

# HOUSE RULES

## OFFICES

- General Provisions .....2
- Definitions.....2
- General Information .....3
- Office Premises Opening Hours ...4
- Use of Entrances .....5
- Disabled in PALLADIUM.....5
- Key System .....5
- Regulations on conduct .....6
- Marketing .....8
- Deliveries .....8
- Safety Rules .....8
- Cleaning ..... 10
- Waste Disposal..... 10
- Technical Provisions..... 11
- Fire alarm guidelines ..... 12
- Information..... 14
- Other Services ..... 14
- Office Lobbies..... 14
- Breaches ..... 14
- Parking Regulations ..... 15



House Rules version 10.1.2024. *This version replaces all previous versions. House Rules are subject to change without prior notice.*

# GENERAL PROVISIONS

## Objective of the House Rules

The House Rules are operational regulations and directives which facilitate the operation of a multifunctional centre PALLADIUM located on the address Náměstí Republiky 1 a 1a, Na Poříčí 3 a 3a, Prague 1, Czech Republic (hereinafter "**PALLADIUM**" or "**Center**") to a first class European standard, as well as ensuring a good commercial reputation and undisturbed shopping and entertainment for its visitors. These House Rules are in the basic interests of all tenants, users and service providers at the PALLADIUM, whose interests they serve.

## Binding effect of the House Rules

The House Rules are announced and approved by the PALLADIUM Property Manager and are binding on all tenants and users of the PALLADIUM Center as well as the PALLADIUM Property Manager itself in its overall operations. They are also binding on PALLADIUM Center employees, entrepreneurs and their authorized representatives, other persons acting in their name and interests and all customers and visitors to the PALLADIUM Center.

## Amendments and Changes to the House Rules

Within its sphere of authority, the PALLADIUM Property Manager, is entitled, at its discretion, to amend or supplement the House Rules on the basis of requirements and practical experience acquired during the operation of the PALLADIUM as well as to reflect changes in legal and other regulations.

## Area of Validity and Legal Applications

The extent of the House Rules covers the entire PALLADIUM property, particularly the commercial unit premises and office premises, the circulation areas, all rooms serving a particular purpose and the underground car parks.

If any provision of the House Rules is rendered invalid or becomes ineffective, this will have no effect on the validity of the House Rules as a whole. The PALLADIUM Property Manager will strive to resolve any legal disputes that may arise in connection with the House Rules through amicable means.

# DEFINITIONS

The term "**PALLADIUM Property Manager**" shall mean the property management appointed to operate and maintain the PALLADIUM by the Center owner. The Owner appoints the building's property management as well as further suppliers and agents at its discretion.

"**Commercial premises**" are those areas outside the Food Court area, where in most cases there are commercial sales and service providing areas.

"**Tasty Garden**" refers to that part of the PALLADIUM building in level +2 which contains food units including the public seating area.

"**Public internal areas**" include the entrance halls, which may be used for joint events, arcades, ancillary rooms and all those areas which are directly accessible to customers.

"**External public areas**" include areas around the PALLADIUM, underground car park and the areas immediately adjacent to the building.

"**Staff areas**" including the changing rooms for the PALLADIUM staff, ancillary rooms, the PALLADIUM Property Manager office, corridors, storerooms and all areas which are inaccessible or only partly accessible to the public (e.g. escape routes).

"**Technical facilities**" include all rooms which are inaccessible to the public and staff, where entry is only permitted to professional technical staff. The entry of visitors to these areas is prohibited.

The "**underground car park**" makes up an organic section of the PALLADIUM governed by the "Parking Regulations".

"**Staff**" is understood to mean employees of the PALLADIUM Center, employed by the tenants, users and the PALLADIUM Property Manager as well as entrepreneurs, their representatives and other persons acting in their name and interests of the PALLADIUM Center.

"**Tenant**" means a tenant of a commercial unit on the basis of an agreement on the lease of non-residential premises concluded with the owner of the PALLADIUM property, currently being Palladium Praha s.r.o.

"**User**" means a short-term tenant of a commercial unit or other area located within the PALLADIUM.

"**Employee**" means an employee, an entrepreneur, a representative employed by a

tenant or a user of a commercial unit at the PALLADIUM, as well as persons acting in the name of a tenant or a user at the PALLADIUM.

## GENERAL INFORMATION

### The PALLADIUM Mission

The PALLADIUM complex aspires to be one of the most influential retail, entertainment and office developments in Central Europe. The project not only boosts the local economy but is also an inner city retail catalyst for prime retail brands.

Companies which decide to locate to the PALLADIUM are gaining a stake in the future. The building offers maximum exposure for corporate and retail brands, and the experience of doing business in this exciting new environment will motivate its employees to deliver top performance.

### The PALLADIUM Property

The PALLADIUM project at Náměstí Republiky, Prague 1, is a multi-purpose commercial development, comprising approximately 120,000 sqm of retail, office and dining facilities along with Prague's largest inner city parking garage. Located in the heart of the prime business district, it is conceived not just as a major architectural landmark but also as a vibrant retail anchor and meeting point.

### PALLADIUM Architecture and Theme

The architectural concept for the exterior focuses on sensitively blending an historic building (a 19<sup>th</sup> century barracks and riding hall) with a new building contained within. The project revitalizes a previously neglected 13,500 sqm site in the heart of old Prague.

### PALLADIUM Office component

The office space in PALLADIUM offers large floor plates suitable for both open-plan or cellular offices, and ultramodern office construction methods and specifications. All of this is located in the heart of Prague's prime business district, adjacent to the headquarters of the Czech National Bank.

Up to 8,300 sqm of office space per floor offer full flexibility for layouts which can be tailored to tenant requirements. The architecture makes for excellent natural lighting, while suspended ceilings and raised floors facilitate the flexibility to install future generations of ITC technology.

Other advantages include two historic and uniquely elegant entrance lobbies with cutting edge technology, excellent telecommunications, an individually adjustable HVAC system, sophisticated alarm and security systems, and a separate area in the underground garage for office users.

Panoramic views of the city and terraces with landscaping create an attractive working atmosphere.



Tenants of the PALLADIUM office component have the right to use the leased premises in the scope specified in their lease agreements, in compliance with such lease agreements, and in compliance with these House Rules.

House Rules for the Retail and Garage Area of the PALLADIUM shall apply to office tenants to the extent they can reasonably be applied.

### The PALLADIUM Property Manager

In order to maximize long-term returns, the facility management company, Property Management Solutions s.r.o., ID: 28396022 (hereinafter **"Property Management Solutions"**), is the PALLADIUM Property Manager and assumes responsibility for all operations, services and maintenance processes. The company's business objectives are tenant centered, and regular surveys assist in order to achieve its exceptional responsiveness to customer needs, reliability and attention to detail. Property Management Solutions frequently analyses its business processes and systems, and applies modern benchmarking methods.

#### Property Management Solutions's core expertise and functions include:

- All areas of technical operations including preventive maintenance
- Day-to-day maintenance

Operational control  
 Energy management  
 24-hour emergency services  
 Reception services  
 Security and Health, Safety and Environment services  
 Cleaning services  
 Parking management

✦ **PALLADIUM Property Manager administrative tasks**

The PALLADIUM Property Manager will ensure that the tenants and users at individual commercial outlets are adhering to regulations on coexistence detailed in the House Rules, and discharging obligations associated with purpose of use. It may enforce penalties if required.

The PALLADIUM Property Manager keeps records of tenants and users of the PALLADIUM Center. It creates good relations between traders working at the PALLADIUM and, if required, it can request them to provide information necessary to achieve required standards.

✦ **PALLADIUM Property Manager marketing duties**

Tasks related to marketing include the drafting of an annual marketing plan, its schedule and budget, organization and realization of events and campaigns, creation and maintenance of media contacts, conclusion of general sponsorship agreements to extend marketing budget sources, drafting of informational bulletins on the PALLADIUM or its tenants and users, support for PALLADIUM advertising and the advertising activities of tenants and users in the sense of the House Rules and the drafting of expert reports to assess the effectiveness of advertising strategy.

✦ **PALLADIUM Property Manager cleaning duties**

PALLADIUM Property Manager performs all cleaning work in the common areas within the PALLADIUM Center building as well as the car park. In addition to the regular cleaning of thoroughfares and landscaped areas, the PALLADIUM Property Manager operational tasks also include maintenance, tending and, if required, supplementation of these areas.

✦ **PALLADIUM Property Manager security duties**

In order to maintain the secure operation of the PALLADIUM Center, the PALLADIUM Property

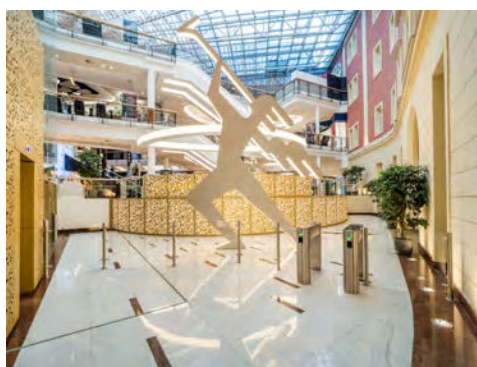
Manager ensures the smooth operation of the security, dispatching and protection guard services as well as fire alarms and systems 24 hours a day. Furthermore, the PALLADIUM Property Manager observes and ensures adherence to PALLADIUM fire regulations and the fire alarm plan. It has prepared an evacuation plan for general states of alert and natural disasters.

✦ **PALLADIUM Property Manager technical duties**

PALLADIUM Property Manager operational and maintenance tasks include ensuring the technical operation and maintenance of the PALLADIUM, as well as the preparation of a maintenance plan. Maintenance includes all work to ensure the regular and safe operation of all systems in the structural and mechanical facilities of the PALLADIUM Center.

Maintenance includes routine daily and large-scale maintenance, repairs, necessary replacements and required official inspections. The PALLADIUM Property Manager is required to take part in periodical technical inspections performed by maintenance companies either with its own specialists or with contracted partners. Important technical facilities at the PALLADIUM are to be inspected together with contracted partners at weekly, monthly and quarterly intervals, as per the relevant requirements.

As some of the above requirements take place within tenant's premises, tenants shall allow the PALLADIUM Property Manager reasonable access to areas requiring maintenance.



## OFFICE PREMISES OPENING HOURS

Office lobbies are open and attended by receptionists Monday through Friday 7:00 to 19:00. Tenants with appropriate authorization



may access the lobbies 24 hours a day, 7 days a week.

Office employees have access to their specific office premises according to the authorization on their access cards.

## USE OF ENTRANCES

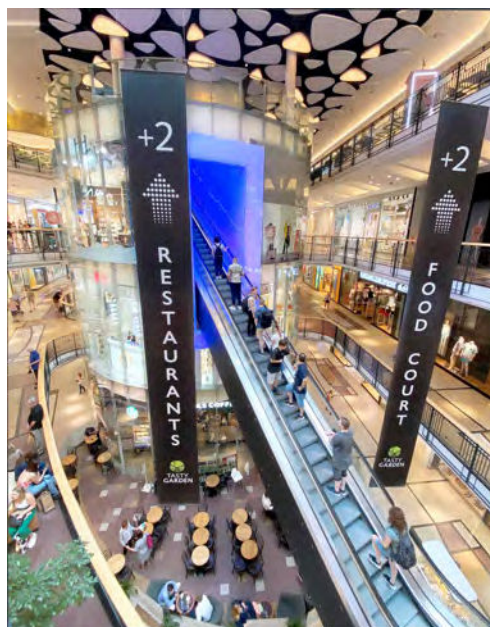
Regulations regarding the opening and closing of the main entrances, other entrances for visitors, staff entrances, ramps and other suppliers' entrances, technical entrances and other means through which the PALLADIUM can be entered are implemented as described below.

### Office entrances

Offices and Parking areas designated to office tenants will be accessible by an access card system. PALLADIUM Property Manager will issue access cards upon tenant request. Visitors will be provided with separate entrance cards which shall be returned upon leaving the building. (see Key System)

### Access to Level +2

From the office premises, tenants may access the gourmet floor on level +2 using their respective elevators and passing through turnstiles with their access cards.



## DISABLED IN PALLADIUM

PALLADIUM aims to ensure the most pleasant stay and easy access possible to all visitors and tenants of the Center, including disabled persons (i.e. people in wheelchairs, blind and deaf persons).

### Access for Disabled

All public PALLADIUM entrances allow for entry by disabled persons. Upon entrance to the offices, one of the receptionists assists the disabled by opening the gate next to the turnstiles. On other levels, all turnstiles and doors protected by access control allow for wheelchair entry without assistance of a third party.

All passenger elevators allow for transport of persons in wheelchairs. Control panels are equipped with Braille signage. Moreover, arrival in each elevator landing is announced acoustically.

### Disabled toilets

On each office level as well as on levels -2 and +2 there are disabled toilets, which are equipped with special emergency call for handicapped. Emergency call is connected directly to the Security cockpit.

### Parking for disabled

In the underground parking garage, there is a sufficient number of parking spots dedicated for handicapped. These are always located in proximity to public elevators. Other visitors of the parking garage are forbidden to park on these parking places.

### Safety provision

For security purposes, it is necessary to have an overview of disabled persons present in the building. In case of fire, the Center Manager immediately informs the Fire squad about their presence.

### Key System

In order to obtain the necessary Fire Life Safety permits, all locks for doors in each tenant's Leased Premises must be building standard and comply with the building key system. Upon handover, the tenant receives two keys for his main door free of charge. All further keys and locks must be ordered through Center Property Manager on tenant costs.

Without the express consent of the PALLADIUM Property Manager, no additional keys or locks may be made. When the tenant moves out, he is required to return all keys and locks entrusted to him.

In case of loss of any key, the entire row of locks must be changed. For this reason, it is important that key holders are aware of their responsibility for the keys and understand that they bear the financial responsibility for those keys.

The PALLADIUM Property Manager possesses group keys which are used in daily operations for technical, security, and cleaning purposes. The fire key opens all locks in the building and may only be used in case of emergency by the security service team or fire squad.

### **Access Cards for Office Tenants**

Each office tenant receives access cards from PALLADIUM Property Manager on the day of rental space takeover. Two cards are free of charge; all further cards must be ordered directly from PALLADIUM Center Property Manager on tenant's costs.

Cards are programmed at the lobby reception according to a list provided by each company. A regular tenant access card is programmed for the building, company, and turnstiles. For security reasons, cards are programmed to specific employee names. Twice a year, the list of persons holding access cards must be checked and re-approved, and returned to the reception within two weeks.

Should an access card be lost, this loss must be reported to the reception immediately. Any card activity (replacements of lost cards, cards for new employees, canceling of cards) must be ordered in writing by an authorized employee from each firm. Changes are programmed within two hours during the regular workday and billed to the company at the end of each month. A card is issued with a written protocol, forming the basis for monthly invoices.

### **Access Cards for Office Visitors**

All visitors who come to the PALLADIUM office buildings must electronically at the reception desk. The following information is required: name, name of firm and person visited.

Once registered, visitors receive access cards which allow entry through the turnstiles but not to specific companies. Visitor cards are generally valid only on the day of issue. In exceptional cases, a visitor card may be programmed for a longer pre-determined period of time.

The visitor card number is recorded in the registration form and should be deposited in the

visitor turnstile in the of the building. Should a visitor card be lost or otherwise not returned to the lobby, the visited company is responsible for the costs of replacing the card.



## **REGULATIONS ON CONDUCT**

### **Use of Office Premises**

Sidewalks, doorways, vestibules, lobbies, halls, stairways and other similar areas shall not be obstructed by tenants or used by any tenant for any purpose other than ingress and egress to and from the Leased Premises and for going from one part of the building to another part of the building.

Toilet zones and plumbing fixtures and appliances shall be used only for the purpose for which designated, and no sweepings, rubbish, rags, or other unsuitable materials shall be thrown or placed therein. Repairs resulting from damage to any such fixtures or appliances from misuse by a tenant shall be paid by the tenant and PALLADIUM Property Manager shall not be responsible therefore.

Tenants shall not play music or radio broadcasts through the use of speakers in the common areas and shall have an obligation to refrain from any conduct that could disturb other tenants, the owner or the public.

Tenants shall ensure that their premises do not appear unused or abandoned.

Tenants shall handle with care any equipment they have been afforded the use of.

Tenants and their employees shall conduct themselves in a sociable manner in the areas of the PALLADIUM.

Smoking is permanently forbidden in all premises of PALLADIUM. Using open fire is permanently forbidden in all premises of

PALLADIUM except for places reserved for that purpose.

Tenants shall not make or permit any improper noises in the building or otherwise interfere in any way with other tenants.

No gaming machines of any type shall be allowed in tenant space and/ or common areas without the prior written consent of PALLADIUM Property Manager.

PALLADIUM Property Manager shall have the authority to prescribe the maximum weight for safes, file cabinets and other heavy equipment to be located within a tenant's leased premises and the manner and location in which they are positioned.

No animals (other than seeing eye dogs) shall be brought into or kept in public or tenant areas.

PALLADIUM Property Manager will not be responsible for lost or stolen personal property, money or jewelry from Tenant's leased premises or public areas regardless of whether such loss occurs when an area is locked against entry or not.

Canvassing, soliciting and peddling are prohibited at the PALLADIUM and tenants shall cooperate to prevent the same.

No tenant shall provide any of PALLADIUM Property Manager's employees with any gratuities for services provided for by such employees in their normal course of employment and, without the prior consent of PALLADIUM Property Manager, no such employee shall perform services directly to a tenant that is not within such employee's normal course of employment.

No tenant, without the prior written consent of PALLADIUM Property Manager, shall solicit for employment any employee of PALLADIUM Property Manager or its managing agent.

## Forbidden Activities

It is prohibited within the PALLADIUM Center:

- ✘ to offer commercial activity, catering services and travel services without permission,
- ✘ to perform agency activities or create live advertisements without permission,
- ✘ to distribute leaflets and hang up posters on PALLADIUM walls or adjacent pavements and thoroughfares without permission,
- ✘ to organize, operate and play public gambling games, distribute political and

similar leaflets and campaign without permission,

- ✘ to use bicycles, skateboards, roller skates and other means of transport,
- ✘ to make a noise or behave in a way that may cause a nuisance or panic to others,
- ✘ to hold, trade or use drugs,
- ✘ to enter with articles which are offensive to public morality.
- ✘ to perform activities which contravene legal regulations or breach public morality.
- ✘ to perform activities which produce loud noises, strong smells or otherwise negatively affect the environment.
- ✘ to store materials prohibited by legal regulations, particularly explosives and pyrotechnical devices (except for specially permitted operators within the scope of their license).
- ✘ to store flammable materials in outside areas
- ✘ to hold weapons without a license.

The same regulations apply to contractual partners, agents or tenant visitors.

When operating their commercial units, tenants and users are to refrain from any conduct which may interfere with the correct use of other commercial units. All tenants and users are to respect their neighbor's rights protecting the users of other outlets.

The Tenants are not entitled to move furniture or other goods to/from the leased premises in PALLADIUM without prior written notice to the PALLADIUM Property Manager. The Tenants undertake to conduct the moving of furniture or other goods to/from the leased premises outside the main business hours of the office premises in PALLADIUM which are deemed to be working days between 7:00 until 19:00 o'clock.

The PALLADIUM Property Manager will ensure that tenants and users observe the House Rules and will penalize those who breach the rules within its sphere of enforceability.

The PALLADIUM Property Manager is entitled to regularly check on the correct use of equipment without needlessly disturbing users.

If by negligence or inappropriate use a tenant or user causes damage to the PALLADIUM, he is to compensate PALLADIUM Owner for the damage caused.

# MARKETING

## General provisions

The PALLADIUM Property Manager shall administer and inspect marketing activity in the common areas of the PALLADIUM Center. The PALLADIUM Property Manager will further monitor and administer any advertising activity of tenants at the Center.

Advertising media may be located in the PALLADIUM Center, in its common areas or the external areas of the Center and in areas designated for such purposes on the basis of a separate agreement and upon the written consent of the PALLADIUM Property Manager.

Advertising media mounted in public space and/or outside tenant premises by tenants and users without the consent of the PALLADIUM Property Manager (boards, company signs, stands and other items) shall be removed by the PALLADIUM Property Manager at the expense of the party involved. The PALLADIUM Property Manager shall keep such advertising medium for no more than three days and is then entitled to destroy it.

Distribution of leaflets or any kind of promotional material by third persons in the common areas is forbidden.

The PALLADIUM Property Manager is entitled by means of the internal public announcement system to inform visitors of campaigns which have been launched at the PALLADIUM. Tenants and users have the opportunity, upon reasonable charge and mutual agreement, to subscribe to and use the internal public address system to advertise their products through the PALLADIUM Property Manager Marketing Department. This shall also apply to the PALLADIUM Website, which may be established by the PALLADIUM Property Manager. Such website may be changed at the discretion of PALLADIUM Property Manager.

Any events arranged by tenants within the common areas (lobbies, common hallways) must be approved by the PALLADIUM in advance. The PALLADIUM Property Manager may also provide technical assistance for such organized events.

## Office Signage and Appearance

No signs, advertisements, logos or notices shall be painted or affixed on or to any windows, doors, corridors or other parts of the building except as shall be first approved by PALLADIUM Property Manager.

PALLADIUM Property Manager will provide and maintain a directory board for office tenants in the lobbies of the building at Namesti Republiky

and Na Porici street, and no other directory shall be permitted..

Each tenant shall ensure that the external design of its leased premises is in accordance with the character of PALLADIUM and shall refrain from actions that would prejudice the legitimate interests of the other tenants or which would be detrimental to the PALLADIUM Centre itself.

All electrical fixtures must be of a quality, type, design and bulb color specified by PALLADIUM Property Manager.



# DELIVERIES

## General provisions

An elaborate deliveries strategy has been worked out by the PALLADIUM Property Manager team to accommodate the wide variety of businesses at PALLADIUM. It is of utmost importance that tenants and management work together to ensure smooth movement of goods and waste into and out of PALLADIUM. The entire complex is supplied from one main and one subsidiary loading point and also due to strict entry limitations to this area imposed by the City of Prague.

## Delivery areas

Delivery vehicles enter PALLADIUM from the street Na Pořiči. 2 parking spots at the unloading point north/ Truhlářská are to be used preferably for office deliveries.

# SAFETY RULES

Security and protection of PALLADIUM is provided by a company which is professionally competent to perform such activity (hereinafter referred to as the "Security Service") on the basis of a special contract with the PALLADIUM



Property Manager. The Security Service performs its tasks on the basis of the House Rules.

The members of the Security Service contribute, by their presence and activities, to ensuring necessary conditions for peaceful operations and undisturbed shopping and entertainment of customers and visitors.

## Office Specific Security Regulations

Security in the Office premises is ensured 24 hours a day by guards, and additionally by the reception service between 7:00 and 19:00.

Tenants and their employees and visitors may enter the premises through the two designated office lobbies. The opening hours of the mall are determined by the PALLADIUM Property Manager.

Tenants, their visitors and other parties using the PALLADIUM have an obligation to report all discovered criminal activities relating to the building, including any suspected criminal acts, to the PALLADIUM Property Manager. This service ensures coordination with the Czech Police and the municipal police.

Tenants have an obligation to comply with the instructions of the Security Service.

Tenants are liable for observing work safety regulations within their leased premises and have an obligation to prepare and maintain documentation demonstrating that their employees have received training in fire-safety and work safety.

Doors to public corridor, when not in use, shall be kept closed.

Tenants shall close all office doors leading to corridors and turn out all lights at the end of their working day.

The security of the rented space is the sole responsibility of each Tenant. No links are provided between the unit and the PALLADIUM Property Manager or the local police.

Tenants may install silent security systems within their rented premises. Alarm beacons/horns are not permitted and security alarm boxes may not in any case be visible on:

- ✘ External tenant premises in any location,
- ✘ External wall areas or roofs.

Tenants who install security systems are required to ensure that the PALLADIUM

Property Manager has the following information in its most current form:

- ✘ Type / function of the alarm system
- ✘ Who will be alerted by what means in case the alarm is triggered
- ✘ Contact information for the person who will be alerted

Additionally, when alarmed it is the responsibility of the tenant to contact the PALLADIUM security immediately, in order to define next steps (meeting place for access to the building, etc.) together.

## Hot Works

In order to ensure safety throughout the PALLADIUM when hot works are undertaken, the following regulations apply for any third party representatives performing acts such as, but not limited to, welding, scorching, and angle grinding:

- ✘ Hot works contractors must be accompanied to and from their work site by PALLADIUM Property Manager personnel. A fee may be charged for this service.
- ✘ At least one fire extinguisher must be present at the location of hot works at all times
- ✘ The work area must be checked and approved by Center Property Manager personnel at the conclusion of hot works

Tenants are responsible for communicating the above mentioned regulations to its contractors *in writing* before the commencement of any hot works.

## Insurance

Each tenant and user is obliged at his own expense to take out an insurance policy on liability and property for the leased premises in his use, investments within the space, inbuilt mechanical and other facilities and compensation for damage incurred by third parties as a result of the activities of the tenant or user at the PALLADIUM.

When entering into the respective insurance contract for their leased premises, tenants shall take into account the fact that the Security Service in PALLADIUM does not ensure individual security and protection of individual units. If any tenant wants to have its units guarded and protected, implementation and operation of such security service may not

interfere with the activities and scope of the Security Service employed in PALLADIUM.

## **CLEANING**

### **Cleaning rules for offices**

Tenants shall be responsible, at their sole cost, for regular cleaning of all areas within their leased premises. Cleaning of openable windows (inside and outside) is to be ensured by the tenant on its cost, cleaning of windows embedded to the glass facade of the Centre, or non-openable windows, shall be ensured from the outside by the landlord nad from the inside by the tenant on its cost, notwithstanding anything stated to the contrary in the Lease.

In the case of common areas created on a floor due to multiple tenancy layout, the PALLADIUM Property Manager shall be responsible for the common area cleaning.

It is not permissible to leave goods, boxes, cases, paper or other objects or waste in the common areas.

All elevator lobbies are to be kept neat and clean. The disposal of trash or storage of materials in these areas is prohibited.

### **General cleaning rules**

The cleaning obligation of PALLADIUM Property Manager shall include cleaning of the common areas in the PALLADIUM building as well as the underground car park. PALLADIUM Property Manager's obligations shall include regular cleaning of all common hard-surface pedestrian and technical areas. Property manager also ensures maintenance and care of greenery on all terraces in cooperation with the Tenant.

### **Waste Disposal**

#### **General Provisions**

Tenants must strictly obey waste separation rules at all times.

Tenants shall separate all trash into the following categories: mixed waste, mixed paper, paper shred, cardboard, mixed plastics (other wrapping and colored plastic bottles) \*, clear plastic bottles, glass, wood, biological waste, hazardous waste (further separated according to individual types), and bulk waste.

\*to mixed plastic waste don't belong: yogurt cups, polystyrene, polystyrene food boxes etc.

Separation of waste is not only ecologically responsible but brings savings on operating costs. Any tenant who does not properly

separate its trash will be subject to additional trash removal and administrative charges.

Extraordinary garbage removal costs shall be borne by the tenant requiring or causing such services.

Each tenant and user shall transport any waste created in its premises to the common collection place created for this purpose on level -1 next to the loading dock before or after opening hours. It is forbidden to place such waste in waste baskets reserved for visitors to the commercial and dining premises.

Each office tenant, at its sole cost and expense, shall be responsible for disposing in a safe and lawful manner any waste arising from its activities other than those associated with general office use and no tenant shall place any such waste in the waste containers available for general use.

Receptacles for public use designated for the collection and transport of waste to the central storage facility will be distributed throughout the center according to operational needs.

### **Waste Disposal Routes**

General handling of waste will take place throughout the building, as the waste originates due to cleaning and operation of individual rooms. Handling will be mostly manual, or through the use of minor manual handling aids such as transport carts and cleaning carts. Only hand trucks or devices with rubber tires and side guards may be used in the Building.

Transport from rentable units to waste management containers will be carried out by staff of the rentable units, or cleaning staff. Transport from other spaces will be ensured by cleaning staff, or staff of the shops.

Removal routes from individual rentable units to waste storage will take place mostly via service corridors and the related system of elevators. As transport of waste and delivery of goods are performed through the same service corridor, these activities should be scheduled to occur separately. Therefore it is forbidden to store goods, waste and packing materials in the corridors.

There will be no transport through public spaces except for what is absolutely necessary. This minimal transport through public spaces must always be carried out outside of operational hours.

## Waste Receptacles

The following waste receptacles are located at the central waste area on Floor Level -1. They are marked accordingly in appropriate colors.

- ✂ Mixed waste mobile press container
- ✂ Paper press container
- ✂ Plastic waste (press) containers
- ✂ Glass waste containers
- ✂ Biological waste receptacle
- ✂ Stipulated receptacles for each type of hazardous waste

The containers for waste disposal are not freely accessible since the waste collection is a controlled process under a supervision by an authorized operator of the waste management area.

Upon the handover of the unit the Tenant will receive two (2) electronic chip cards for the identification and registration into the waste management system. When handing over the waste, the Tenant identifies himself to the operator with the card, then the operator checks the correct waste sorting, weights it and then disposes of the waste in appropriate containers. The Tenant shall then receive a weighing ticket that contains the Tenant's name, date, type and amount of delivered waste.

Upon the Tenant's request to the PALLADIUM Property Manager, the tenant can obtain an overview of the delivered waste.

## Waste Disposal Hours

The operating hours of the waste management area is as follows:

- ✂ **Monday – Saturday**  
**from 6 a.m. to 10 a.m. and from 3 p.m. to 11 p.m**
- ✂ **Sunday**  
**from 5 p.m. to 11 p.m**

In case of emergency, access to the waste management area can be arranged by phone with the waste operator outside the operating hours listed above.

# TECHNICAL PROVISIONS

## Maintenance

PALLADIUM Property Manager is charged with all management functions relating to the operation and technical maintenance of the

building. Costs thereof form part of the Service Charge.

PALLADIUM Property Manager and its employees shall not be obliged to perform any work outside of their regular duties.

PALLADIUM Property Manager will

- ✂ diligently operate and technically maintain the PALLADIUM office premises to ensure that tenants are able perform smooth operations.
- ✂ keep records of breakdowns and faults in equipment and systems that are reported by tenants.
- ✂ inform parties using the building of measures that will mean restrictions on tenants' activities or measures that will cause the operation of the PALLADIUM to be curtailed.
- ✂ monitor the janitorial service and the order and cleanliness inside and outside the building.
- ✂ ensure that the installed fire extinguishing equipment is functional and inspected regularly.
- ✂ monitor the building from the point of view of fire prevention and ensure the placement of fire-related and alarm-related guidelines.
- ✂ ensure close collaboration with the technical staff responsible for the PALLADIUM mall.

Tenants have an obligation to report any discovered breakdowns or deficiencies to the PALLADIUM Property Manager without delay. Tenant shall allow access to the PALLADIUM Property Manager to its premises in order to check equipment, perform technical maintenance and/or ensure obligatory revisions. Additionally, the tenant is required to allow fire technicians into his premises upon prior announcement.

Each tenant is obliged to keep the leased premises in good condition. All repairs within individual business units caused by its normal use are at tenant's expense.

Each tenant is especially responsible, on his own costs, for the necessary maintenance and revisions on electro,

and other installations within his premises. All necessary revisions must be made in accordance with Czech and EN Norms. The Landlord is entitled to monitor this maintenance and the tenant is obliged to provide copies of maintenance documentation.

All machines in tenant areas connected with running water (dishwashers, washing machines etc) must have a water stop device directly on

the wall for safety reasons. The tenant is obliged to ensure that this system is in good and functioning condition at all times.

For maintenance of Fire Life Safety installations on the tenant's premise, the following procedures apply:

- ✖ Maintenance work is carried out by the Landlord on the costs of the tenant, aliquot and/or appropriate to the works performed.

Fancoils, installed in the leased units, may be in operation only if the tenant is present in the unit; when leaving the unit, tenant is obliged to ensure that the fancoils are switched off without presence of the tenant, particularly at night and on the bank holidays.

In accordance with the Sewerage Order for the Public Sewerage System of the Central Waste Water Treatment Plant in Prague published by Pražské vodovody a kanalizace, a.s., and in accordance with the technical design of the sewerage system in PALLADIUM (pumped sewerage) the tenant, its employees or visitors shall not place moisturized towels and ladies hygienic accessories into the toilets located in the center.

## Energy Supply

Tenant energy supply is provided by Center Property Manager. Tenants will receive energy supply contracts from Center Property Manager, in which energy quantities, prices, and general energy consumption conditions are outlined.

## Energy Performance Certificate

Prior to the conclusion of the lease for the premises in PALLADIUM each tenant is provided with the Energy Performance Certificate of the Building and the Protocol related to the Energy Performance Certificate of the Building. A copy of the Energy Performance Certificate forms Annex 1 to the House Rules.

## Telephone and Internet Connections

Units in PALLADIUM are provided with the following connections:

- ✖ Telephone
- ✖ Optical cabling
- ✖ Television
- ✖ Antenna (TV, radio)
- ✖ Satellite

The following providers make telephone and internet connections available to tenants in PALLADIUM:

### N.T. INVE

N.T. Inve provides telephone & internet connections via the internal telephone network at PALLADIUM. The contact information for ordering specific requirements is:

Jan Dolejší, Manager  
 N.T. INVE s.r.o.  
 U Kaštanu 1218/2  
 16900 Prague 6  
 jan.dolejsi@ntinve.cz

### O2

There are approximately 1,000 telephone lines and optical cabling available from O2 at PALLADIUM. Tenants interested in obtaining connections to O2 should contact the company directly.

### GTS, T-Systems

The companies GTS and T-Systems are able to provide optical cabling at PALLADIUM. Interested tenants should contact the companies directly.

### Mobile Phones

PALLADIUM has O2, Vodafone, T-Mobile signals throughout, allowing mobile phone connections even in lifts and the garage.

# FIRE ALARM GUIDELINES

## Fire Protection Measures

Tenants shall comply with and cooperate with PALLADIUM Property Manager regarding any measures instituted for the security of the building. Tenants shall designate two employees as its security representative who shall participate in any security related programs organized by the PALLADIUM Property Manager, including the PALLADIUM Fire Brigade, if one is formed.

Each tenant shall designate one employee as a fire warden for each 400 sqm rented but in no event shall any tenant designate fewer than two fire wardens. These employees shall participate in fire drills organized by the PALLADIUM Management. Fire and evacuation drills will be conducted as required by applicable law. The PALLADIUM Property Manager anticipates scheduling four such drills per year.





Tenants are forbidden to use any heating devices in the leased premises except for those which have become a part of the technical equipment of the tenant's premises pursuant to the valid regulations for fire protection. Even so, the use of extra heating devices requires both the appropriate permits and the written consent of the Center Property Manager. The Center Property Manager reserves the right to deny use of additional heating devices at its own discretion without stating reasons.

Smoking or using open fire is permanently forbidden in all premises of the PALLADIUM except for places reserved for that purpose.

Tenants are responsible for permanently maintaining free escape routes and escape exits in the leased premises. It is forbidden to place any material or obstruct the evacuation routes of people in the fire escape routes. Fire doors may not be kept open unless the system so requires.

Tenants are responsible for receiving an appropriate building permit (including any statutory approvals such as the ones for fire safety solution etc.), if applicable, as a condition for beginning any fit out works in their leased premises.

The office premises are equipped with sprinklers and with electronic fire sensors that are tracked and continuously monitored at the building's control center by the Security Service.

## Fire Safety Desk

The Fire Safety Desk is responsible for handling fire or other emergency event reports and announcing any type of emergency at all times. The Fire Safety Desk is located in the Security Cockpit.

The Fire Safety Desk is manned around the clock and without exception. The Fire Safety Desk checks and controls all FLS-related facilities in PALLADIUM.

## Emergency telephone numbers

Fire reporting desk	266
City of Prague Fire Station:	150
Emergency – integrated ambulance	112
Czech Republic Police	158
Ambulance	155
Gas – on call assistance	1239
Electricity – on call assistance	224 915 151
Tap water – on call assistance	840 111 112
Municipal Police	156

## Fire Alert Instructions

The "Fire Alert Instructions" describes these procedures in more detail. This document is to be displayed in a readily visible place in every leased premises.

The building is equipped with a sprinkler and smoke detecting system. The organization and management of evacuation from PALLADIUM is based on evacuation plans. The evacuation routes are shown on the fire evacuation plan for all floors.

The fire evacuation plan determines

- ✕ place of evacuation management,
- ✕ responsibilities of the employees managing the evacuation,
- ✕ general rules of behavior of people and working staff,
- ✕ manner of evacuation,
- ✕ evacuation routes,
- ✕ safe assembly area for evacuated people,
- ✕ manner of provision of First Aid to people injured during evacuation.

Any and all persons who become aware of a fire are required to attempt to save people in danger and extinguish the fire or prevent the spread of fire using all available means aside from putting oneself in danger. The alarm shall be reported to the fire safety desk immediately.

## In case of fire

- ✕ Working staff and visitors shall be encouraged not to panic after the fire alarm has been raised, and visitors shall leave the endangered premises in

designated escape corridors in an orderly fashion.

- ✘ As long as an employee is not in present danger, they shall not leave their working spaces or the location where they were when the fire alarm was announced.
- ✘ If in danger, employees are required to proceed on the basis of the evacuation plans and in accordance with the directions from the PALLADIUM Fire Brigade.
- ✘ Upon arrival of the City of Prague Fire Squad, all efforts to extinguish the fire and facilitate evacuation will be taken over by the Fire Chief. This applies to all persons in the building.
- ✘ working staff shall follow the instructions issued by the fire chief and shall provide assistance if requested by him.

The premises in which the fire has occurred and the endangered neighboring premises shall be evacuated first. People affected by the fire shall be evacuated to the designated escape routes and official escape exits with emphasis on the safe evacuation of all people. Subsequently the premises located above the place of the fire shall be evacuated.

Evacuated people shall assemble in a designated zone determined by the city of Prague fire squad.

First Aid shall be provided to injured people in the assembly area by the emergency medical service or by people with medical qualifications able to provide First Aid. Injuries or any health problems shall be reported to the responsible evacuation manager as soon as possible. These will be recorded in the proper report documents.

## INFORMATION

### Tenant information list

Tenants are responsible for ensuring that the PALLADIUM Property Manager is always provided with the updated status of the following information:

- ✘ Name of business
- ✘ Name of tenant/user of business
- ✘ Name of business manager and names of employees working at PALLADIUM
- ✘ Key holders and names of persons to be informed in the event of an emergency

### Mail Services

The postal address at PALLADIUM is:

Náměstí Republiky 1

or

Na Poříčí 3

(depending on the entrance lobby used by tenant)

Prague 1

At handover, each tenant receives a mailbox and key at the central mail center in the appropriate office lobby. A deposit is required for the mailbox key, and the key must be returned to PALLADIUM Property Manager at the end of the lease contract.

## OTHER SERVICES

### Taxis

Three taxi spaces on Truhlarska/ corner Namesti Republiky will be occupied by the taxi service AAA, in order to ensure convenience for PALLADIUM visitors and tenants.

Three further taxi spaces will be available on Na Porici/ corner Namesti Republiky.

### ATMs

ATMs will be located throughout PALLADIUM (one in the office lobby Namesti Republiky and at least one machine on each of the mall levels) for use by visitors and tenants.

## OFFICE LOBBIES

The Lobbies at Na Porici and Nám. Republiky are open 24 hours a day, 7 days a week. Receptionists are on duty during regular office hours, Monday through Friday 7:00 to 19:00.

The duties of the receptions include:

- ✘ Professional representation of the building
- ✘ Information service to tenants and visitors
- ✘ Visitors handling – evidence of visits, issuance of temporary access cards
- ✘ Tenant relations, handling complaints of all kinds
- ✘ Building internal information system, processing of leaflets
- ✘ Management and programming of the access cards to tenants
- ✘ Safety program – fire alarm control, fire alarm procedure, assistance to tenants in case of emergency
- ✘ Assisting of disabled visitors to access the building



## BREACHES

For the breaches of obligations detailed below, the PALLADIUM Property Manager may, in certain cases, set a fine/penalty respective to the floor area of the offender's sales outlet used for the calculation of operational costs in combination with the gravity of the breach of obligation:

- ✘ Repeated breach of basic rules of conduct
- ✘ failure to maintain the required commercial profile
- ✘ negligence of cleanliness and hygiene at the sales outlet, including the sales outlet exterior
- ✘ failure to observe prohibitions on activities
- ✘ breach of advertising regulations including failure to announce an event within a closed circle
- ✘ failure to observe rules on the use of premises in accordance with their purpose
- ✘ breach of the 30 minute time limit for deliveries
- ✘ negligence of the obligation to take out insurance
- ✘ breach of the obligations involving fire protection and health and safety at work

Furthermore, all activities and failures which contravene the provisions of the House Rules and which basically breach or jeopardize the respective interests of tenants and users of the PALLADIUM, particularly if such act permanently or substantially restricts or prevents the use of a commercial unit for its purpose.

The amount of the penalty is set individually upon decision of the PALLADIUM Property Manager. The maximum penalty may not exceed the amount stated in the Lease agreement of each individual tenant.

In addition to paying a penalty, tenants and users in the aforementioned cases are also obliged to compensate for damage caused by their activities. Payment of a penalty does not release the offender from observing the House Rules.

## PARKING REGULATIONS

### Access to and from the Parking Garage

The PALLADIUM parking garage is accessible by entrance from Revoluční street, respectively, where this street end in the pedestrian zone Náměstí Republiky. The parking garage is accessible for parkers seven days per week and is continually monitored by security staff.

Four elevators and two escalators provide access from the parking garage to the PALLADIUM retail area during regular shopping hours. After 22:00, the Gourmet floor may be accessed from the parking garage by elevator.

Entrance into the garage with a vehicle is made possible either by taking a temporary (hourly) parking ticket from one of the entrance terminals or through use of a long-term parking card.

### Safety and Security Provisions

The underground parking garage at the PALLADIUM Center is privately owned but the owner permits its use.

Posted parking and other vehicular rules and restrictions at the property shall be observed. A maximum speed of 10 km/hour is permitted at the PALLADIUM Center. The rules of the Highway Code apply.

Parking or storing of bicycles in the Centre, including garages and/or premises leased by the tenant in the Centre is prohibited. Any bicycle parked in the garage and/or anywhere in the Centre shall be removed at the cost of the owner.

Gas-propelled vehicles may not enter the parking garage for safety reasons. If the PALLADIUM Property Manager discovers the presence of a gas-propelled vehicle in the underground car park it will immediately remove it at the expense and risk of the vehicle operator and commence proceedings on this breach of rules as a result of the risk of high-value damage.

Each vehicle may only occupy one space in the car park, marked by lines for vehicle parking. It is forbidden to wait outside the spaces marked

for parking. Any vehicles impeding the movement of pedestrians or other vehicles will receive notice from the PALLADIUM Property Manager, including the date and time the notification was served. Two hours later the PALLADIUM will have the vehicle removed at the expense and risk of the vehicle operator.

Washing of vehicles in the car park is prohibited except by the PALLADIUM car wash, who has the permission of and a signed agreement with the PALLADIUM Property Manager.

Use of the car park spaces for deliveries is limited to vans in the first underground parking level. These parking spaces designated for deliveries are clearly marked.

The operator and owner of the PALLADIUM Center do not bear any liability for vehicles parked in the underground park.



## Parking Garage operations

The PALLADIUM Property Manager or its designated operator of the underground car park deals with all tasks associated with the operation of the underground car park.

The car park forms an organic part of the PALLADIUM, in the majority of cases providing arriving visitors with their first and most important impression. Therefore, orderly state and cleanliness are of fundamental importance.

In view of the limited number of parking spaces, the PALLADIUM Property Manager cannot ensure reserved parking for the tenants, users and employees at the PALLADIUM Center (except for those with long-term parking contracts).

## Car Wash

A car wash facility is located on the parking level P1 for use by PALLADIUM visitors and tenants at their own costs.

End of Document



## OPENING HOURS PALLADIUM

Monday - Sunday																													
	Floor	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	0:00	1:00			
Office / Reception	5	Access for tenants only						7:00											19:00	Access for tenants only									
Office / Reception	4	Access for tenants only						7:00											19:00	Access for tenants only									
Office / Reception	3	Access for tenants only						7:00											19:00	Access for tenants only									
Tasty Garden (Fast Food)	2	Closed for customers						7:00		9:00											21:00				0:00	Closed			
Tasty Garden (Restaurants)	2	Closed for customers						7:00				11:00											22:00			0:00	Closed		
First Floor	1	Closed for customers						7:00		9:00												21:00			23:00		Closed		
Ground Floor	0	Closed for customers						7:00		9:00												21:00			23:00		Closed		
Lower Ground Floor	-1	Closed for customers						7:00		9:00												21:00			23:00		Closed		
Market Floor	-2	Closed for customers						7:00		9:00												21:00			23:00		Closed		
Garage	-3	Open 24/7																											
Garage	-4	Open 24/7																											
Garage	-5	Open 24/7																											

Infopoint	0									9:00												21:00				
Loading Dock	-1							7:00													19:00					

	tenant's obligatory opening hours
	general opening hours / tenant's extended opening hours

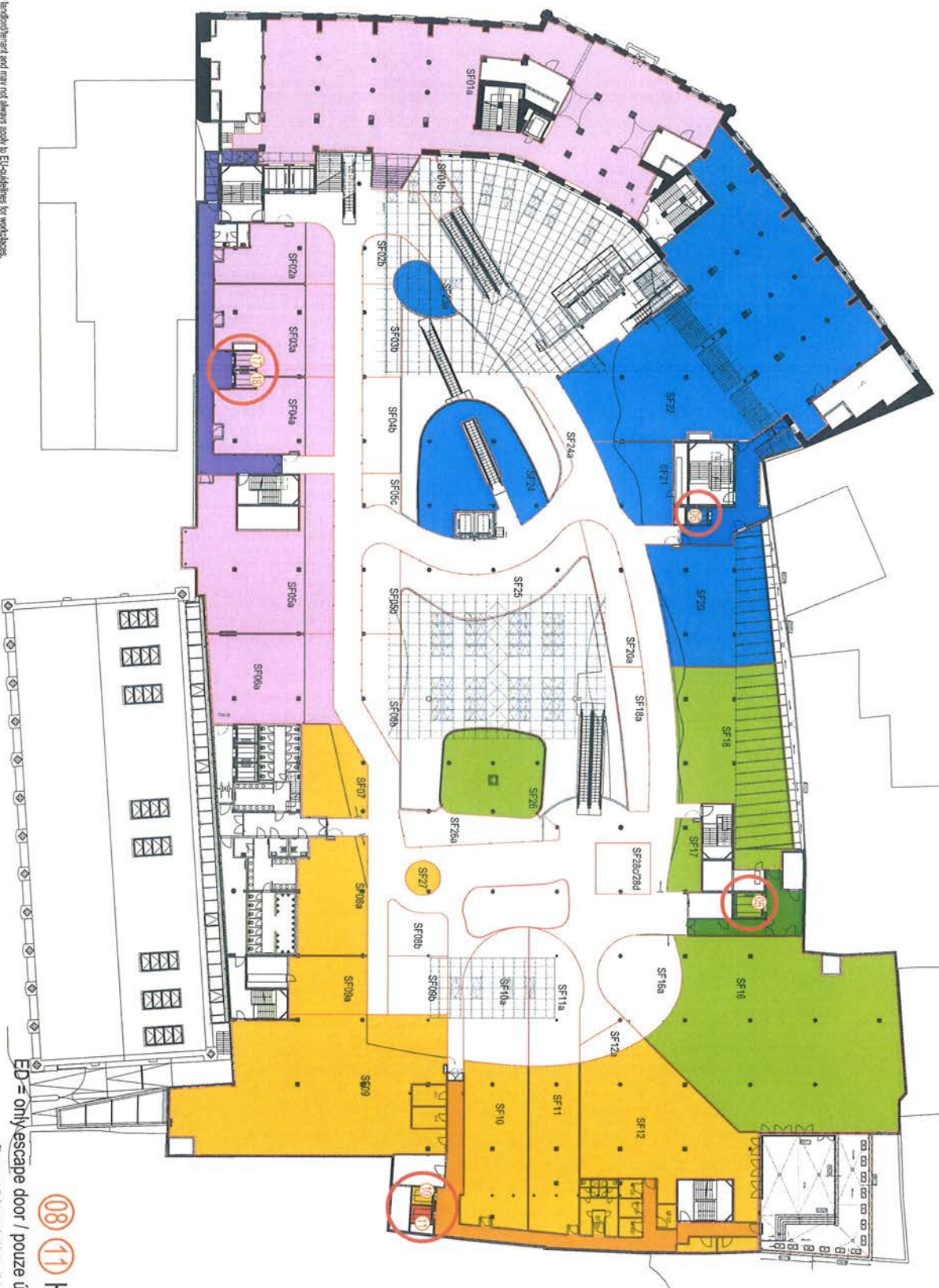
Entrances		Patro	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	0:00	1:00
Staff Entrances	0					5:00																		23:00			
Entrance Na Pořiči, mall	0								7:00															23:00			
Entrance NR, mall	0							6:00																	0:00		
Entrance Metro	-2								7:00																23:00		
Entrance parking	-2								7:00																23:00		
Night entrance parking	0					6:00																				0:00	

	entrance for general public
	entrance with access card

# Delivery Routes

Annex 2 to house rules

- Zone B
- Zone D
- Zone E
- Zone F



08 11 Hygienic lift

ED = only escape door / pouze únikový východ

Plans are preliminary and subject to all necessary authorities' approvals.

File name pdf:	Idelivery020.pdf	Date:	4.8.2011	Floor:	+2	Phase:	7	Scale:	1:500@A3	5	25 m
File name dwg:	7_EP_G_A01_F_020_00_08.dwg										
ZÁSOBOVACÍ ZÓNŮ / PLANNED DELIVERY ZONES											

Legend of spaces and furniture is a proposal by hand-drawn and may not always apply to EU-guidelines for workplaces.

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

Legend of Rooms

# Delivery Routes

Annex 2 to house rules

- Zone B
- Zone D
- Zone E
- Zone F



08 11 Hygienic lift

ED = only escape door / pouze únikový východ

Plans are preliminary and subject to all necessary authorities' approvals.

File name pdf:	Deliver010.pdf	Date:	5.8.2011	Floor:	+1	Phase:	7	Scale:	1:500@A3	5	25 m
File name dwg:	7_EP_G_A01_F_010_00_06.dwg										

\\EAST002\Planing\05\_Novosti\Residential\_105\_Space planning\klausur\_plan07-01-2011

Layout of spaces and furniture is a proposal by architect/interior and may not always apply to EU-standards for workplaces.





⑧ ⑪ Hygienic lift

ED = only escape door / pouze únikový východ

Plans are preliminary and subject to all necessary authorities approvals.

Layout of space and furniture is a proposal by lead/facilitator and may not always apply to EU-guidelines for workplaces.

File name: pdf	Date:	Page:	
File name: pdf	Date:	Page:	

File name cimg	7 EP G A01 F 000 00 04.dwg	5.8.2011	0	7	ZASOBOVAC ZONY/PLANED DELIVERY ZONES	1:5000@A3	5	25 m
----------------	----------------------------	----------	---	---	--------------------------------------	-----------	---	------

vegdata\time5-Planning and Construction\Planning\05\_Namessli Republic\ 1105\_Space planning\Master plans\07-07-2011



# Delivery Routes

Annex 2 to house rules

- Zone B
- Zone E
- Zone F



ED = only escape door / pouze únikový východ

08 11 Hygienic lift

Plans are preliminary and subject to all necessary authorities' approvals.

Layout of space and furniture is a proposal by landlord/tenant and may not always comply to EU guidelines for workplaces.

File name pdf:	Delivery-10.pdf	Date:	5.8.2011	Floor:	-1	Phase:	7	Scale:	1:500@A3	5	25 m
File name dwg:	7 EP G A01 F -10_00_03.dwg										

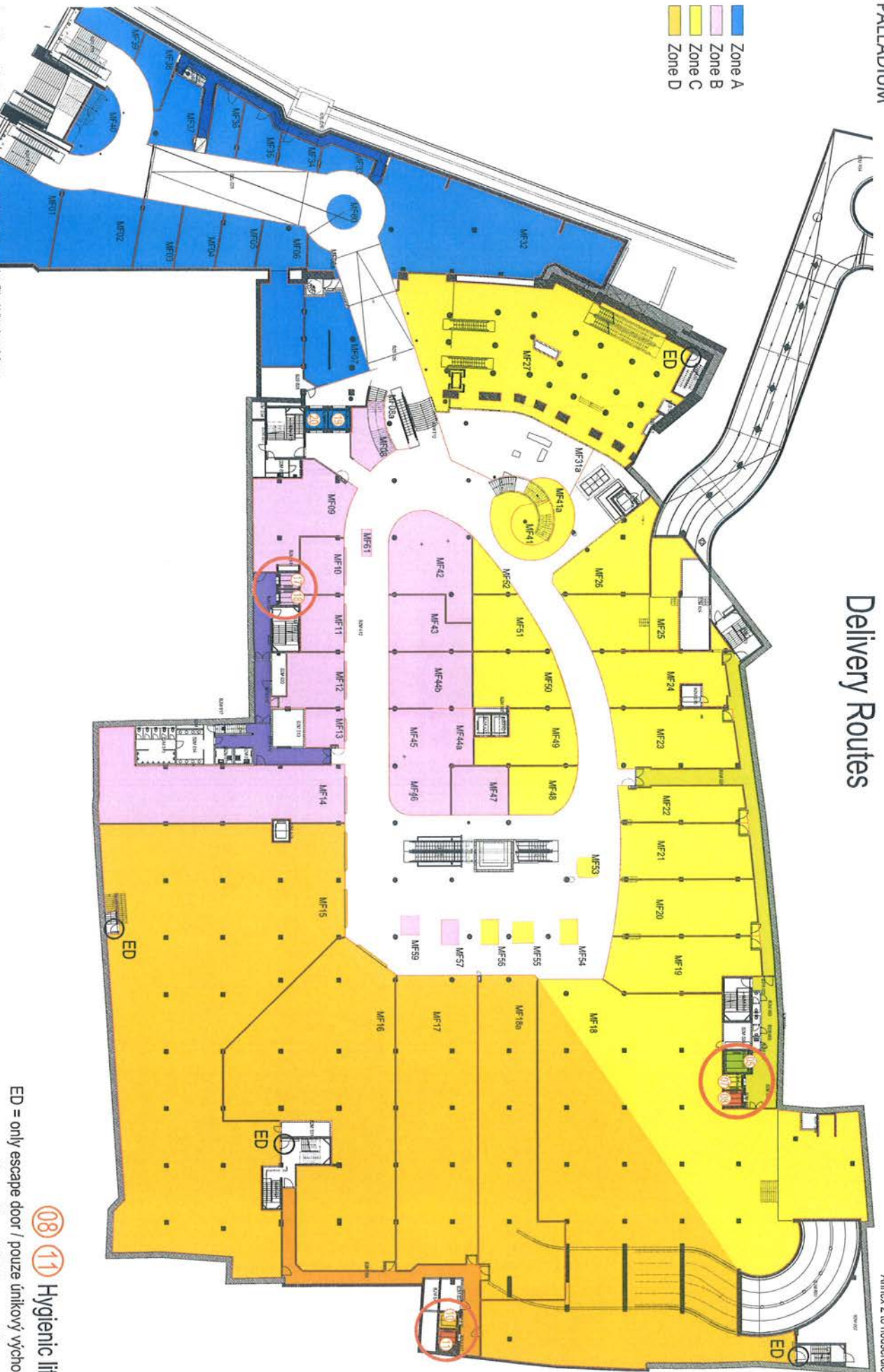
epd\stine\5-Planning and Construction\Planning\105\_Space planning\Master plans\07-07-2011

LETTING STATUS

# Delivery Routes

Annex 2 to house rules

- Zone A
- Zone B
- Zone C
- Zone D



08 11 Hygienic lift

ED = only escape door / pouze únikový východ

Plans are preliminary and subject to all necessary authorities approvals.

File name pdf:	Delivery-20.pdf	Date:	5.8.2011	Floor:	-2	Phase:	7	Scale:	1:500@A3	5	25 m
File name dwg:	7_EP_G_A01_F_-20_00_05.dwg										

Layout of space and furniture is a proposal by the architect, subject to EU guidelines for workplaces.

ZÁSOBOVACÍ ZÓNY / PLANED DELIVERY ZONES





In order to provide quick help and determine activities of employees and/or other persons upon fire occurrence, management of Palladium Praha s.r.o., Id. No. 28452704 for PALLADIUM Building, náměstí Republiky 1, Praha 1 hereby issues these:

## **FIRE ALARM GUIDELINES**

### **1. Duties upon Discovering Fire; How to Report Fire**

When a person discovers fire that he/she is able to extinguish alone, he/she is obliged to do so without delay using all suitable and available fire extinguishing means (portable fire extinguishers; wall fire hydrants). If extinguishing the fire alone is not within his/her powers and using the means available, such a person must report the fire immediately to fire registration office by pressing the **fire signalling button** (located on all staircases and routes) **or on telephone number 225 770 266** (Security cockpit – Underground Storey 1 at the service entrance from Na Poříčí Street). In cases the fire cannot be reported to the fire registration office, it must be reported directly to the Fire Rescue Brigade – telephone no. ... **150**

When reporting fire, provide the following information:

- Who is calling and where from**
- Where and what is on fire**
- Number you are calling from**

Members of preventive fire guard shall take necessary measures to rescue persons in danger. If possible, they shall do everything to prevent the fire.

### **2. How to Announce Fire Alarm**

Fire alarm within OC Palladium is announced automatically by the EPS system – evacuation broadcasting system; and/or the fire alarm can be announced by calling **“HOŘÍ” (“FIRE”)** so that it is ensured that all persons in the part of the building at risk were warned of the risk, on all floors and in all areas of the building.

### **3. Duties upon Fire Alarm Announcement**

Upon announcing fire alarm, persons found in the building are obliged to adhere to instructions of the evacuation broadcasting system; visitors must leave the complex using marked routes as quickly as possible! Employees of the complex are obliged to adhere to instructions of their managers and according to the situation of danger:

- Help evacuate persons found in the endangered part of the building (using marked routes)
- Follow instructions of the preventive fire guard commander (until arrival of the Fire Rescue Brigade commander)
- Under the direction of their managers, leave the endangered workplace of the complex and gather at the designated location based on the OC Palladium evacuation plan (outside areas)

### **4. Important Telephone Numbers**

Police .....	1 5 8
Medical rescue service .....	1 5 5
Integrated rescue system .....	1 1 2
Power supply .....	224915151
Water supply .....	840111112
Gas supply .....	1239

Valid from: 1.5. 2009

Elaborated by  
Bc. Roman Netušil (Z-OZO-176/2002)

Approved by  
Palladium Praha s.r.o.

# ENERGY PERFORMANCE CERTIFICATE

issued according to Act No. 406/2000 Coll., about energy management,  
and Directive No. 78/2013 Coll., about building energy performance

Street, number: Náměstí Republiky 1079/1

ZIP code, place: 110 00 Praha

Building type: Budova pro obchod a administrativu

Building envelope area: 46222,0 m<sup>2</sup>

Shape factor A/V: 0,11 m<sup>2</sup>/m<sup>3</sup>

Total energy reference area: 82886,0 m<sup>2</sup>

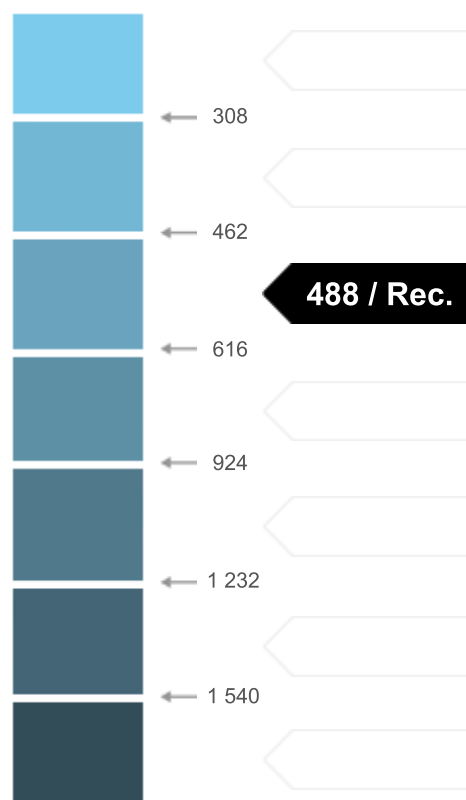


## ENERGY PERFORMANCE OF THE BUILDING

**Total delivered energy**  
(Energy input to the building)

**Non-renewable primary energy**  
(Impact of the building on the environment)

**Specific values** kWh/(m<sup>2</sup>·year)



**Values for the whole building**  
MWh/year

**15929,987**

**40428,668**



## RECOMMENDED MEASURES

Measure for	Defined	Description of measures can be found in protocol and their impact on energy performance is shown by an arrow. <b>Doporučení</b>
Outdoor walls:	<input type="checkbox"/>	
Windows and doors:	<input type="checkbox"/>	
Roof:	<input type="checkbox"/>	
Floor:	<input type="checkbox"/>	
Heating:	<input type="checkbox"/>	
Cooling:	<input type="checkbox"/>	
Ventilation:	<input type="checkbox"/>	
Hot water prepar.:	<input type="checkbox"/>	
Lighting:	<input checked="" type="checkbox"/>	
Others:	<input type="checkbox"/>	

## DELIVERED ENERGY DISTRIBUTION TO ENERGY CARRIERS

Values for the whole building  
MWh/year



Elektřina ze sítě: 12055,6  
 Zemní plyn: 3874,4

## BUILDING ENERGY PERFORMANCE INDICATORS

	The building envelope	Heating	Cooling	Ventilation	Humidity adjustment	Hot water	Lighting
	$U_{em}$ W/(m <sup>2</sup> ·K)	Partial delivered energy		Specific values		kWh/(m <sup>2</sup> ·year)	
Mimořádně úspěšně			Rec.				
A			29				52 / Rec.
B				39 / Rec.		11 / Rec.	
C							
D	0,64 / Rec.	50 / Rec.					
E							
F							
G							
Mimořádně neúspěšně							
Values for the whole building MWh/year		4116,47	2367,86	3192,43		936,02	4344,99

**Author:** Ing. Jiří Švejcar  
**Contact:** ENVIROS s.r.o. Dykova 53/10  
 101 00 Praha 10

**Certificate No.:** 1286  
**Prepared on:** 19.5.2016  
**Signature:**