the onerous works carried out outside the specified hours result in claims by other users of the Building, the Tenant responsible for such works shall satisfy such claims.
- 8.9. The Manager shall be entitled to introduce separate guidelines for carrying out repair work on the Lease Area.

## **9. ACCESS OF THE BUILDING STAFF TO THE LEASE AREA**

- 9.1. The Building Manager and Building Maintenance Service may enter the Lease Area in the cases set out in the lease agreement and additionally with the consent of the Tenant, subject to item 9.3 below.
- 9.2. Immediately after signing of the Lease Area Handover Report and the commencement of the lease, the Tenant is obliged to hand over a set of keys/cards allowing access in justified cases indicated in item 3 (three) below to the Building Maintenance Service, Building Security, Building Manager of the Lease Area. A set of deposited keys and/or cards must provide access to all locked rooms on the Lease Area. Keys and emergency cards shall be deposited at the Building Security in secure envelopes.
- 9.3. The Building Manager and Building Maintenance Service may enter the Lease Area in the absence of the Tenant's employees without the need to obtain the consent of the Tenant in a situation of a threat to the life, health, safety or property of the occupants of the Building or the Landlord, using emergency keys/cards which, in accordance with clause 9.2, the Tenant is obliged to deposit at the Building Security.
- 9.4. The Tenant is obliged to make the Lease Area available for the duration of planned technical inspections, necessary repairs, upgrades, investments or removal of damage. The Tenant is

also obliged to protect its equipment in the circumstances described in this clause. The provisions of the preceding sentence shall apply mutatis mutandis if it is necessary to provide access through the Lease Area to parts of the Building other than the relevant Lease Area, in particular to Common Spaces.

- 9.5. If the Tenant fails to provide keys/cards to the Lease Area in the event of an emergency, the Building Manager or Building Maintenance Service, Building Security or other appropriate public safety services called by the Building Manager or Building Maintenance Services shall be entitled to carry out justified damage (e.g. breaking down doors) and the costs of such damage shall be borne by the Tenant.
- 9.6. Any use of keys/cards deposited for the purpose of opening the premises in an emergency by the Tenant at the Building Security should be reported by the Tenant's security to the Tenant's emergency number. Security personnel will inform the Tenant of the emergency and the need to enter the Lease Area and prepare an appropriate report.
- 9.7. The Tenant shall provide the Building Security and the Building Manager with the contact details of at least two persons, together with an emergency number, for the purpose of reporting emergencies occurring on the Lease Area.
- 9.8. The Tenant may not block, in particular with cabinets or bulky items, technical shafts, mechanical ventilation or electrical installations, or prevent access for the Building Maintenance Service during normal working hours or in case of emergency. In the event of failure to comply with the obligation indicated in the preceding sentence, the Tenant shall bear all costs of moving such furniture to allow access to the mentioned installations and the costs resulting from the lack of access.

## **10. SECURITY**

- 10.1. The building is protected 24 hours a day, 365 days a year.
- 10.2. Every person in the Building is obliged to follow the instructions of the Building Security.
- 10.3. The Building Security has the right to remove from the Building any person who disturbs the peace and impedes the rights of others.
- 10.4. The Tenant is responsible for the proper security of the Lease Area.
- 10.5. The Owner of the Building, Building Manager and Building Security shall not be liable for any items left unattended in the common areas of the Building, i.e. in particular: atrium, corridors, vestibules, staircases, lifts, ground or underground car park.
- 10.6. It is forbidden to film and photograph (or record in any other way) the common areas of the Building without the prior consent of the Building Manager (inside and outside).

## **11. ACCESS AND PARKING CARDS**

- 11.1. In justified cases, Tenants are obliged to provide a list of employees authorised to be on the premises to Building Security and the Building Manager in writing or via e-mail or the Help Desk platform. The Tenant is responsible for keeping the aforementioned list up to date.
- 11.2. The Tenant shall obtain, at his/her own expense, an access card for each employee and associate who should have access to the Lease Area.
- 11.3. The access card is strictly recorded in the Building Security system and its loss, withdrawal from use (or possession by persons unauthorised by the Tenant or who are not employees of the Tenant) should be immediately reported to a representative of the Building Security and the Building Manager. The Tenant's employee may not have more than one access card to the Building. The Lessee shall be liable for any damage related to the failure to notify the Building Manager or the Building Security representative of the loss or withdrawal of the access card.
- 11.4. If an additional card is issued, lost or replaced due to mechanical damage, the Tenant will be charged with the costs of a new access card in the amount of PLN 50 net.

## **12. LIFTING HEAVY GOODS, REMOVALS, DELIVERIES**

- 12.1. Deliveries to the Building take place through the main entrance to the Building or any other entrance indicated by the Building Security representative or the Building Manager. Deliveries to the Tenants are made directly to the reception desk of a given Tenant.
- 12.2. The Tenant shall notify the Building Manager of any planned carrying in or out of the Building of bulky items which may cause inconvenience to other users (e.g. furniture, documentation, cardboard boxes, large deliveries, etc.). Such items may be brought in or out only with the prior written consent of the Building Manager under the terms and conditions determined by the latter, with particular consideration given to the hours and route by which the bulky items will be brought in or out of the Building. The Tenant shall be obliged to protect the delivery route (including lifts) against damage and contamination at his/her own expense. The manner of securing the lift shall be specified by the Building Manager upon receipt of notification from the Tenant of the planned delivery. The Tenant shall bear the risk of losses related to damage to his/her property during the delivery of the bulky items and the risk of all losses, damages, claims, costs and expenses related to personal injuries or property damage caused to the Tenant or other users of the Building. All delivery activities must be notified to the Building Manager at least two (2) days in advance and the notification must include the exact duration of such activities, and the names of the persons responsible for the delivery.
- 12.3. If the delivery is related to the Tenant's removal, the Building Manager shall issue a report describing the condition of the line in which the goods are transported and the condition of the devices (e.g. lifts) used during the removal, which will be signed by the Building Manager and the authorised person co-ordinating the removal on behalf of the Tenant. The report will be the basis for charging the Tenant with the costs of repairing potential damage caused during the removal.
- 12.4. The Tenant accepting the delivery is responsible for any damage caused by the delivery service and for leaving order after the delivery.
- 12.5. If the Tenant fails to comply with the provisions of the Regulations with regard to securing the lifts, a representative of the Building Security or the Building Manager may withhold transport until the proper protection is made.
- 12.6. If any damage is made during transport, the responsible persons on the Tenant's side will inform the Building Manager immediately.
- 12.7. The maximum lift load of 1000 kg must not be exceeded under any circumstances.
- 12.8. It is forbidden for Tenants to store any movables property in halls, corridors or other areas of the Building not serving the exclusive use of a given Tenant for a period longer than required for their unloading/loading into a vehicle. In the event of unauthorised prolonged storage of movable property in prohibited areas, such movables shall be removed at the cost and risk of the Tenant who stored the movables in an prohibited area.

## **13. KEY MANAGEMENT**

- 13.1. The Tenant shall manage the keys to the Lease Area at his/her own discretion and in accordance with his/her own rules.
- 13.2. The Tenant shall provide the Building Security with a set of keys/spare cards allowing the Building Maintenance Service to the Lease Area in accordance with the provisions of item 9.2. of these Regulations.
- 13.3. The Building Security shall have no keys or cards to the Lease Area other than the spare ones.

## **14. RULES OF USING THE OUTDOOR AND INDOOR CAR PARK**



- 14.1. Bicycles or other similar vehicles may not be brought into the internal car park. It is forbidden to charge scooters and other electric vehicles on the premises (both the Building and the property).
- 14.2. It is forbidden to enter the underground parking with LPG installations.
- 14.3. Driving inside the car park, stopping or parking in the internal and external car parks shall be regarded as use of the car park.
- 14.4. The Tenant of a space in the indoor and outdoor car park is obliged to comply with all instructions given by the Building Manager, Building Maintenance Service and Building Security.
- 14.5. Neither the outdoor nor the indoor car park are guarded. The Building Security, Building Manager or Building Owner shall not guard vehicles parked therein, or items left in such vehicles and shall not be responsible for such vehicles or items left in them.
- 14.6. The Tenant shall be liable to the Building Owner for any damage caused in connection with the use of the indoor and outdoor car park, The liability of the Tenant towards other users of the indoor and outdoor car park for damage related to their use is regulated by the relevant provisions of the Civil Code.
- 14.7. The indoor car park may only be used for parking passenger cars with a maximum single axle load of 5.0 kP and, in the case of the indoor car park, not exceeding a height of 2 metres at the highest point.
- 14.8. It is not allowed to use the indoor and outdoor car park for other purposes, except for those indicated in item 14.6 above. Washing, polishing, waxing, vacuuming cars, changing fluids and other materials in a vehicle, refueling vehicles with flammable materials, loading and unloading, repairing and undertaking other activities not directly related to parking are prohibited. The exceptions are activities previously agreed in writing with the Building Manager.
- 14.9. The obligations of road users in the outdoor and indoor car parks are determined by the signs and instructions issued by the Building Security, as well as the car park regulations at the entrance to the premises.
- 14.10. Vehicles may only be parked in designated spaces. . It is not allowed to park cars in places not rented by the Tenant under pain of removing improperly parked cars at the cost and risk of the Tenant.
- 14.11. Vehicles shall not be parked or stopped in places other than designated. In the event of a violation of this provision, the Building Owner may charge the driver or owner of the vehicle for such use and may remove such vehicle (order its removal) at the expense and risk of the vehicle owner to a location selected by the Building Owner for the parking of vehicles.
- 14.12. Tenants and their employees and visitors are required to walk on the designated pedestrian crossings in the car park and internal access roads.
- 14.13. Bicycles may only be left in designated areas (bicycle racks, bicycle shelters). Bicycles, motorbikes and similar vehicles may not be brought into the Building, with the exception of designated parking areas.
- 14.14. It is forbidden to enter the Building in roller skates, skateboards and scooters.
- 14.15. It is forbidden to bring scooters and bicycles into the Building
- 14.16. It is prohibited to charge electric vehicles on the property, except in designated places.
- 14.17. The Landlord and the Property Manager stipulate that the security and reception are authorized to ask persons entering the Building to provide information on the purpose and expected duration of their stay in the Building, and in the situation of transporting boxes, packages, etc. from the office part of the Building - security and reception may ask the people taking them out for information about their contents and also demand to see their contents.

## **15. FINAL PROVISIONS**

- 15.1. The Landlord reserves the right to amend these Regulations, to establish additional rules deemed necessary for the management of the Building. Such new rules will apply to the Lessee after they are delivered to the Tenant in writing, within 14 days of receiving the new Regulations.
- 15.2. In addition to these Regulations, the Tenants are also bound by the Fire Safety Instruction and other documents and procedures in force at the discretion of the Building Owner or Building Manager.
- 15.3. These Regulations shall apply from 1.09.2020 until repealed.

## **16. CONTACT LIST**

### Building Manager

GPRE Property Management Sp. z o.o.

Joanna Wdowiak

tel. +48 666 819 220, e-mail: Joanna.wdowiak@globalworth.pl

### Building security

Solid Security Sp. z o.o.

Tel. 12 629 60 01; +48 695 713 446, e-mail: security.cbl@globalworth-services.pl

### Building Maintenance Service

Integrated Technical Systems Sp. z o.o.

Emergency telephone number: +48 508 651 666, e-mail: techniklubicz@zstgroup.pl