



For Sublease

1100

MELVILLE STREET
VANCOUVER, BC

CONTACT

John Megan

Personal Real Estate Corporation

Senior Vice President

604-662-5111

john.megan@cbre.com

CBRE

1100

MELVILLE STREET VANCOUVER, BC

OPPORTUNITY Suite 620 - 5,390 rentable sq. ft.

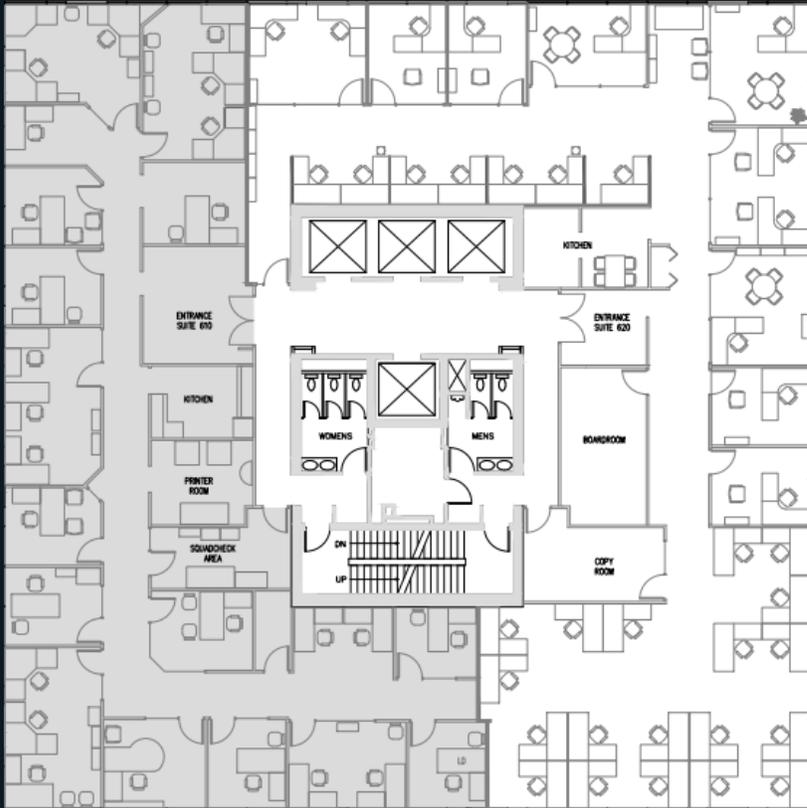
AVAILABILITY With Notice

TERM Flexible (Until May 30, 2024)

BASIC RENT Contact listing agent for details

OP. COSTS & TAXES \$19.07 per rentable sq. ft.
(2020 estimate)

- FEATURES**
- Improved Premises
 - Boardroom
 - 27 Workstations
 - Fully Furnished



Not to scale.

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TENANT BULLETIN

May 15, 2020

1100 Melville Street

BentallGreenOak Tenant Re-Occupancy Guide

Here at BentallGreenOak, our core focus has always been serving our tenants and providing them with a safe and healthy environment for them to do what they do best. Over the course of the past month, we have been gathering feedback from all our tenants regarding their potential plans for returning to the workplace and have prepared the following guide to assist you in returning to our buildings.

#NowMoreThanEver, We Are:

- Here, to care for your safety and well-being.
- Here, to serve our tenants and be present for them.
- Grateful, for the work of all our essential workers.
- Mindful, of physical distancing and other Public Health recommendations.

We fully expect the current situation to form our new normal for a while to come and are available to answer any questions our tenants may have regarding their transition back from the current work-from-home reality and back into our properties. The weeks and months ahead will present challenges for all of us, but we believe that by working together, we will get through this.

Helping Our Tenants Cope

In addition to measures implemented at the outset of the Pandemic, we will also be implementing the following staff procedures and policy changes between mid-May and June to help our tenants returning to work:

Building Experience – Ambassadors & Staff

Wherever possible, we have appointed building staff as BentallGreenOak Ambassadors to welcome back our tenants as well as assist them with adhering to physical distancing and other health or building guidelines. You can find your ambassador in the lobby or common area during peak hours, wearing a security uniform.

All ambassadors, janitorial, and security staff will be equipped with appropriate personal protective equipment (PPE) and remain a safe distance away while they assist you.

Building Experience - Signage

To assist our tenants in following physical distancing guidelines, we will be placing #NowMoreThanEver signage and decals in key areas throughout our buildings. These include footprint markers for line distancing, and elevator & washroom signage regarding maximum occupancy and procedures, among others wherever possible.

We ask that all tenants who enter the building follow the directions of applicable signage to help keep everyone safe and healthy.

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Building Experience - Air Quality

In preparation for tenant re-occupation, we have changed all of our HVAC filters (MERV-13) and increased outdoor air intake to reduce recirculated air in our properties. Air intake systems have been altered to run on extended hours, and air exhaust systems have been altered to run 24 hours a day, 7 days a week.

Building Experience - Lobby Distancing

In addition to signage provided throughout elevators and common spaces, we have altered furniture spacing and seating in our lobbies and common spaces to assist with physical distancing initiatives.

Building Experience - Sanitization Stations

Wherever possible, additional sanitization stations have been ordered and installed. However, due to high demand, some properties will be receiving new stations later than others.

Cleaning - Janitorial Procedures

We have further increased enhanced cleaning frequency on all surfaces, with a focus placed on all high and medium touch-point surfaces, such as elevator call buttons, handles, faucets and more. In addition, high touch-point cleaning procedures have also been extended to enclosed parkades, including pay machines, elevator vestibule doors, and call buttons. All surfaces are cleaned with a highly effective, environmentally friendly cleaner confirmed to work on COVID-19. All janitorial staff are also equipped with nitrite gloves, masks, and all other required PPE.

Cleaning - Deep-Cleaning

At the tenant's cost, we can perform a deep-clean of their space prior to re-occupation. Please contact Mohammed Khan at mohammed.khan@beeclean.net to organize a deep clean of your space.

Tenant Expectations

Despite the measures outlined above, we require the cooperation of our tenants in ensuring they remain effective in safeguarding the health and safety of all of us. To this end, we ask tenants adhere to the following:

Personal Protective Equipment - PPE

We believe wearing a face covering is an easy step we can all take to limit the spread of COVID-19, so in all our properties we will be posting signage asking tenants and visitors to wear a face covering in lobbies, elevators and other common areas. We are not a law enforcement organization, however, so we appreciate your help in ensuring your teams adhere to this recommendation. While we recommend you use the highest standard you can acquire - such as N95 or KN95 masks; fabric, washable masks are - equally acceptable in our elevators and common areas.

Should someone arrive at our doors without a face covering, we will do our best to provide a disposable mask that can be used for the day - though quantities of these masks are extremely low.

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Personal Protective Equipment - Disposal

Due to the single-use nature of many face coverings, we ask that tenants be responsible when disposing of their used face masks and other PPE. Where possible, we will be providing dedicated PPE receptacles meant for masks, gloves, and other used PPE. Where unavailable, however, we ask that tenants adhere to [Metro Vancouver's 'Bag-it & Bin-it'](#) approach to disposing their PPE by placing their used masks and gloves in plastic bags & tying them tightly before placing them securely in the general waste receptacle.

Elevators - Max Occupancy

At 1100 Melville Street we have limited maximum occupancy for our elevators to 3 people, and require that all tenants using the elevator are using proper PPE. If you do not have a facemask to use for the elevator, and we have none to offer you, then we ask that you wait in the lobby for an empty elevator cab before you can board.

While we understand that this policy will inevitably slow down the previously quick & easy process of using an elevator, we ask that you assist us in ensuring this physical distancing protocol is followed to ensure the safety of yourself and your fellow building occupants.

Washroom - General Protocols

Due to the relatively permanent fixtures used in washrooms and their private nature, we have not set a maximum occupancy limit in these spaces. That said, as mentioned above, we still request tenants use PPE and maintain social distancing if possible while in the washroom. In addition, we ask that tenants avoid touching their face and follow all recommended hygiene protocols while in the washroom. Signage has been provided to assist with this - both inside and outside of our washrooms.

Overall Occupancy - Visitors

We are all doing our best to help things return to normal as soon as possible. One thing you can do to assist us is to limit the number of visitors you invite to your space. Due to the aforementioned elevator and PPE policies, inviting visitors will negatively impact wait times and potentially the safety of other building occupants. If you must invite a visitor to your space, please try to avoid peak times between 8:00 - 9:30 AM and 12:00 - 1:00 PM, and inform them of the PPE requirement beforehand.

General - Other Guidance

- Please plan to order PPE for your staff as BentallGreenOak cannot order PPE for tenants.
- Remain aware of, and follow, all applicable public health office guidance, such as:
 - Regularly wash your hands for 30 seconds in warm water and avoid touching your face.
 - Stay home if you feel you might be sick or are experiencing any cold symptoms.
 - Sneeze & cough into a tissue or your elbow if none is available.
 - Bag & Bin tissues & PPE in general waste receptacles.
- Additional BentallGreenOak updates for tenants are available [here](#).
- Continue physical distancing wherever possible. (2M or 6ft Apart)

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Additional Considerations

In addition to the measures and expectations outlined on the previous pages, we ask that tenants consider the following as they return to work:

Review Office Protocols

To ensure the transition between working-from-home and working in the office goes smoothly, we recommend that tenants:

- Review their commuting options and take appropriate precautions before coming to work.
- Consider staggering staff start times to minimize elevator & stair bottlenecks.
- Eliminate shared workstations & hold meetings electronically whenever possible.
- Implement plexiglass screens for reception areas where distancing is not possible.

Building Access – Hours & Amenities

Please be advised that due to low occupancy, building hours are currently 7:30 AM to 4:30 PM. Access cards will be required outside of these times. In addition, most amenities such as meeting rooms, fitness centers, showers, and locker rooms are closed for health & safety reasons. Bike lockers remain open for tenants to bike to work. Once further guidance has been received from the public health office, we will look at re-opening these facilities.

Common Areas – Food Services

Our on-site restaurants have been hit particularly hard by the COVID-19 pandemic and are cautiously considering when and how to re-open. While we remain committed to supporting their efforts, we'd like to remind you that one of the best ways you can help these businesses is by placing pick-up or delivery orders through online and smartphone apps like Ritual, SkipTheDishes, DoorDash, and more.

In Closing

As mentioned at the beginning of this guide, our core focus has always been serving our tenants and providing them with a safe and healthy environment. With your cooperation and understanding, we look forward to delivering on just that.

Sincerely,

BentallGreenOak

Kevin Soltani
Property Manager