

Lease Management Terms

The Leasing SLS Team is compiling a list of terms that are relevant in Leases and lease management that could be better understood and delivered if a common understanding and definition was created. Below is list of terms that the team has identified. Please review and add any others that you feel should be included on this list.

Leasing Definitions

LI - This defines the financial arrangement between SSBC and the Landlord, both are a Landlord delivered service monitored by WSI

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Tenant Improvements – means all improvements, fixtures, installations, alterations and additions from time to time made, erected or installed to or in the Premises, in addition to or beyond the Base Building Shell, including all partitions however affixed, millwork, internal stairways, doors, hardware, light fixtures, carpeting and other applied floor finishes and HVAC and other building services not forming part of the Base Building Shell; but not including tenant trade fixtures or any furniture, equipment or other personal property of the Tenant or its subtenants or licensees.

Maintenance of Tenant Improvements – This terminology is no longer used. This has been changed to Maintenance of Premises.

Maintenance of Premises – repairs and maintenance within the Tenant's space

Common Area – to properly define Common Area the following Lease types must be considered:

- Single lease (100% of the Building Leased with one Tenant) - WSI is responsible to manage/monitor ALL of the space including Common Area.
- Multi-tenanted lease (100% of the Building leased to SSBC Multi-tenants) – WSI should clarify with Leasing Administration, (Brenda Cook), to determine Common Area responsibility.
- Partial Lease (Landlord has other non-SSBC tenants in the building) - These buildings have true common area, therefore, the Landlord is responsible for ALL Common Area.

Common Area can be defined as those areas, facilities, improvements, installations and equipment in or around the Land and the Building that are provided for the benefit or use of more than one tenant or component of the Building including but not limited to, entrances, lobbies, elevators, stairways, access and service corridors, malls, courts and walkways (both open and enclosed), public areas and facilities, public sidewalks (to the extent maintained for the benefit of the Building), public washrooms, indoor and outdoor landscaped areas, mailrooms, electrical, telephone, communication rooms on which the

Landlord is not earning income, meter, valve, mechanical, storage room, delivery facilities, package or passenger pick-up areas, waste disposal or recycling facilities, and driveways, laneways and ramps.

Maintenance of Common Areas - Maintenance of elevators, common entrances, lobbies, stairways, corridors, washrooms, parking facilities and other parts of the Building from time to time provided for common use and enjoyment to be swept, cleaned or otherwise properly maintained in a reasonable manner as they would be in any good quality Class B office building as contemplated in the definition of Janitorial Services.

Minor HVAC Repairs – means:

- air filter replacement
- belt replacement
- coupling replacement and repair
- linkage repair
- lubrication of fans, pumps and linkages
- routine periodic inspections carried out by qualified HVAC service technicians

Major HVAC Repairs – all other replacement, maintenance and/or repair of HVAC components in the Building that are not defined as Minor HVAC Maintenance.

Minor Elevator Maintenance – means routine periodic inspections and minor service carried out by qualified elevator service technicians.

Maintenance of Grounds, Compounds and Parking Areas – The regular and proper maintenance of landscaping, outside furniture and paved surfaces of the Land including the removal of snow from walks, driveways, and Parking Areas, and the effective control of the use of designated Parking Areas. Where parking is provided, the Landlord will ensure adequate lighting is provided for the safety and security of all users.

Cleaning Common Area – is managed/monitored/audited as defined in the Janitorial SLS for common areas or as agreed to within the lease with the Landlord

Cleaning Premises - is managed/monitored/audited as defined in the Janitorial SLS for premises or as agreed to within the lease with the landlord. Where WSI delivers janitorial service the SLS plus any SLC will apply.

Heating, Ventilating and Air Conditioning - means all interior climate control (including heating, ventilating and air conditioning) systems, installations, equipment and facilities in or servicing the Building;

Heating and Cooling Common Area – not defined in the lease

Heating and Cooling Premises – not defined in the lease

Fire and Safety Building – The regular and proper maintenance and testing of all emergency installations on the Land and the Building, including the maintenance of fire extinguishers, excluding the Tenant's fire

extinguishers, clear exit corridors and stairs, closure of fire doors and the institution of regular emergency drills

Fire and Safety Premises – not defined in the lease

Security Common Areas - The provision and maintenance of suitable security for the Building, including, where warranted, a manned service

Security Premises - not defined in the lease

Recycling - not defined in the lease

Insurable Loss's – not defined in the lease. “Insured Damage” means that part of any damage occurring to any portion of the Building (including the Premises) by any peril against which is coverable through insurance.

Private Parking - not defined in the lease (we have designated, random, secured....). Interpretation of Private Parking would greatly depend on who referenced it or erected the sign.

Ministry or Client Designated Parking – not defined in the lease. Interpretation could be parking assigned to a ministry for them to assign or use as they see fit.

Quality Appraisal Forms – See new QAF process.