

OPERATING RULES AND REGULATIONS FOR THE USE OF  
NON-RESIDENTIAL PREMISES, EXCLUSIVE PARKING  
AREAS AND COMMON AREAS ON THE PREMISES OF

LOGICOR PRAGUE PRŮMYSLOVÁ

07/2025

## 1. Introduction

- 1.1. The purpose of these „Operating Regulations „OR“ is to determine the operating conditions, organization of safety, health and property protection in the Logicor Prague Průmyslová (hereinafter referred to as the "Site").
- 1.2. The OR is prepared in accordance with the provisions of the Labour Code, the Fire Protection Act as amended, and related regulations.
- 1.3. The Landlord reserves the right to waive or substitute any of the following rules and regulations and to make such other and further rules and regulations as in its discretion may be required for the safety, security, care and cleanliness of the Premises and its operation, the preservation of the good condition and protection and the security of the convenience of the Tenants, their employees, contractors and visitors. Upon notice to Tenant of the rules and regulations so modified, they shall be binding upon Tenant in like manner as the original operating rules and regulations set forth herein.
- 1.4. Tenant shall be responsible for compliance with the Operating Rules by its employees, contractors and visitors.

## 2. Determination of the organisation of operation and operating conditions of the premises

- 2.1. The OR establishes the basic rules of operation and operating conditions of the Site, to ensure the safety and health protection of persons, fire protection and to ensure the continued functionality of the technical equipment of the Site, which are further specified in the technical documentation of the Site equipment and in the prepared directives and regulations of the respective Tenants.
- 2.2. Ground roads in the Site are incorporated into the handling area. The Act No. 361/2000 Coll., as amended, does not apply in the handling area. The Local Traffic Rules apply here - see point 3.
- 2.3. Ground roads in front of the premises public roads - outside the premises, the roads (car parks) are not included in the handling area and the Road Act No. 361/2000 Coll. as amended applies here.
- 2.4. Unauthorised persons are not allowed to enter the handling area and the priority of operation of handling equipment applies.
- 2.5. The access of persons to the individual parts of the premises shall be governed by the needs of the Tenant, provided that the Tenant may set its own regulations for the movement of persons in the leased premises. The Tenant shall have access to and use of the Leased Premises 24 hours a day and shall comply with the Occupational Health and Safety Regulations as amended in the Premises and the Leased Premises.
- 2.6. Pedestrian movement shall be governed by the following rules, among others:

- a) for walking the Site, the footpath outside the road level or at the road level marked as a separate lane of the road shall be used in the first place.
- b) where there is no footpath or if it is impassable, walk on the left-hand verge, and where there is no verge or if it is impassable, walk as close as possible to the left-hand edge of the road.
- c) the provisions of the relevant "Local Warehouse Regulations" shall apply to pedestrian movement in the warehouse and in the open warehouse areas.
- d) in the Named Responsibilities of the Tenant's employees for individual work areas and activities, individual employees are assigned work locations and their permitted and prohibited areas and surfaces, and the resulting permitted and unpermitted areas.
- e) persons on foot (only with the approval of the Tenant's supervisor) in handling aisles and areas (without designated pedestrian aisles) shall exercise extra caution due to the operation of forklifts and their right of right of way in areas so designated.

2.7. Vehicle movements are governed by the following rules, among others:

- a) vehicles shall move within the Site in principle to the right, at the edge of the road.
- b) when driving, drivers must take extra care and caution not to damage parked vehicles, materials stored in loading, unloading and storage areas, or pedestrians crossing the pedestrian walkways.
- c) all road motor vehicles shall be restricted to a maximum speed of 30 km/h on dedicated (internal) roads.
- d) a maximum speed of 20 km/h shall be set for handling trolleys. In warehouse handling areas, the maximum speed for handling trolleys and motor vehicles is set by the 'Local Warehouse Rules', including other operating conditions on the handling area.
- e) parking within the Site is only permitted in pre-designated parking bays.
- f) parking of tenants' trucks on the Site is not prohibited. Movement of carriers' trucks in the premises is permitted only for the time strictly necessary, i.e. for the time of loading/unloading.
- g) entry permits to the Site are provided by the Lessee.
- h) if security is provided at the Site, the security guard shall have the right, if the Tenant suspects or is advised of any theft or damage to property or the health of persons, to detain the suspected person leaving the Site and summon the State Police or City Police.
- i) exiting the Site shall be subject to applicable traffic laws, including compliance with all traffic signs posted outside the Site. Drivers shall obey traffic signs and follow their instructions. When leaving the premises, particular attention must be paid to the prohibition of driving through the municipality (i.e. respect the RIGHT TURN

PROHIBITION for vehicles weighing over 19 tonnes, which is applied in the municipality). This measure is necessary to ensure safety in the municipality, and its violation will be fined CZK 5,000 for each vehicle that demonstrably violates the prohibition;

the tenant is obliged to inform its suppliers/customers of this fact.

### 3. Local operating rules

- 3.1. The established principles of safe work apply to users (legal and individuals) who carry out activities on the defined area of the Premises (in particular Landlords, Tenants, their employees, business partners, suppliers, customers, etc.) and move on the roads within the Site.
- 3.2. Vehicles shall drive within the Site on the right-hand side, at the edge of the road. Drivers must take extra care and caution when driving so that their vehicle does not hit, for example, a parked vehicle or pedestrians passing by.
- 3.3. The car park is not designated as a guarded car park, intended for the storage of belongings, with all the consequences arising therefrom in accordance with the provisions of the relevant legislation, in particular §435 of the Civil Code.
- 3.4. During loading and unloading, vehicles must not be parked directly next to the rubber bumpers – after loading they must move approximately 5 cm forward from the bumper. Otherwise, there is a risk of damage to the rubber bumpers.
- 3.5. Each person in the car park is fully responsible for any damage to the equipment incurred by the Car Park Owner.
- 3.6. There is a strict prohibition on parking any vehicles in the vicinity of the so-called valve stations throughout the Site.
- 3.7. The outdoor paved areas within the Site must be kept clean and clear of packaging materials, wooden pallets and other materials or objects on an ongoing basis, primarily to comply with fire protection and occupational health and safety rules. The Tenant shall be fully responsible for compliance with these rules and shall bear the appropriate legal consequences for any breach thereof.
- 3.8. If the damage is caused by a vehicle, it is covered by the statutory third-party insurance.
- 3.9. If a person is killed or injured in a traffic accident, or if material damage to any of the vehicles involved, including the goods transported, exceeds the material damage of more than CZK 100,000, the parties involved in the traffic accident shall be obliged to:
  - j) provide first aid to the injured person,
  - k) immediately report the traffic accident to the Police of the Czech Republic,

- l) immediately report the traffic accident to the immediate supervisor or to the person responsible for transport (if designated) within the Site, then inform the Facility Manager,
- m) in case of any damage to the Landlord's property always inform the Facility Manager,
- n) refrain from any action that would be detrimental to the proper investigation of the traffic accident, especially the relocation of vehicles; if, however, the situation arising from the traffic accident must change, in particular if it is necessary for the rescue or treatment of an injured person or for the resumption of traffic on the roads, in particular the operation of public passenger transport vehicles, mark the situation and the tracks,
- o) remain at the scene of the traffic accident until the arrival of a police officer or return to the scene immediately after assistance has been rendered or summoned or the traffic accident has been reported.
- p) the scene of the accident must be marked immediately. In the event of an accident, treatment of the injured must be commenced immediately and the supervisor notified.
- q) those involved in the accident must remain at the accident site and direct traffic around the accident site.
- r) in the event of damage to or breakdown of handling and transport equipment, work must be stopped immediately and the equipment secured against free movement.

#### 4. Proper use of the leased premises

4.1. The Tenant shall not obstruct the Common Areas, roads, parking lots, sidewalks, ramps, and other common areas of the Site, nor shall any Tenant use them for any purpose other than ingress and egress to and from the Site and the Exclusive Common Areas.

4.2. The Tenant shall, at its own expense, clean, maintain cleanliness and orderliness of all areas in the Site used exclusively by the Tenant in connection with the use of the Rental Unit, or other areas in the Site used exclusively by the Tenant (e.g., fenced parking areas with no access to any other party).

In particular, the Tenant shall, in relation to the aforementioned areas, ensure the clearance of rubbish, cigarette butts or other unsuitable materials and/or contamination; the storage of pallets and/or any flammable or other hazardous material, in any quantity and for any period of time, is prohibited in the aforementioned areas, except as assessed and permitted in the currently applicable fire safety design (FSD) of the Rental Unit.

Cleaning and maintenance of the cleanliness of the internal and external common areas in the premises (especially technical rooms, entrances/exits to/from the premises, paved

areas of the premises, parking areas, etc.) is provided by the Landlord according to the terms of the lease agreement.

- 4.3. The Tenant shall not use the premises and areas outside the Premises and the Exclusive Common Areas for the storage of its own property, tools, goods or inventory; the Tenant may use them only for parking vehicles, and only in the places designated for this purpose or specified in the Lease Agreement. If the Tenant shall store any flammable, explosive, hazardous or toxic substances, the Tenant shall handle such substances in accordance with applicable safety, fire and sanitary regulations.
- 4.4. The Tenant shall prepare and send to the Landlord for its attention a prepared "Local Warehouse Rules". The Local Warehouse Rules shall contain all relevant information stipulated by the relevant Czech technical standards, such as minimum widths of traffic routes and pedestrian aisles, rules for the operation of industrial trucks, load capacity of racks, compliance with free escape routes, etc.
- 4.5. When storing and operating within the Site, the Tenant is obliged to comply with the provisions of Czech technical standards
- 4.6. The load capacity of the shelves or shelf column must not exceed the maximum floor load. The shelves will be marked with the load capacity of the shelves according to the floor parameters, not according to the actual load capacity of the shelf (load capacity table, max. load). It is important to observe the maximum storage height.
- 4.7. The design of the LHWV must be appropriate for operation in enclosed buildings and meet the specified conditions for the specific building, including the floor load capacity and its design.
- 4.8. Forklift trucks shall generally be equipped with soft rubber wheels designed for operation on interior concrete or poured-in-place floors. The operation of forklift trucks with nylon or metal wheels is strictly prohibited.
- 4.9. Clear escape routes, escape exits, clear space in front of fire safety equipment (fire extinguishers, hydrants) as well as in front of electrical switchboards must be maintained.
- 4.10. In buildings with fixed firefighting equipment, racks shall not have full floors. If racks with floors are used, under-sprinklers must be installed for stable fire extinguishing systems or the floors must be permeable, e.g. made of porous material. Drainage plumbing and equipment shall be used only for its intended purpose and no rubbish, rags or other unsuitable materials shall be thrown or deposited into them. Repairs because of such damage to any such fixtures or equipment evidenced by misuse by Tenant shall be paid for by Tenant and Landlord shall in no event be liable therefor.
- 4.11. Tenant shall not store any items in the Common Areas or any other areas of the Site without the prior written consent of Landlord. If the Tenant fails to remove the items even

after 5 working days' written notice, the Landlord shall have the right to remove the items and the costs of doing so shall be recharged to the Tenant.

4.12. The Tenant shall not interfere with any equipment installed in the Common Areas and maintained by the Landlord.

4.13. The Tenant shall maintain a minimum temperature of 12 degrees Celsius in the Hall during the "winter" months (October-April).

4.14. In the event that the Tenant violates any of his/her obligations under clauses 3 and 4 of the Operating Regulations and fails to remedy them even after a prior written request from the Landlord within 5 working days, the Tenant shall be obliged to pay the Landlord a fine of EUR 200 for each individual violation, or for each day of each individual violation. The Landlord's right to damages is not affected by the application of the fine.

4.15. The Tenant uses racking systems for storage. If he stores directly on the area, he shall store on pallets. If the storage is directly on the floor area, the Landlord may not be required to pay any compensation in the event of damage caused by leakage, leakage from the central heating system, water distribution system or sewage or storm water drainage.

## 5. Ensuring and complying with fire protection obligations

5.1. The Tenant of the Site, or a part thereof, is obliged to prepare fire protection documentation in the scope specified by the Fire Protection Act and related regulations. Upon request, the Landlord shall provide the construction documentation of the Site necessary for the proper preparation of the Tenant's fire protection regulations.

5.2. The Tenant shall submit the fire documentation to the Landlord within 30 calendar days of taking possession of the Leased Premises and shall continue to keep it up to date with respect to the activities carried out.

5.3. The Tenant shall acquaint the Landlord of the Site or its authorised representative with the range of goods stored, and the work activities carried out at the Site. In the event of a change in the range of goods stored, the Tenant shall notify the Landlord in writing (by email) of the change in the range of goods stored and, if applicable, update the fire protection documentation and send it to the Landlord (by email).

5.4. The Landlord of the Site shall ensure that the fire protection equipment and systems of the Site are inspected and repaired at the prescribed times and to the prescribed extent. In this connection, the Tenant is obliged to allow the necessary third-party access to the equipment in question for the necessary period.

5.5. The Tenant of the Site, or part thereof, is obliged to ensure and carry out regular inspections of the fire protection equipment in its possession located in the subject of the lease.

- 5.6. An authorised representative of the Landlord shall operate the fixed fire extinguishing system and operate the electronic fire alarm system (hereinafter referred to as "EFS").
  - 5.7. The Lessee shall ensure that the EFS operator is familiar with the local conditions in all leased premises. A record of the local familiarisation shall be made and confirmed by both parties, i.e. a representative of the Tenant and a representative of the Landlord. The familiarisation shall be carried out within 30 days of the handover of the leased premises. The operators of the electrical switchboards and smoke and heat extraction equipment must also be familiarised.
  - 5.8. All fire extinguishers and hydrants must always be freely accessible. This fire protection equipment shall be protected from damage and misuse. Any use of these means must be reported to the Landlord's authorised representative. In addition, there must always be free access to electrical switchboards, including the "CENTRAL STOP + TOTAL STOP" buttons.
  - 5.9. The Tenant shall maintain clear escape routes and accessible marked areas for the entry of firefighting equipment as well as outdoor assembly areas for the evacuation of persons.
  - 5.10. If, when using any technical equipment or machinery, the instructions for use indicate that it is equipment whose use creates an increased fire hazard, the Tenant is obliged to properly secure the workplace with an increased fire hazard.
  - 5.11. Smoking is PROHIBITED within the Site and is only permitted in designated smoking areas.
  - 5.12. Anyone who observes a fire shall immediately sound the fire alarm and provide effective personal and material assistance in fighting the fire. Actions in the event of a fire shall be governed by the fire alarm guidelines.
  - 5.13. Any fire must be reported to the Landlord's authorised representative and the Fire Brigade.
  - 5.14. The number of portable fire extinguishers at the Site shall be in accordance with the fire safety design of the Building as the default fire protection document for the Site.
  - 5.15. The Tenant is obliged to prepare documentation on the breakdown of the activities carried out according to the fire hazard depending on the business and the actual use of the building and to add portable fire extinguishers, if necessary, from the established values. The Tenant is responsible for the revisions of these portable fire extinguishers.
6. Appearance and inscriptions
- 6.1. Tenant shall not place any corporate signage, advertisements, logos or notices on any walls, windows, doors, corridors or other parts of the Premises or common areas and

facilities of the Site without Landlord's prior written consent. Landlord shall not unreasonably withhold or delay the issuance of such consent.

7. Providing the operation of the technical equipment of the Premises, their inspection and repair
  - 7.1. The Landlord shall be responsible for the operation, inspection and revision of the technical equipment forming part of the Site, such as boiler rooms, mechanical rooms and air handling systems, electrical wiring and metering and control systems, etc. Operation of the technical equipment of the Site, inspections and repairs are ensured by the Landlord through the designated Facility Manager, all inspections and inspections of the equipment are carried out at prescribed intervals. The Landlord shall provide the Tenant with the technical equipment inspection report upon request.
  - 7.2. The Tenant shall provide access to the technical equipment at a pre-agreed time.
  - 7.3. All premises must be adequately ventilated and heated to the specified temperatures to prevent condensation and mould growth. According to the weather conditions and the implemented technologies, ventilation and heating of the Premises shall be ensured according to the project parameters and relevant hygiene standards.
  - 7.4. Adverse effects on the indoor climate may be caused by changing the use of the premises or installing additional equipment, using internal blinds, sealing windows, disconnecting heating in some areas, etc.
  - 7.5. In the event of an accident outside working hours, the Tenant is obliged to report the fault to the 24hour emergency dispatching centre of the authorised manager.
  - 7.6. The Tenant shall be responsible for repairs and inspections of equipment not subject to the lease by the Landlord of the Site (e.g. HVAC equipment, racks).
  - 7.7. The Tenant is obliged to keep proper records of the inspection reports of the equipment implemented by the Tenant at the Premises and to submit the reports upon request of the Landlord's authorised officer.
  - 7.8. Repairs and maintenance of the external equipment of the Site and roads shall be carried out by the Landlord through the designated Facility Manager. Cleaning of roads and parking areas is carried out in the summer period (April-October) as required.
  - 7.9. Cleaning in the winter period (November-March) is provided around the clock depending on weather conditions such as snow and frost.
  - 7.10. The Tenant of the Site is obliged to ensure cleanliness and order in the surroundings of the leased Site.

7.11. It is forbidden to litter the green areas of the premises in any way, to throw papers and any waste on the green areas, roadways, handling areas and to deliberately damage the aforementioned areas.

## 8. Parking

8.1. The areas designated for parking may not be used for purposes other than parking of motor vehicles without the prior written consent of the Landlord. The Tenant shall ensure that such measures are taken to protect the green areas and landscaping from any possible damage by the Tenant's vehicles. The Tenant undertakes to pay due attention to the safety of traffic within the Premises during difficult weather conditions, especially in winter. Premises not directly designated as a parking lot will not be used by the Tenant or its employees, contractors or visitors.

8.2. The Tenant acknowledges and agrees that the Landlord gives the Tenant the use of the Premises pursuant to the Lease and that the Landlord shall in no event be responsible or liable for any theft or damage to vehicles (including their contents) parked in the areas used by the Tenant, regardless of any cause.

8.3. The Tenant, its employees, contractors or visitors or any other persons using the Premises or the Common Areas of the Site for parking shall be solely responsible for any theft, damage or deterioration to vehicles (including their contents) parked in areas used by the Tenant or the Common Areas of the Site for parking. Under no circumstances and in no event shall any vehicle parked by anyone in any of Tenant's parking spaces be deemed to be in the custody of Landlord or that Landlord has taken any such vehicle into its custody.

8.4. The Tenant shall diligently observe all traffic signs posted at the Site and all applicable laws and regulations.

8.5. The Landlord is entitled to remove vehicles from the parking areas if:

- the parked vehicle endangers or obstructs the operation of the Premises or the activities of persons using the Site (e.g. improperly closed tank or carburettor, parking in violation of parking rules, etc.);
- the vehicle is not properly registered or does not have a registration plate, or if the vehicle has been officially deregistered while parked; or
- the vehicle is parked illegally in a designated parking space.

8.6 The Landlord expressly reserves the right to change the location, size, configuration, appearance, layout and all other aspects of the Site at any time, and the Tenant acknowledges and agrees that the Landlord may close or restrict access to the Site to permit construction, alteration, maintenance, repair or renovation. Such restriction shall not be in violation of the Lease.

## 9. General rules

- 9.1. The Tenant is obliged to follow the operating and maintenance instructions as well as other instructions provided by the Landlord of the Site.
- 9.2. The equipment may only be operated by trained persons with the prescribed qualifications. The Tenant shall ensure compliance with all applicable standards, regulations and operating instructions relating to the operation of the Equipment.
- 9.3. The Tenant's employees shall be trained, if necessary, by the Landlord of the Site or its authorized representative.
- 9.4. The training of operators does not replace the fulfilment of other qualification requirements, which the Tenant is obliged to prove if necessary.
- 9.5. If a defect is discovered, immediate action must be taken to prevent further damage.
- 9.6. The warranty conditions do not apply to accidents and damage caused by unprofessional operation and non-compliance with work and operating regulations, mechanical damage, use of the item in a manner other than prescribed, or repairs made during the warranty period without the Landlord's knowledge.
- 9.7. The Tenant is obliged to properly secure the Leased Premises.
- 9.8. The Tenant shall be responsible for ensuring safety, including fire safety.
- 9.9. The Tenant shall report any and all damages done to the Facilities or the Site.
- 9.10. The Tenant is obliged to report any plans that may cause interference with the building structures and equipment of the Site. Such interference shall be subject to the written approval of the Landlord.
- 9.11. It is strictly forbidden to tamper with switchboards, fire door travel mechanisms, fire alarm system sensors, CO2 sensors and other equipment and facilities, including outdoor technical equipment of the car park, roads and adjacent areas.
- 9.12. The Tenant shall only use the hydraulic levelling bridges for the purposes for which they are intended and in accordance with their technical specifications and shall ensure that the operators are trained and familiar with the limits of the equipment. It is strictly forbidden to overload the bridges beyond their rated capacity as specified by the manufacturer.
- 9.13. Tampering with certain equipment and taking it out of service may be classified as a general endangerment offence.
- 9.14. Compensation for damages will be recovered from the originator of the damage.

## 10. Dealing with crisis situations

- 10.1. In the event of power distribution failures or other emergency situations, it is necessary to shut off the main power connections and inform the designated Facility Manager immediately.
- 10.2. If the emergency medical services and the fire brigade are called, the Facility Manager must be notified and the emergency services must be given free access to the Site.
- 10.3. The Tenant shall make a proper entry in the fire safety book of all facts in the provision of fire protection.
- 10.4. In the event of an emergency (intrusion of unauthorised persons, accident on the equipment, fire or natural calamity), access shall be permitted to persons carrying out urgent work connected with the removal of the consequences.
- 10.5. Detected technical defects must be reported in writing (via the helpdesk application, by email) to the relevant contact person; emergency conditions must be reported immediately by telephone to the Facility Manager.

## 11. Return of premises / Removal of changes

- 11.1. The Premises shall be returned to the Landlord no later than the date of termination of the Lease (as per the applicable LA). The Tenant shall return the Premises to the Landlord clean and tidy, in the condition in which it was on the Commencement Date considering normal wear and tear. If the Premises exhibit wear and tear more than normal wear and tear, Landlord shall have the right to charge Tenant for the cost of repairs incurred and Tenant shall reimburse Landlord for such costs.
- 11.2. Any alterations/changes, technical improvements and installations carried out during the course of construction (or any other alterations or improvements which are depreciated by the Tenant) or after the commencement of the Tenancy by the Tenant with the consent of the Landlord or by the Landlord at the Tenant's expense in the Premises (i.e. including ASTI) shall be removed by the Tenant at the Tenant's expense prior to the termination of the Tenancy. In the event that the parties agree otherwise and the title alterations are left in the Premises, Landlord shall not be obligated to pay Tenant any compensation for the retention of the alterations, technical improvements, finishes and installations.
- 11.3. Emphasis in the return of premises is placed on floor areas/floors. These must be clean, free from mechanical or chemical damage, free from any adhering materials (e.g. adhesives, stickers of the Tenant, etc.). In addition, the floor must be free of anchoring elements such as shelf screws, which must be completely removed, and the floor must be grouted full depth using a suitable material that matches the structural composition of the floor and ensures its integrity, flatness and load bearing capacity.

## 12. Sustainability

- 12.1. Buildings are designed with sustainability, environmental friendliness and resource efficiency in mind throughout the lifetime of the building.
- 12.2. Buildings are designed to reduce environmental impact through the efficient use of energy, water and other resources. They are designed to protect the health of occupants, improve their productivity and reduce waste and pollution.
- 12.3. The Tenant agrees to act in accordance with the "Sustainability Efforts" (as per international sustainability requirements/standards, i.e. GRESB or similar benchmarks in existence at the date of the Lease Agreement) to the extent reasonably required during the Lease Term. Tenant agrees to provide, upon Landlord's written request, all relevant information requested by Landlord to ensure compliance with the "Sustainability Efforts" and to obtain and maintain "Green Certification" (BREEAM, LEED, WELL or similar).

## 13. Final provisions

- 13.1. Each Tenant of the Site is obliged to familiarize themselves with the provisions of these OR.
- 13.2. The Tenant is obliged to inform its employees, business partners and carriers about the validity and content of these Regulations and the internal transport arrangements of the Site.
- 13.3. The OR do not replace the preparation of the Local Warehouse Regulations, the Emergency Plan under the Hazardous Substances Management Directive, nor do they replace other regulations related to the Tenant's activities.
- 13.4. The Tenant is obliged to inform the Landlord about the facts affecting the operation of the Site and its security.
- 13.5. Failure to comply with the provisions of these OR and the Safe Use Policy shall result in limitation of warranty or failure to honour any claims.
- 13.6. Unless other provisions and operational activities are specified in these Regulations, the rights and obligations of users of the Site shall be governed by the laws of the Czech Republic.

#### 14. CONTACT PERSONS

##### FACILITY MANAGEMENT

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