

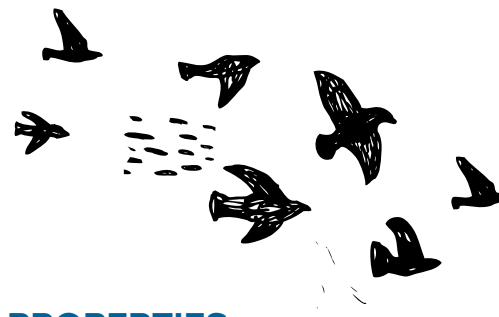
CF
Cadillac
Fairview

TORONTO
EATON
CENTRE
A CF PROPERTY

WELCOME TO THE

Toronto Eaton Centre Office Properties





WELCOME TO THE TORONTO EATON CENTRE OFFICE PROPERTIES

The management and service team at the Toronto Eaton Centre (TEC) would like to extend a warm and enthusiastic welcome to you as you settle into your new business home. An office relocation or the start of a new job is always exciting, but it can also result in a long list of questions about your new workplace.

This “welcome” brochure is designed to help you in your transition and hopefully answer a few of the more pressing questions you may have about working here. It contains information about navigating your way around the TEC, security/emergency information and important phone numbers.

We couldn't be happier that you're now a member of the TEC Office Properties (TEC OP), a dynamic business community that works together and achieves remarkable results. If we can do anything to make your time here more comfortable and enjoyable or if you have any questions, please contact our Lobby Tenant Relations Representatives at 416-598-8568 or teconciège@cadillacfairview.com. And remember to become a regular visitor to www.tectowers.com or enquire about downloading the [CF Concierge app](#), your complete source for everything there is to know about TEC Office Properties.

If you are reading this online, whenever you see [blue text like this](#), click on it for more information.

Welcome to the TEC Office Properties.



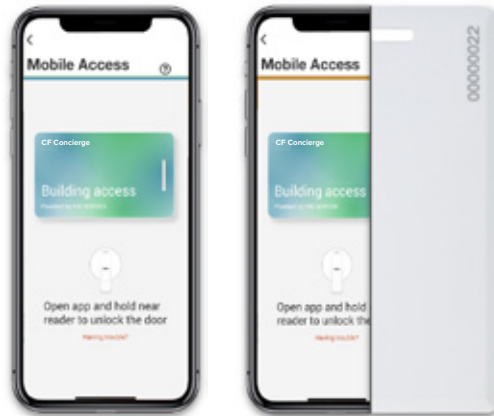


Navigating Your Way Around the TEC Office Properties

FROM A TO Z

ACCESS PASSCARD

Your TEC Office Properties passcard or mobile key will open doors and elevators for you after hours and on weekends. For more information on obtaining a mobile key visit cfconcierge.ca for details. Keep your passcard and/or mobile key close. The Access Control Centre passcard office is located on Level 1 of the Galleria Offices, call 416-598-8547 or email tecaccess@cadillacfairview.com



ACCESSIBILITY

The TEC Office Properties is committed to providing excellent service to all its clients, including those with disabilities. If you need assistance while at TEC, contact security at 416-598-8547. TEC Office Properties is a barrier free complex and received the [Rick Hansen Foundation Accessibility Certification](#) for all commercial buildings. That means that access to all buildings and the parking garage is designed to conveniently accommodate wheelchair requirements.





BIKE RACKS

For those who prefer pedal power and a secured storage facility to store their bike, a cage is located on the P1 level of the Bay Dundas Parkade exclusively for use by TEC office clients. For more information contact teconciierge@cadillacfairview.com or call 416-598-8568 for details.



SHOWERS & LOCKERS

Conveniently located on P1 in the Bay Dundas Parkade across from the bike cage are shower and locker facilities. For more information contact teconciierge@cadillacfairview.com or call 416-598-8568 for details.

CANADA POST

A full service Canada Post outlet is located inside Shoppers Drug Mart on Level 1 of the CF Toronto Eaton Centre. Click [here](#) for more information and hours of operation.





CAR WASHING / DETAILING

AlphaShine Car Detailing can be found on P2 of the Yonge Parkade.
Call 647-249-2960 to book your appointment. Your car will thank you!



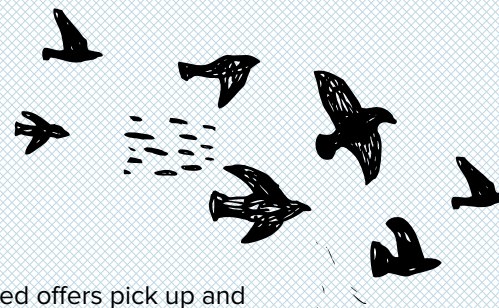
CONCIERGE SERVICES

Our Tenant Relations Representatives located in the main lobby are knowledgeable resources available to assist building occupants from 7:30 a.m. - 4:00 p.m. daily. From offering complimentary umbrellas to hailing taxis, the Tenant Relations Team is there to make clients and their visitors feel welcome and comfortable.

EARLY ON CHILD AND FAMILY CENTRES

Mothercraft Early ON Child and Family Centre is a full service childcare facility located at 14 Trinity Square. Perfect for infants, toddlers, preschoolers and kindergarteners. Priority registration is given to TEC Office Properties' clients. For more information call 416-340-9651 or visit www.mothercraft.ca





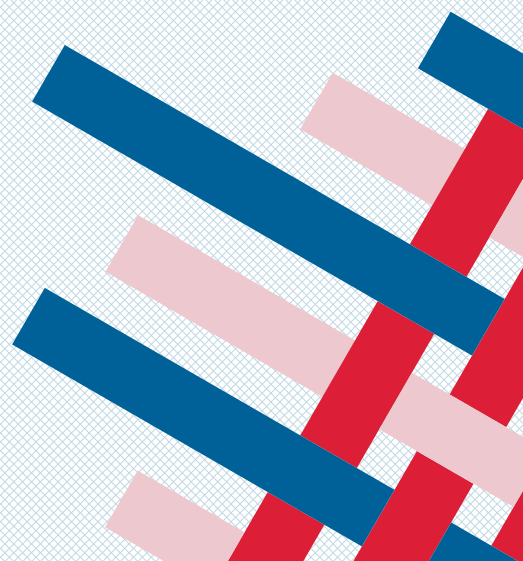
DRY CLEANING

Providing state-of-the-art and environmentally friendly dry cleaning services, Alfred offers pick up and delivery services through the convenience of a mobile app. For more information visit alfredservice.com



EVENT / MEETING FACILITIES

Need an off-premise facility for that important presentation, sales meeting, staff event or confidential interview? Contact the Lobby Tenant Relations Team at teconciierge@cadillacfairview.com or call 416-598-8568 for information on TEC Office Properties businesses that may be able to help





GUEST SERVICES

Can be found in the CF Toronto Eaton Centre Shopping Centre on Level 2. The Cadillac Fairview SHOP! CARD® gift card can also be purchased at Guest Services. For more information click [here](#) or call 416-598-8560



MICHAEL SNOW FLIGHT STOP EXHIBIT

Unveiled in 1979, Flight Stop is a permanent sculptural installation at the CF Toronto Eaton Centre and a must see for local residents, tourists and office occupants. The work was commissioned by Cadillac Fairview in partnership with renowned architect Eberhard Zeidler.



250 YONGE LOBBY ARTWORK

250 Yonge Street contains 2 pieces of original art by renowned Canadian Artist, Denyse Thomasos, an artist recognized by the Art Gallery of Ontario and the McMichael Art Gallery.





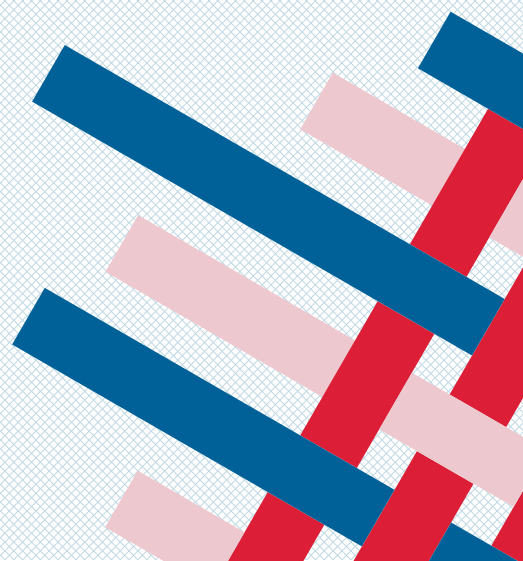
LOST AND FOUND

Everyone misplaces something from time to time. Before giving up your search, check with us at security. We just might have it! Contact 416-598-8547.



TRINITY SQUARE PARK

Nestled between the TEC commercial office buildings is Trinity Square Park. The quaint public greenspace can trace its origins back to 1797. This historic park is on the traditional territory of many nations including the Mississagans of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples. For more information on Trinity Square Park click [here](#)

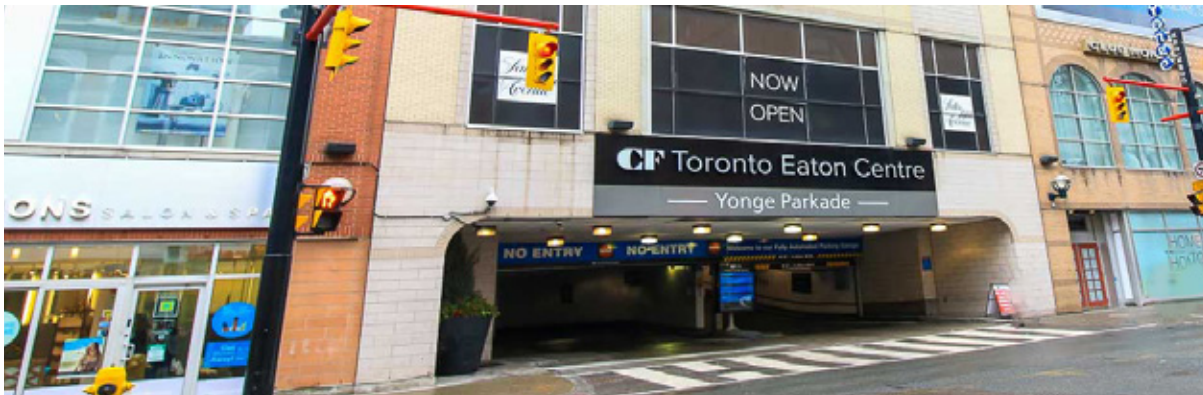




PARKING: DAILY / VISITOR

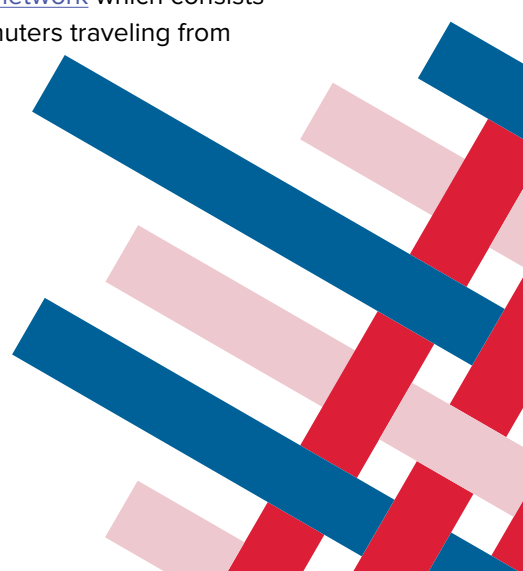
An abundance of daily and special event parking for clients and their visitors awaits you at the Toronto Eaton Centre Office Properties. There are two parkades: Yonge Parkade located at the corner of [Yonge Street](#) and Shuter Street, and [Dundas Parkade](#) located at the corner of Bay Street and Dundas Street. For more information call 416-598-8685 or email tecparking@cadillacfairview.com

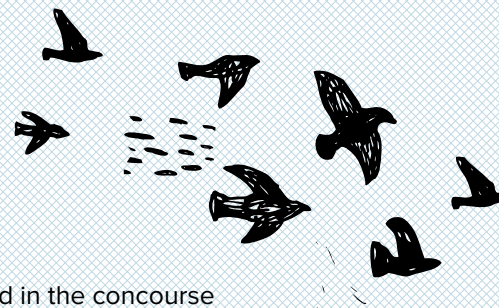
Please see location map [here](#)



PATH NETWORK

TEC Office Properties is connected to the sprawling downtown [Toronto PATH network](#) which consists of 28 kilometers of underground walkways and provides a direct link for commuters traveling from Union Station





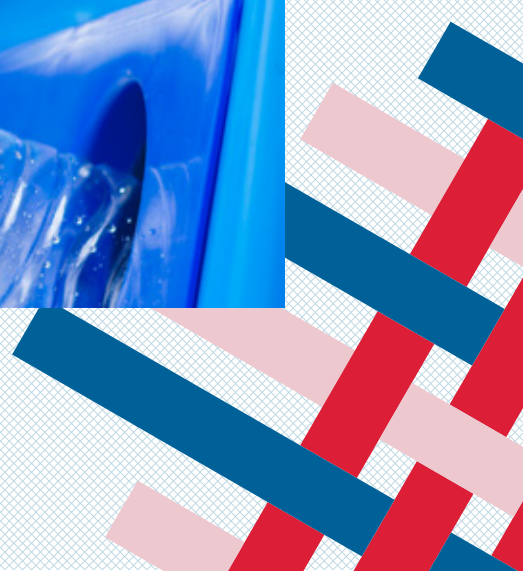
URBAN EATERY

Something for everyone. That's the best way to describe the Urban Eatery located in the concourse level of CF Toronto Eaton Centre. Whether stopping by for breakfast, lunch, dinner or those snacks in between, the Urban Eatery offers a wide variety for foodies. Click [here](#) for more information



RECYCLING

TEC Office Properties' comprehensive recycling program has achieved an impressive overall waste diversion rate away from landfill. A recycling leader in every respect. To learn more about TEC Office Properties recycling (organics; single stream; sustainability tips) and how you can help, click [here](#)





RETAIL SHOPS & SERVICES

TEC Office Properties are connected to CF Toronto Eaton Centre with over 230 shops and services, offering more selection than you can imagine. [Click here for a map or directory to help you find all the shops and services.](#)





SAFE WALK

When you work late or on weekends, call Security at 416-598-8547 and we'll escort you to your car or the nearest transit connection

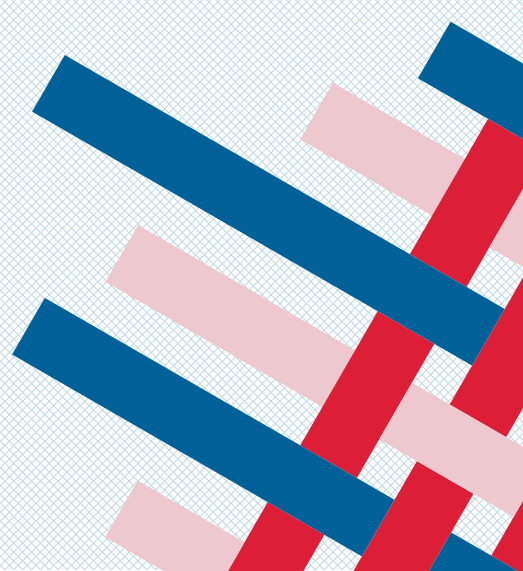


SMOKING POLICY

The smoking by-law requires all smokers to stand 9 meters or 25 feet away from entrances to all buildings and fresh air intake vents. Thanks for your understanding and cooperation. We appreciate it!

CF CONNECT

CF CONNECT is one of the front lines of communication with TEC Office Properties' clients and is there for you 24/7. As the direct link between our clients and building operations, the Centre's function is to receive and direct responses to client calls, enquiries and service requests. Call 1-800-665-1000 or email cfconnect@cadillacfairview.com anytime.





SECURITY / EMERGENCY INFORMATION

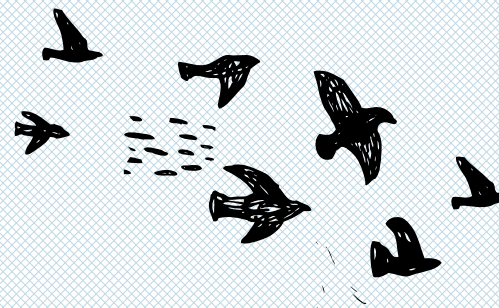
A team of highly trained security and life safety professionals are dedicated to providing you with a safe and secure environment 24 hours per day, 7 days per week. The Security and Life Safety Department consists of highly trained professionals whose core expertise involves handling emergency evacuation drills and emergency preparedness, and who provide an extra layer of response in medical emergencies over and above the Fire and Life Safety team. Security & Life Safety personnel are also trained and certified as medical responders in First Aid/CPR and AED (Automated External Defibrillator). This team also conducts client awareness orientations and education sessions that include annual Fire Evacuation Warden training.

TEC's Operations and Security & Fire Life Safety teams are trained in the use of First Aid/CPR and Automatic Emergency Defibrillators (AED), prior to the arrival of 911 EMS.

In an emergency situation. Follow these important steps:

- Immediately call 911, then call TEC OP Security at 416-598-8547
- If Security was contacted first, follow up with a call to 911
- To prevent further injury, try not to move an injured person

The TEC OP Security team is composed of 80 highly trained professionals who work 24/7 to secure the property and serve our clients. With close to 500 closed circuit cameras and almost 1300 card readers, TEC Office Properties is one of the safest business communities.



BUILDING EVACUATION ALERT TONES

For your safety, the TEC Office Properties has one of the largest integrated fire alarm systems in Canada. Centrally monitored at the complex, the system monitors all 5 office buildings and the retail shopping centre, along with the parking areas connected to the property. There are two distinct alarm tones that require varying responses. Each tone is meant to inform and requires a different action from building occupants.

For your personnel safety and that of all TEC OP occupants, it is critically important to know these tones and the required actions.

ALERT TONES (1 ping tone at regular intervals)

- Indicates there is an alarm condition in the building; however, it **DOES NOT AFFECT YOUR FLOOR**. Stand by and prepare to evacuate.

EVACUATION TONES (3 ping tone at regular intervals)

- You need to **IMMEDIATELY EVACUATE** the floor via the nearest stairwell.
- Follow the instructions of your company Fire Warden and/or TEC building staff.

In the event of an emergency, knowledge and decisive action may alert people to problems and save lives.

Please [click here](#) for more information or refer to the [TEC OFFICE Emergency Preparedness Manual Procedures](#) on our website.

IMPORTANT

In all emergencies notify 911, then contact the 24-hour TEC OP Security at 416-598-8547.

