



THE EUROPEUM
BRATISLAVA



EUROPEUM BUSINESS CENTER

Operating Rules and Regulations

31.01.2021

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Introduction

These Operating Rules and Regulations (hereinafter referred to only as “Operating Rules“) determine the conditions of effective management and use of office premises in the administrative building Europeum Business Center, Suché myto 1, Bratislava. They provide tenants with general information and summarize the rules for using the premises. They are prepared for the purpose of ensuring order, cleanness and proper use of rental as well as public premises and equipment of the building Europeum Business Center.

The Operating Rules are binding upon all tenants and are to be interpreted in connection with tenants’ contractual obligations arising from contracts of lease.

The landlord reserves the right to amend the Operating Rules any time it deems it well founded. The tenant is obliged to accept every change of the Operating Rules.

1. Contact Details and General Information

1.1 Building description

The administrative building Europeum Business Center is located in the absolute centre of Bratislava in the city quarter Staré mesto. It is situated directly across the President's Palace, only few meters from the historical centre, the pedestrian zone and the most famous shopping street in the city – Obchodná Street. The building is very well accessible by means of public mass transport (streetcars, trams, buses) and a railway station is nearby.

The real estate property is a modern category A administrative building approved for use in 2003. The building has 7 above-the-ground floors with total useful area of 10,400 m². There are office and commercial premises in the building. The underground garage has 183 parking spaces, of which 22 are designated for visits on the – 1 floor. The building has 3 entrances marked A, B and C, while the central reception desk is situated in the entrance A. There is continual 24-hour protection in the building provided by means of a camera system and security service.

1.2 Caretaker's contact details

Landlord:	Europeum Business Center, s.r.o. Suché Mýto 1, 811 03 Bratislava Company Reg. No.: 36 770 876
Building's caretaker:	Cushman & Wakefield Property Services , s.r.o. Pribinova 10, 811 09 Bratislava
Property manager:	[REDACTED] Tel: [REDACTED] (on workdays from 9.00 to 17.00) Email: [REDACTED]
Building's technical maintenance:	Mark2 Corporation Slovakia s.r.o. Facility manager [REDACTED] Tel: [REDACTED] (prac. dňoch 8.00 – 17.00hod a NON-STOP POHOTOVOST')
	Údržba: [REDACTED] Tel: [REDACTED] (v prac. dňoch od 6:30 - 14:30hod)
Reception desk:	Email: : helpdesk Tel: +421 2 544 306 44 (on workdays from 7.00 to 19.00) Email: recepcia.ebcba@sk.m2c.eu

1.3 Security service contact details

Security service dispatching: Tel: [REDACTED] (nonstop 24/7)

1.4 Business hours

The administrative building with its reception desk is open on workdays from 7:00 to 19:00.

The underground parking garage is not accessible by public.

Tenants' staff have an unlimited 24/7 access to their rented office and commercial premises and the garage by means of entry chips.

1.5 Entry to building

The entry to the building is provided to tenants and their staff continuously for 24/7 by means of entry magnetic chips. The building's caretaker is in charge of registering and issuing of entry magnetic chips. The tenant is obliged to request an entry chip for a new employee no less than 10 days in advance.

In the case of loss or damage of a chip, the tenant must inform the caretaker without undue delay. The fee for re-issuing of a chip is EUR 20, VAT excl.

During opening hours from 7:00 to 19:00, all visitors of tenants with contracts are obliged to register at the reception desk in the visitors' book. Outside opening hours, the building is also controlled continuously for 24/7 by security staff and monitored by means of a camera system with a recording device.

1.6 Parking

Every tenant is assigned parking spaces whose number and location follows from the contract of lease. The tenant is obliged to ensure the observation of parking on assigned parking spaces and not to occupy other spaces that are not subject of the contract of lease. The same applies also to vehicles of the tenant's staff, visitors and contractors. Holders of entry chips and the tenant's clients may access the garage continuously for 24/7.

The entry to and departure from the underground garage is provided by an entry magnetic chip, the reader is located at the entry and departure ramp.

Individual tenants' visitors may park only on designated parking spaces that are situated on the -1 floor and that are marked with numbers **1, 2, 4 through 22 and 24**. **Only the visitor registered in advance with the reception desk in the format: name, surname and vehicle's plate number will be let in the parking garage. The maximum time for parking on the spot for visitors is 3 hours.** In the case of longer or, as the case may be, mass visit, it is necessary to contact the property manager in advance. Contact details are specified under point 1, paragraph 1.2 hereof. For more detailed parking rules, see the document "**Parking Rules**".

A driver is obliged to lock the parked vehicle, not to leave any precious objects in its interior and to make sure that there are no persons left in the vehicle during its laying up.

It is forbidden to store material in the garage, to carry out oil replacement or other car maintenance, including washing.

In the garage, all persons are obliged to observe traffic signs and respect instructions of the parking space operator.

The maximum entry height in the parking garage is 1.95 m.

1.7 Supplying

Supplying is carried out through a supplying gate with an entry from Drevená Street.

An employee of the reception desk opens and closes the roller blind gate, for this reason, it is necessary to contact the reception desk in person to open the gate and close it afterwards.

During unloading of goods, the tenant must proceed in the way so as not to block other tenants.

1.8 Camera system and safety

Interior and exterior premises of the building are monitored continuously for 24/7 by means of a camera system with a recording device and controlled by security staff.

In the building, there is always a present security worker whose task is to supervise over order on shared premises, to monitor camera records, supplying, parking and to immediately react to any unwanted situation relating to every-day operations. For contact details, see point 1, paragraph 1.3 hereof.

2. Technical Information, Maintenance and Order

2.1 Lifts

The vertical movement of persons in the building is provided by lifts. If malfunctioning, it is necessary to follow instructions as stated on the table inside the lift. The competent staff will answer a call as provided by emergency instructions. This service is available continuously for 24/7.

Lifts are designated only for transporting persons; the load-bearing capacity of each lift is 630 kg or 8 persons. In the case of an extraordinary use of the lift designated for persons for transporting large-sized goods, it is necessary to acquire the caretaker's consent and install adequate protection of interior surfaces of the lift cabin.

2.2 Heating/air-conditioning

The heating and air-conditioning season is controlled centrally in dependence on the exterior temperature.

The building is heated in the wintertime, i.e. from October to April.

The premises are usually air-conditioned in the period from May/June to August/September.

The heating and air-conditioning take place by means of fan-coils under sills. It is possible to set the temperature in offices individually by thermostats, being situated on walls in individual rooms.

The heating is provided by means of a gas boiler, the air-conditioning by means of air-conditioning units, water is used as a medium.

The tenant adjusts the level of heating/air-conditioning by means of actuators on its own premises.

2.3 Bearing capacity of floors

Floors are designed to take into account high loads as follows 5 kN/m².

2.4 Hot water

For heating water, there are electric flow boilers installed in the building that are located under every washbasin.

2.5 Cleaning

The caretaker is responsible for cleaning the building's shared premises. The cleaning of windows from the outside is provided by the caretaker, from the inside by the tenant.

The tenant as well as its staff are obliged to keep cleanness and order on the building's shared premises. Excessive soiling due to the tenant's activities must be cleaned by the tenant without delay, otherwise it will be cleaned by the caretaker at the tenant's cost.

2.6 Waste

Waste collection bins for communal and separated waste are located on the 1st above-the-ground floor; the entry to the waste room is from the arcade. Every tenant is obliged to ensure regular removal of wastes from office premises and observe separation of waste into individual containers. The tenant supervises over proper disposal of hazardous waste (electronics, batteries and so on).

Liquidation of large-sized waste or excessive amount of waste is provided by the tenant individually at its own cost.

Transport of biologically decomposable waste coming from **catering establishments is provided by their runner individually**, being imposed this obligation by Act no. 343/2012 Coll. amending Act no. 223/2001 Coll. on Wastes.

In the building, there is a strict ban on storing waste on common premises (hall, corridors, basement, premises designated for supplying, in the garage or staircases), at entrances to rented premises and adjacent corridors, on pavements or in other exterior areas.

2.7 Utilization of premises

The tenant is obliged to make sure that premises are adequately and regularly cleaned, aired, heated and illuminated to the extent to which the tenant is able to do so.

On rented premises, the tenant must observe safety, fire-prevention and technical regulations, i.e. **all doors with distributors, riser doors as well as fire extinguishers and hydrants must be accessible and must not be covered, blocked by any furniture, appliances, objects, Escape routes must be passable and fully functional, without any limitations, obstacles.**

The tenant must ensure individually and at its own cost expert inspections and tests of electric appliances (refrigerator, extension leads, kettle,), i.e. once in 12 months and the check of electrical appliances must be made once in 6 months.

The landlord has the right to request such documents at any time for inspecting.

Entrances to the building, the commercial zone, service premises, connecting corridors, staircases, basement, etc. must not be blocked by any objects.

Found malfunctions must be immediately reported by the tenant to the building's caretaker by telephone or e-mail via Helpdesk.

Unauthorized persons are forbidden to enter technical rooms and the roof.

2.8 Ban on smoking

Smoking on all building's premises is strictly forbidden. For the given purpose, it is possible to use the designated smoking space situated on the ground floor between the entrance to the building B and C.

2.9 Identification

Shared premises are managed by the landlord, for this reason, placing any advertising signs, panels, stands or other devices on these premises without the caretaker's special approval is forbidden.

Identification of companies is provided by the caretaker, a label with the company's name will be put by the caretaker on places designated for such purpose.

Identification on post boxes is provided by the caretaker, not by the tenant. The tenant must report, no less than 15 days in advance, a change/identification, which it wishes to have on its post box.

2.10 Mail

Mail is delivered into marked tenants' post boxes situated in the Block A next to the central reception desk.

2.11 Environmental policy

The tenant is obliged to observe obligations arising from environmental legislation and other regulations and requirements in force in the field of environment.

3. Principles of work safety, fire protection and crisis management

3.1 Fire procedures

The tenant is obliged to follow the building's fire-alarm regulations and to acquaint its staff with them.

The shared fire registration office is established at the main reception desk, entrance A.

The tenant is obliged to provide so many assisting fire prevention workers how many applicable legislative regulations require with respect to the size of premises and the building's total leasable space.

3.2 Observance of industrial safety and health (BOZP) and fire prevention (PO) principles

The tenant is obliged to ensure that all its tenants will observe the principles of industrial safety and fire prevention and will follow applicable legislative regulations in the field of industrial safety and fire prevention.

The tenant is obliged to ensure the performance of own VTZ arising from applicable legislative regulations.

The first-aid kit box is situated at the main reception desk, entrance A.