



2025 TENANT HANDBOOK & EMERGENCY PROCEDURES

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PROPERTY MANAGEMENT

Welcome to Tower Place 100!

We're so glad to have you as part of the Tower Place community. It's our pleasure to welcome you and your team, and we look forward to supporting your business in a space designed for success.

This manual will help you get familiar with the building and its day-to-day operations. If you have any questions along the way, please don't hesitate to reach out — we're here to help and happy to assist however we can.

*Sincerely,
Lincoln Property Management Team*

Management Office

Phone: **(404) 240-4010**

The following personnel are available to assist you:

Laura Juteau, Senior Portfolio Manager
(404) 869-9100 main | ljuteau@lpc.com

Sandra Green, Property Manager
(404) 240-4016 main | sgreen@lpc.com

Candi McQuirter, Assistant Property Manager
(404) 240- 4017 main | cmcquirter@lpc.com

Destiny Morton, Tenant Service Coordinator
(404) 240-4010 main | destiny.morton@lpc.com

Chris McDuff, Chief Engineer
(404) 272-4505 | cmcduff@lpc.com

Jermaine Bigby, Director of Security, Allied Universal
(678) 296- 4196 | jermaine.bigby@aus.com

Lauren Wertz, Operations Manager, Laz Parking
Roy Atkins, Facility Manager, Laz Parking

(404) 240-4029 | Ljames@lazparking.com and/or Ratkins@lazparking.com

PROPERTY MANAGEMENT OFFICE HOURS**OPEN****Monday through Friday****8:00 a.m. - 5:00 p.m.****DELIVERIES/VENDOR ACCESS**

We know your deliveries are important to you, and we want to make sure you receive them promptly, safely and conveniently. When you plan a delivery or vendor visit within the building, be sure to:

- Schedule all major deliveries for Saturday and/or Sundays by calling (404) 240-4010.
- Email destiny.morton@lpc.com at least 24 hours in advance to schedule building access. Please include the vendor name, date and time of their visit, the activity they will be performing and any other relevant information in regard to their visit.
- Notify your carrier to present a Certificate of Insurance to the Management Office prior to their approval. Information on the insurance requirements for your professional mover can be found on page 10 of this handbook. Without a compliant Certificate of Insurance, we cannot permit deliveries into the building. To avoid any inconveniences, please comply with the above requirements for deliveries and vendors.
- Advise carriers to take precautions to avoid damage to the building.
- Inform your carrier that they are responsible for any/all damages incurred as a result of the delivery.

GENERAL MAINTENANCE

Maintaining a clean, attractive building for all of our tenants is of utmost priority. If you notice any area that requires maintenance attention, please notify the Management Office, via the WorkSpace work order system so that one of our team members can take care of the issue as soon as possible.

Please contact the Tenant Services Coordinator, destiny.morton@lpc.com, to be issued log in information for the WorkSpace system.

WorkSpace Work Order Instructions

1. To get stated, please visit <https://my.workspace.cc/login>
2. Your email address is your username.

3. Your temporary password is “temp”, you will then be asked to change your password.
4. Once logged in, a link to the Workspace training video is on your homepage, in the System Updates box.
5. To enter a new work order, click “Service Request”.
6. Fill out all Primary Information.
7. Select the Floor from the drop down menu.
8. Select the suite from the drop down menu.
9. Select your request type from the drop down menu.
10. Include an in-depth description of your Work Description.

Sometimes your work request may incur a charge. If so, we will complete an estimate itemizing the work to be performed. You will always be able to review a work order estimate for any charge before the work is performed. If it is acceptable, the work order should be executed and returned to the Management Office for scheduling.

HOUSEKEEPING SERVICES

Housekeeping Services are available daily, Monday through Friday. For any special requests, please submit a detailed Workspace work order. Be sure to specify the exact location and nature of the cleaning required so our team can assist you efficiently.

SIGNAGE

Property Management provides standard signage for all new tenants. If changes to your signage are needed, please submit a Workspace work order specifying the nature of the change. To maintain consistency throughout the building, logos are not permitted on signage.

MOVING IN / MOVING OUT

If you are planning a significant move, such as relocating furniture, large equipment, or similar items in or out of the building, please notify Property Management at least 48 hours in advance. By sharing your schedule ahead of time, we can help ensure your move proceeds smoothly and with minimal disruption to other tenants.

To coordinate your move:

- Submit a work order in Workspace and assign it to Security.
- Provide the Management Office with a Certificate of Insurance *at least two day* prior to the scheduled move.

The Certificate of Insurance requirements are:

- General Liability: \$1M occurrence / \$2M aggregate
- Auto Liability: \$1M combined single limit to cover all owned, non-owned & hired vehicles
- Workers Compensation: Statutory
- Employer's Liability: \$500,000 each accident / disease-limit / disease-employee

The Additional Insured party names are

Receivership Estate Over the Specific Assets of TPL Property Owner, L.P.
c/o Lincoln Property Company Commercial, LLC
3340 Peachtree Rd. Suite 675 Atlanta, GA 30326

The Certificate Holder name is:

Receivership Estate Over the Specific Assets of TPL Property Owner, L.P.
c/o Lincoln Property Company Commercial, LLC 3340 Peachtree Rd. Suite
675 Atlanta, GA 30326

Pre and Post Inspections

Before a large move or delivery, the Landlord will conduct a pre-inspection of the common areas, followed by a post-inspection once the activity is completed. Whenever possible, these inspections should include a representative from Property Management and the tenant.

If the moving or delivery company causes damage to the common areas, they will be held responsible for reimbursing the Landlord for necessary repairs. Tenants are encouraged to follow a similar policy for any damages occurring within their premises.

Additionally, all boxes, packing materials, and trash must be removed from the building by the moving or delivery company upon departure. The Landlord is not responsible for disposing of these materials in the building's trash containers. Items left behind will incur a disposal fee, which must be paid within 30 days.

Rules and Regulations for Moving and Delivery Companies

Only the freight elevators are to be used for the movement of furniture, equipment and supplies unless prior written approval to use passenger elevators is granted by the property management office.

Clean Masonite sections will be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. The Masonite must be at least 1/4-inch-thick, 4' x 8' wide sheets in elevator lobbies and corridors and 32" wide sheets through doorways leading into the Tenant's space. All sections of Masonite must be taped to prohibit sliding. Protective coverings must be attached to all walls, corner walls in the elevator lobby, door facings, elevator cabs and other areas along the route leading from the Tenant's premises to the service elevator.

All moving company employees should be in a uniform or wear some form of identification. No smoking is allowed inside the building.

Absolutely no pallet jacks are permitted in the building or service elevator.

Please see page 9 for a sample COI.



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 Month/Day/Year

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Producer's Name Address City St Zip Code		CONTACT NAME: Producer's Contact Name PHONE (A/C, No, Ext): Producer's Contact # FAX (A/C, No): Producer's Fax # E-MAIL ADDRESS: Producer's Email Address	
INSURED Company Name Company Address City ST Zip Code		INSURER(S) AFFORDING COVERAGE INSURER A: Insurer's Full Legal Name ID code INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input type="checkbox"/> Y	<input type="checkbox"/> Y				DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						PRODUCTS - COMPROP AGG \$
A	AUTOMOBILE LIABILITY	<input type="checkbox"/> Y	<input type="checkbox"/> Y				COMBINED SINGLE LIMIT (Ea accident) \$ 500,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$ 100,000
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$ 300,000
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$ 100,000
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR	<input type="checkbox"/> Y	<input type="checkbox"/>				EACH OCCURRENCE \$ 5,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 5,000,000
	DED RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	<input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
		<input type="checkbox"/>	<input type="checkbox"/>				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Receivership Estate Over the Specific Assets of TPL Property Owner, L.P. and Lincoln Property Company Commercial, LLC are named as Additional Insureds. All applicable policies of Vendor shall be primary and noncontributory without right of subrogation against Lincoln and/or Owner with respect to all claims, actions, damage, loss or liability in or around the project community.

CERTIFICATE HOLDER

CANCELLATION

Receivership Estate Over the Specific Assets of TPL Property Owner, L.P. c/o Lincoln Property Co. Comm., LLC 3340 Peachtree Rd NE, Suite 675 Atlanta GA 30326	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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AFTER HOUR VENDOR SCHEDULING

Vendors coming on-site may be subject to certain restrictions depending on the type of work being performed. Any construction or work that could generate noise must be scheduled outside of regular business hours—before 8:00 AM, after 5:00 PM, or on weekends—when fewer tenants are present in the building. Certificates of Insurance (COIs) are required for catering services, contractors, and similar vendors. If applicable, please ensure a COI is submitted in advance to destiny.morton@lpc.com.

Simply follow these steps to request vendor access via Workspace:

1. Log in and select the Service Request link on the left side of your screen.
2. Complete the required information.
3. Under Request Type, choose Security (Other).
4. In the Description field, include the vendor's name, expected time of arrival, and a brief description of the work to be completed.

Recommended Vendors

Vendor Name	Service Type	Primary Contact	Contract Information
Building Cleaning Solutions	Additional Cleaning & Painting	Kate Alderman	kalderman@buildingcleaningsolutions.com / P: 678.445.3806
Andrus Electrical Solutions	Electrical	Phillip Andrus	andruselectricalsolutions@gmail.com / P: 770-533-1519
Mayberry	Electrical	Carrah C. Turner	cturner@mayberryelectric.com / P: 404-549-0594
Nowak Office Solutions	Furniture	Tim Nowak	tim@nowakofficesolutions.com / P: 770-744-6075
ServPro of North Lawrenceville	Mitigation/ Remediation	24/7 Emergency Services	P: 770 709-5096
Flood Brothers	Movers	Chris Hudgins	chris.hudgins@floodbrothers.net / P: 404-799-3744
Paint Applicators	Painting	Mark Schulz	mark@paintapplicators.com / P: 615-753-1288
HVH Mechanical	Plumbing	Lindsey Halstead	lwoodman@bluemtm.com / P: 470-532*0166
Square One Signs	Signage	Stephanie Barth	stephanie@squareonesigns.com / P: 770-254-0054

KEYS AND AFTER-HOURS ACCESS

Landlord controls the key system in the building, and all keys and other requests for locksmith work must be directed to Property Management. Tower Place 100 uses Medeco cylinders and keys which are a proprietary system in which the key blank is maintained in a safe in the building, and work can be performed only by Landlord's locksmith. Therefore, by maintaining a log of keys issued to employees, an employer can be assured that no keys have been duplicated.

Normal operating hours for the building are 8:00 a.m. – 6:00 p.m. Monday-Friday and Saturdays from 8:00 a.m. – 1:00 p.m. At all other times the building is locked. If tenants need to gain access to the building after-hours they can use their access card to gain entry. Access card readers are located at two of our main entrances. Once tenants have entered the building, they can access their floor by using their access card on the digital panel located in the elevator lobbies.

INSURANCE

Landlord requires its tenants to obtain minimum insurance coverage as detailed in the Lease. Proof of insurance must be provided prior to taking occupancy of the premises. Landlord should receive proof of renewals throughout the term of the Lease.

Property Management will provide the Additional Insured and Certificate Holder names and can work with the insurance agent if that contact information is provided.

See Page 9 for details on COI's.

RECYCLING

The building participates in single stream recycling, which means that paper, magazines, cardboard, plastic, and aluminum can be placed together in your recycling containers provided by Property Management. Items that are NOT accepted include Styrofoam and food containers. Please note that any food items or Styrofoam must be placed in the regular trash in order to avoid contaminating the recycling.

A tenant may request complimentary recycling containers for their office to help reduce trash deposited at a landfill. Recycling containers will be placed in the new tenant’s office upon move-in.

The building partners with E-Cycle Atlanta to provide electronic recycling services. For your convenience, a Gaylord box for recycling is located in the loading dock behind the building. Below, are the following items accepted:

- | | |
|------------------------------|--------------------------------------|
| • Laptops | • UPS/Battery Backups |
| • Servers (Tower/Rack Units) | • Lead Acid Non-Spillable Batteries |
| • Networking Equipment | • Lithium-Ion Batteries |
| • Telecom Equipment | • Cell Phones & Other Mobile Devices |
| • LCD Monitors & TVs | • Barcode Scanners |
| • Printers | • Office Phones/Phone Systems |
| • Copiers | • Insulated Cables/Wires |
| • Modems/Routers | • Video Consoles & Games |
| • Cable/Satellite Boxes | • iPads/Tablets/E-Readers |
| • USB, Video & Power Cords | • Keyboards/Mice |
| • Audio/Video Equipment | • Stereo Equipment |
| • All Circuit Boards | • ...and more! |

MAILBOXES

The mailboxes are located on the lobby level of the building. USPS will assign you a mailbox and key. Each key is \$30.00, and payment must be made by check. Upon request, Property Management can provide a form for you to complete. Please have the completed form and check ready before submission to 575 Pharr Rd. NE, Atlanta, GA 30355.

The tenant is required to return all mailbox keys issued upon termination of the lease. Should the tenant fail to return the keys, a \$50 key administrative fee will be assessed for re-keying/re-stocking expense.

The postman delivers and collects mail at the building Monday through Saturday.

For faster mail delivery, avoid including "Tower Place" in your mailing address, as it may cause delays.

Your address should be written using the following format:

YOUR COMPANY
3340 Peachtree Road NE
Suite (Suite #)
Atlanta, GA 30326

BUILDING CONFERENCE ROOM

The building's conference room, located in Suite 1515, can accommodate up to 30 people. It features a common sitting area, a conference table with chairs, additional seating, a television, a DVD player, a drop-down screen, and a kitchenette with a coffee machine and sink. Wireless internet is available free of charge.

This amenity is available to tenants at a rate of \$25.00 for the first two hours and \$50.00 for any additional time on the same business day. Reservations can be made via WorkSpace under the "Resource Reservations" tab. Rental charges will appear on your rent statement the month following your reservation. Property Management reserves the right to increase these rates.

MARTA/BUC

Property Management sells discounted monthly MARTA passes for any tenants who are interested. The current cost for a MARTA Breeze Card is \$76.00 a month, however rates adjust from time to time. The cards are available for purchase the 1st through the 10th of the month prior to activation. The Buckhead MARTA station is located one block north of Tower Place 100.

The Buc Shuttle is an on-demand micro-transit service, similar to Uber or Lyft. It offers free rides to and from the Buckhead and Lenox MARTA stations, with other rides within the service zone costing \$3 each way or \$6 round trip. Operating hours are Monday through Wednesday from 7:00 a.m. to 7:00 p.m., and Thursday through Friday from 7:00 a.m. to 8:00 p.m. For more details, visit <http://bucride.org>.

TENANT CONTACT FORM

All tenants are required to fill out the Tenant Contact Form. This list includes a section for daily, accounting and emergency contacts. We ask that each tenant provide information for at least three (3) employees under the emergency contacts section.

Property Management will distribute this form quarterly to capture any updates. Submitted changes will be shared with security for accuracy and alignment.

It is important that you let Property Management know if there are any staffing changes that would affect your contact form as we rely on this list to get in touch with tenants in the event of an emergency.

PAYMENTS

Rent payments are due on the first day of each calendar month and are considered late after the fifth day of the month. Payments must be made through one of the following methods shown on the next page. If you choose to use U.S. Mail, please allow sufficient time for the payment to arrive by the due date. A late fee up to 5% will be assessed for all payments received after the fifth day of the month.

Although Landlord is not required to provide monthly invoices, as a courtesy, we do provide a monthly statement via email which will include all rent payments due per the Lease Agreement as well as any billable work orders.

Property Management will make every effort to send rent statements by the 25th of each month for the upcoming month.

PAYMENT INFORMATION

All rent checks should be made payable to Receivership Estate Over the Specific Assets of TPL Property Owner, L.P. and mailed to:

**Receivership Estate Over the Specific Assets of TPL Property Owner, L.P.
c/o Lincoln Property Company Commercial, LLC 3340 Peachtree Rd., Suite
675 Atlanta, GA 30326**

**Should you prefer ACH or Wire Transfer, below is the account information:
Account Name: Trigild IVL, LLC AAF Star-Core TPL Ventures, LP as Sole
Member TPL Property Owner, LP**

**Account Number: 325159732674 Routing Number:
026009593 (wire) 121000358 (ACH)**

PARKING

The Tower Place 100 parking deck provides non-reserved, reserved and visitor parking. Although rates may change from time to time, the current rates are as follows:

Monthly Tenant Non- Reserved:	\$95.00/month/1 space
Monthly Tenant Reserved:	\$140.00/month/1 space
Non- Tenant Non-Reserved:	\$120.00/month/ 1 space
	0 - 19 mins - FREE
	20 mins – 30 mins \$3.00
	Each additional 30 mins - \$3.00
	2 hours - \$12.00
	3 – 6 hours - \$18.00
	6 – 24 hours - \$24.00
	Lost Ticket Fee - \$35.00

Validations may be purchased by tenants to provide complimentary or discounted parking for their visitors.

Please note that the amounts listed above are representative of the parking amounts at the time of publication. Fees may be adjusted with 30 days notice to all tenants.

The parking management office is located on Level 2 of the Tower Place 100 parking deck and is open Monday through Friday from 7:30 a.m. to 3:30 p.m. Payments for parking are made directly to the parking management company. Parking management can be reached at (404) 240-4029.

See the following pages for Frequently Asked Questions and Answers.
The parking decks are accessible to tenants and visitors 24/7.

Parking Office Phone number: (404) 240-4029
Parking Office Email Address: TowerPlace@lazparking.com

Operations Manager: Lauren Wertz
Assistant Manager: Roy Atkins

How to add a new parker?

Complete parking form and submit on Workspace

How to remove a parker? – Send request on Workspace Any parker added/removed after the 15th, adjustments to the invoice will be reflected on the next invoice.

When do invoices generate?

15th of each month for the next month.

How can I pay the parking invoice?

- Check – Remit to:
LAZ Parking GA, LLC
PO. Box 933911
Atlanta, GA 31193-3911
- Credit Card or Debit card (reach out to towerplace@lazparking.com for information.)
- ACH Payment (reach out to towerplace@lazparking.com for information.)

When are autopayments drafted?

Between the 1st-5th of each month.

How to request validations?

Complete validation request form and submit on Workspace. All validations will be ready for pick up at the office once completed on Workspace.

Do your visitors have to pay for parking?

Yes – unless they have validations.

Bill-back Invoices will be generated within the first two business days of the month.

Please e-mail the Parking Management Office (Towerplace@lazparking.com) to obtain the following document to set up monthly parking.



For Office Use Only

Card/Tag# _____

Monthly Rate _____

Key Card Deposit \$ _____

DATE CARD ISSUED _____

DATE CARD RETURNED _____

Last Name		First Name		Company, Suite #	
Street Address (If no company enter home)			Apt or Box #	City	State
Business Phone			Evening Telephone		E-Mail Address
Online System User Name		Online System Password		Online System Password Hint	

Check one: Monthly parking paid for by: Individual: ☐ Company: ☐
 Individual Parkers must provide credit card for auto draft

Please provide information on all vehicles that you might utilize when using your parking card. It is your responsibility to update this information with the Parking Management Office by completing a new Parking Registration Form.

VEHICLE INFORMATION	
Tag #	Tag #
State	State
Year	Year
Color	Color
Make	Make
Model	Model

LAZ Parking reserves the right to terminate or refuse parking to any individual for any reason it deems appropriate.
 Card Holder has read the rules and regulations for the parking facility and understands and to its contents.

PLEASE TURN, READ AND SIGN PARKING AGREEMENT.

RULES AND REGULATIONS

1. The sidewalks, and public portions of the Building, such as entrances, elevators, vestibules, stairways, corridors or halls shall not be obstructed or encumbered by Tenant or used for any purpose other than ingress and egress to and from the Premises
2. No awnings or other projections shall be attached to the outside walls of the Building. No curtains, blinds, shades, louvered openings or screens shall be attached to or hung in, or used in connection with, any window or door of the Premises, without the prior written consent of Landlord.
3. No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by Tenant on any part of the outside of the Premises or Building or on corridor walls. Signs on entrance door or doors shall conform to building standard signs, samples of which are on display in Landlord's rental office. Signs on doors shall, at Tenant's expense, be inscribed, painted or affixed for each tenant by sign makers approved by Landlord. In the event of the violation of the foregoing by Tenant, Landlord may remove same without any liability, and may charge the expense incurred by such removal to Tenant.
4. The sashes, sash doors, skylights, windows, heating, ventilating and air conditioning vents and doors that reflect or admit light and air into the halls, passageways or other public places in the Building shall not be covered or obstructed by Tenant, nor shall any bottles, parcels, or other articles be placed on the window sills.
5. No show cases or other articles shall be put in front of or affixed to any part of the exterior of the Building, nor placed in the public halls, corridors or vestibules without the prior written consent of Landlord.
6. The water and wash closets and other plumbing fixtures shall not be used for any purposes other than those for which they were constructed, and no sweepings, rubbish, rags, or other substances shall be thrown therein. All damages resulting from any misuse of the fixtures shall be borne by Tenant, if caused by it or its agents, employees, contractors, licensees or invitees.
7. Tenant shall not in any way deface any part of the Premises or the Building. Tenant shall not lay linoleum, or other similar floor covering, so that the same shall come in direct contact with the floor of the Premises, and, if linoleum or other similar floor covering is desired to be used, an interlining of builder's deadening felt shall be first affixed to the floor, by a paste or other material, soluble in water, the use of cement or other similar adhesive material being expressly prohibited.
8. No bicycles, vehicles or animals (except service dogs) of any kind shall be brought into or kept in or about the Premises. No cooking shall be done or permitted by Tenant on the Premises except in conformity with law and then only in the utility kitchen, if any, as set forth in Tenant's layout, which is to be primarily used by Tenant's employees for heating beverages and light snacks. Tenant shall not cause or permit any unusual or objectionable odors to be produced upon or permeate from the Premises.
9. No space in the Building shall be used for manufacturing, distribution or storage of merchandise, or for the sale of merchandise, goods or property of any kind at auction.
10. Tenant shall not make, or permit to be made, any unseemly or disturbing noises or disturb or interfere with occupants of the Building or neighboring buildings or premises or those having business with them, whether by the use of any musical instrument, radio, talking machine, unmusical noise, whistling, singing, or in any other way. Tenant shall not throw anything out of the doors, windows or skylights or down the passageways.
11. Neither Tenant, nor any of Tenant's servants, employees, agents, visitors or licensees, shall at any time bring or keep upon the Premises any inflammable, combustible or explosive fluid, or chemical substance, other than reasonable amounts of cleaning fluids or solvents required in the normal operation of Tenant's business offices.

12. No additional locks or bolts of any kind shall be placed upon any of the doors or windows by Tenant, nor shall any changes be made in existing locks or the mechanism thereof, without the prior written approval of Landlord and unless and until a duplicate key is delivered to Landlord. Tenant shall, upon termination of its tenancy, restore to Landlord all keys of stores, offices and toilet rooms, either furnished to, or otherwise procured by, Tenant. In the event of the loss of any keys so furnished, tenant shall pay to Landlord the cost thereof.
13. All removals, or the carrying in or out of any safes, freight, furniture or bulky matter of any description must take place during the hours which Landlord or its agent may determine from time to time. Landlord reserves the right to inspect all freight to be brought into the Building and to exclude from the Building all freight which violates any of these Rules and Regulations or the Lease of which these Rules and Regulations are a part.
14. Tenant's use of the Premises is limited as outlined in the Lease. The Premises may not be used for any of the following purposes: (a) public document preparation, transcription, or similar walk-in services; (b) the storage, production, or sale of alcohol, tobacco, narcotics, or any other regulated substances—unless no license or permit is required and such use is limited to Tenant's employees or invited guests; (c) a public employment agency or job placement center; or (d) an employment or payroll office not directly tied to Tenant's on-site staff.
15. Landlord reserves the right to prohibit any advertising by Tenant that, in Landlord's reasonable opinion, may negatively impact the Building's reputation or its appeal as a professional office environment. This includes, but is not limited to, content shared on social media platforms such as Instagram Reels, TikTok, or similar channels. Upon written notice from Landlord, Tenant shall promptly cease or remove any such advertising.
16. Landlord reserves the right to restrict access to the Building outside of regular business hours to individuals who do not present a pass authorized by Tenant. Tenant is responsible for all individuals to whom it issues such passes and shall be held liable for their actions while on the premises.
17. At Landlord's discretion, Tenant agrees to purchase all ceiling grid lamps and bulbs used within the Premises directly from Landlord or its designated agents, and shall be responsible for the cost of installation.
18. The Premises shall not be used for lodging or sleeping or for any immoral or illegal purpose.
19. The requirements of Tenant will be attended to only upon application at the office of the Building. Building employees shall not perform any work or do anything outside of their regular duties, unless under special instructions from the office of Landlord.
20. Canvassing, soliciting and peddling in the Building are prohibited and Tenant shall cooperate to prevent the same.
21. There shall not be used in any space, or in the public halls of any building, either by Tenant or by its contractors or others, in the delivery or receipt of merchandise, any hand trucks, except those equipped with rubber tires and side guards. No hand trucks shall be used in passenger elevators.
22. Tenant, in order to obtain maximum effectiveness of the cooling system, shall lower and/or close venetian or vertical blinds or drapes where sun rays fall directly on windows of Premises.
23. All paneling, grounds or other wood products not considered furniture shall be of fire retardant materials. Before installation of such materials, certification of the materials' fire-retardant characteristics shall be submitted to Landlord or its agents, in a manner satisfactory to Landlord.
24. All tenants must abide by the Fulton County Clean Indoor Air Ordinance, effective January 1, 2017, which states that smoking is not allowed within public facilities or places of employment.

FITNESS CENTER

The Tower Place 100 Fitness Center is open Monday through Friday from 5:00 a.m. to 8:00 p.m. and is available exclusively to Tower Place 100 tenants.

To ensure a positive experience for all members, we kindly ask that everyone adhere to the posted rules and regulations. Failure to comply may result in restricted access to the facility.

We appreciate your cooperation in helping us maintain a safe and respectful environment.

Rules and Regulations

1. The Fitness Center is available from 5:00 AM to 8:00 PM.
2. The Fitness Center is exclusively for the use of tenants at Tower Place 100, for their enjoyment, recreation, and relaxation. No one under 18 years of age may use the Fitness Center, and no guests are allowed.
3. No smoking or use of electronic smoking devices is allowed in the Fitness Center.
4. No alcoholic beverages are allowed in the Fitness Center.
5. Lockers are for use only while you are in the Fitness Center. For your safety, please lock your locker while using the facility. Locks left on lockers for more than 7 days will be removed.
6. In case of an emergency, please call 911 first, then notify property management at 404.240.4010. After hours, call security at 404.842.7725.
7. Please report any problems with equipment or any area of the Fitness Center to Property Management via Workspace, our work order system, or by calling 404.240.4010.
8. Please wipe down equipment before and after each use. Do not use disinfectant wipes on the cardio equipment monitors, as they can cause the touch screen monitors to malfunction.
9. The Fitness Center is unsupervised and to be used at your own risk.
10. Management reserves the right at all times to change, modify, and add to the rules and regulations and to cease operation of the Fitness Center as needed.
11. Property Management is not responsible for lost, stolen, or damaged articles.
12. Proper attire and rubber-soled shoes must be worn at all times in the exercise area.
13. Be considerate of others by limiting your time on machines, especially during busy hours.
14. Photography is not allowed in the locker rooms to ensure privacy.
15. Anyone violating these rules and regulations will not be permitted future use of the Fitness Center.

Scan QR Code for Digital Waiver.



Please see the following page for a physical Liability Release form and email to property management.

FITNESS CENTER

FITNESS CENTER - LIABILITY RELEASE

By my signature below, I hereby acknowledge and agree as follows:

- I have received, read and understood the current Fitness Center policy and rules, and I agree to be bound by the terms of the policy and rules and any and all future policies and/or rules in which are posted in the Fitness Center.
- I am in good physical condition and there is no reason that should prevent me from using the facilities and equipment located in the Fitness Center and the fitness activities available therein. I understand the Fitness Center is an amenity to Tower Place 100 and provided for my use at no cost to me. I understand that the Fitness Center is an unsupervised facility. I will do all exercises and participate in all activities at my own pace and at my own risk.
- I recognize the inherent risks in using the Fitness Center and the equipment and facility therein and I freely assume any risk or injury to my person and property that may be sustained in connection with my use of the Fitness Center, the equipment and facilities therein, including but not limited to, the exercise machines, weights, showers, and locker room facilities.
- Any injury, illness, harm or damage of any kind incurred to me which results from my use of the Fitness Center, including the facilities and equipment therein, will be my sole responsibility and not that of Tower Place 100, Lincoln Property Company Commercial, Inc.
- By using the Fitness Center, I knowingly assume any risks of illness, exercise, or fitness training. If you have a history of heart disease or any other potentially limiting physical condition, you should consult a physician prior to commencing or continuing any exercise program, and specifically prior to using or continuing to use the Fitness Center. Member agrees to clean all equipment and other affected surfaces within the Fitness Center both before and after your use, and agree to immediately cease use of the Fitness Center should you become ill.
- I may be held liable for any damage to or loss of equipment of facilities located in the Fitness Center during the period of my use of the Fitness Center.
- I agree to defend, indemnify and hold harmless Tower Place 100 and Lincoln Property Company Commercial, Inc. (the “Indemnified Parties”) from any cost, lost, or damage of any kind incurred by the Indemnified Parties as a result of my use of the Fitness Center and the equipment and facilities therein, including but not limited to, the exercise machines, weights, showers, sauna and locker room facilities.

I have read, understand and signed this Liability Release Agreement on this ____ day of _____, 2025.

Print Name

Signature

SERVICES AND AMENITIES

Tower Place Shops and Amenities

Bistro Niko.....	404-261-6456
Buckhead Area Transportation Management Association (BATMA).....	404-842-2680
Buckhead Church.....	404-814-7046
Buckhead Document Pros, LLC.....	404-816-8686
Buckhead Grand (Condominiums).....	404-846-2780
Café 100.....	404-266-2433
Courtyard by Marriott.....	404-869-0818
Floor and Decor Design Studio	404-832-7972
Hilton Garden Inn Hotel.....	404-231-1234
Grand Hyatt.....	404-237-1234
Great Expressions Dental	404-237-3070
Guffey’s of Atlanta.....	404-231-0044
Ideal Dry Cleaners.....	770-498-8118
MARTA Breeze Cards.....	404-240-4010
Prime Auto Detailing.....	470-667-2887
Rreal Taco	404-968-9837
Ru San’s.....	404-239-9557
Security Desk- Tower Place 100.....	404-842-7725
Solomon Brothers Jewelers.....	404-266-1029
Sovereign (Condominiums).....	404-266-3344
Tower Café & Sundry Shop.....	404-841-7924
Twin Peaks.....	404-961-8946

Bistro Niko

Phone: 404-261-6456

Business: French Cuisine Restaurant

Location: Tower Place Drive

Hours of Operation: Monday – Thursday 11:30 a.m. to 10:00 p.m. Friday 11:30 a.m. to 11:00 p.m. Saturday 3:00 p.m. to 11:00 p.m. Sunday 3:00 p.m. to 10:00 p.m.

Buckhead Church

Phone : 404-814-7046

Business: Contemporary, Evangelical church Location:

Tower Place Drive Hours of Operation: Sunday 9:00 a.m., 11:00 a.m., 6:00 p.m.

Buckhead Document Pros

Phone: 404-816-8686

Business: Photocopying, Printing, and Shredding Location:

Tower Place 100, Suite 11, Lobby Level Hours of Operation: Monday – Friday 9:00 a.m. to 5:00 p.m.

Buckhead Grand

Phone: 404-846-2780

Business: Residential Condominiums

Location: Tower Place Drive

Café 100

Business: Café Restaurant Location: Tower *Walk*, Lower Plaza
Hours of Operation: Monday – Friday 7:00 a.m. to 3:00 p.m.

Courtyard by Marriott

Business: Hotel Accommodations Location: Tower Place Drive
Hours of Operation: Office Hours: Monday – Friday 7:00 a.m. to 5:00 p.m.
Check-In: 3:00 p.m. Check-Out: 12:00 p.m.

Doubletree Hotel

Business: Hotel Accommodations Location: Tower Place Drive
Hours of Operation: Office Hours: Monday – Friday 8:00 a.m. to 5:00 p.m.
Check-In: 3:00 p.m. Check-Out: 12:00 p.m.

Great Expressions Dental

Business: General Dentistry Location: Tower *Walk*, Upper Plaza
Hours of Operation: Tuesday, Thursday 8:00 a.m. to 2:00 p.m. Monday, Wednesday, Friday 7:00 a.m. to 12:00 p.m.

Guffey's of Atlanta

Business: Fine Clothing and Suits for Men
Location: Tower Place 100, Suite 10
Hours of Operation: Tuesday – Friday 10:00 a.m. to 7:00 p.m. and 9:00 a.m. to 6:00 p.m.

Livable Buckhead

Business: Non-profit organization for commute alternatives

Location: Tower Place 100, Suite 1640

Hours of Operation: Monday – Friday 8:30 a.m. to 5:00 p.m.

Email: calvin@livablebuckhead.org

MARTA Breeze Cards

Services: **20%** MARTA

Location: TPL 100 Suite #1640 (Livable Buckhead, Inc.)

Email: calvin@livablebuckhead.org

PRIME Auto Detailing

Business: Car Wash, Detailing, Window Tinting & Car Alarms

Location: Tower Place Parking Deck, Level 1

Hours of Operation: Monday - Friday 9:45 am -5:00 p.m. Saturday 12:00 p.m. -5:00 p.m.

By Appointment, call 470-667-2887 or 678-895-1106

Rreal Tacos

Business: Restaurant

Location: TowerWalk, Upper Plaza

Hours of Operation: Sunday - Thursday 11:00 a.m. to 10:00 p.m. Friday -

Saturday 11:00 a.m. to 11:00 a.m.

Phone: 404-968-9837

RuSan's

Business: Sushi Restaurant

Location: TowerWalk, Upper Plaza

Hours of Operation: Monday – Thursday 11:30 a.m. to 10:00 p.m.

Friday – Saturday 11:00 a.m. to 12:00 a.m.

Phone: 404-239-9557

Security Desk - 404-842-7725

Services: Escorts available with 15 minute notice

Location: Tower Place 100, North Lobby Hours of

Operation: 24 Hours per Day/ 7 days per Week

Solomon Brothers Fine Jewelry

Business: Fine Jewelry, Diamonds

Location: Tower Place 100, Suite 1700

Hours of Operation: Monday, Wednesday 10:00 a.m. to 6:00 p.m.

Tuesday, Thursday 10:00 a.m. to 8:00 p.m.

Friday – Saturday 10:00 a.m. to 5:00 p.m. Sunday 12:00p.m. to 5:00 p.m.

Phone: 706-719-5795

Tower Café – Newsstand

Business: Sundry Shop

Location: Tower Place 100, Suite 8

Hours of Operation: Monday – Friday 7:00 a.m. to 5:30 p.m.

Twin Peaks

Business: Restaurant/Sports Bar

Location: Tower *Walk*, Upper Plaza

Hours of Operation: Sunday – Wednesday 11:00 a.m. to 12:00 a.m.

Thursday – Saturday 11:00 a.m. to 2:00 a.m.

Phone: 404-961-8946

SOLICITORS

For your safety and privacy, solicitation is strictly prohibited on the premises. To report an incident, please contact the Management Office immediately at (404) 240-4010 and give us a brief description of the solicitor. You may also call the Tower Place 100 Security Desk at (404) 842-7725.

We appreciate your cooperation in helping us to secure the building and locate the violator.

SECURITY SERVICES

Security for the building is provided 24 hours a day, 7 days a week. The security console is located in the lobby of Tower Place 100. If you ever need assistance, you can reach security directly at (404) 842-7725. In the event of an emergency always remember to dial 911 first.

SECURITY FOR PEDESTRIANS

If your lifestyle includes foot travel within an urban environment, or running or walking for physical exercise, follow these tips to reduce your vulnerability.

- Avoid walking alone after dark; stay close to the street and away from doorways, buildings and alleys.
- Avoid sparsely populated areas; stick to areas with heavier pedestrian traffic.
- Do not establish a regular travel pattern. Even if you walk to work, vary the times and routes.
- A woman should carry a police whistle or pepper spray in the hand opposite her purse hand. Do not carry these items in your purse.
- Be wary in self-service elevators. If you don't like the looks of another passenger, don't enter. When in the elevator, stand near the alarm button. Don't enter the elevators going to the basement when you want to go up.
- If robbed, give the thief your money or valuables. Even if the thief appears unarmed, the risk you run by resisting far outweighs the value of your possession.
- If followed on the street, cross to the other side, change directions, or go to an occupied place.
- If a threatening situation develops in public, a scream is a strong defense.

SECURITY FOR MOTORISTS

- If someone tries to take your car, give it up. Your life is more important than your car. Beware of staged accidents. Drive to a well-lighted area, such as a police station, before getting out of your car.
- Always lock your car whenever you leave it and glance under the car and into the back seat before re-entering.
- Avoid parking in areas which are largely deserted or where visibility is poor.
- Park in a lighted area at night or near sunset.
- Be alert in garages where attendants park and return cars.
- Be especially alert in parking lots. Glance between, around and under the cars you pass and be aware of people in or around nearby cars.
- If a parking lot is unattended, or if your travel route is deserted, consider carrying a cellphone to report that you are safely in your car or that you have arrived safely at your destination.
- If you can't start your car and a stranger offers help, consider the possibility that the stranger may have disabled your car in order to make you vulnerable. Be alert without letting it show.
- Keep car doors locked while driving. Do not lower windows more than two or three inches, particularly while passing through unsafe or unknown areas.

EMERGENCY NUMBERS

FIRE	911
POLICE	911
MEDICAL EMERGENCY	911
PROPERTY MANAGEMENT OFFICE	(404) 240-4010
LOBBY SECURITY DESK	(404) 842-7725
PIEDMONT HOSPITAL	(404) 605-8938
GRADY MEMORIAL HOSPITAL	(404) 616-4307
NORTHSIDE HOSPITAL	(404) 851-8785
LOCAL PARAMEDICS	911
POLICE DEPARTMENT (non-emergency)	(404) 848-7231
FIRE DEPARTMENT (non-emergency)	(404) 658-6666
POISON CONTROL	(1-800) 523-2222

SUSPICIOUS PERSONS

THEFT PREVENTION

1. Immediately report suspicious persons to Security by calling (404) 842-7725

Report unknown persons who:

- Loiter in elevator lobbies, hallways or rest rooms.
- Solicit, take written notes, photographs or videos.
- Change clothes in rest room.
- Appear lost, out of place or act in a suspicious manner.

2. Inform Security of:

- Your name, company affiliation, floor, phone number and, if applicable, your extension.
- Description of person.
- What person said and did.
- Where person has gone (up or down in elevators, etc.).

3. Check for and report all thefts to Security:

<u>Purse or Wallet</u>	If missing, check rest room trash receptacles.
<u>Checkbook</u>	Check numerical sequence or checks missing from middle or end of pad. Call bank to stop payment.
<u>ATM/Credit Cards</u>	Never give ATM access code numbers on telephone to any caller claiming to be a bank employee. Tell caller you will call back. If stolen, call bank at listed telephone number to report theft.
<u>House Keys</u>	If missing, you may need to change locks to suite.

4. Take immediate action:

- Secure rear doors of office.
- Regardless of where theft occurred, have everyone check wallets, purses or valuables.
- Notify people returning from lunch or who were away from the office at the time of the problem.

TELEPHONE DURESS CODE

N.O.R.A. (Need Officer Right Away) – This code may be used by a tenant in the event of an emergency, or if they require assistance in dealing with a potential problem in their office suite. The acronym is designed so that if the subject of concern is within earshot, they will be unaware that security has been notified. The responding officer will know immediately that the situation is delicate and problematic and will accordingly prioritize his/ her response.

BOMB THREAT (See below for Bomb Threat Report)

If You Receive a Bomb Threat Telephone Call:

1. Remain calm and courteous.
2. Do not transfer or put the caller on "hold."
3. Get as much information as you can about the caller. Be calm, listen carefully and speak slowly.
4. Keep caller on the phone as long as possible (pretend difficulty in hearing). Write down exact words used by caller.
5. Notify manager by prearranged signal while caller is on the line.
6. Keep threat and caller information confidential. Immediately notify:
 - a. Local Police
 - b. Property Management Office
7. Call the Management Office immediately to report information; follow instructions of Management Office and Authorities:
 - a. Do not touch, but immediately report to Authorities suspicious packages, articles, etc.
 - b. If a specific area is described, leave the area "as is" and evacuate immediately.
 - c. Report anyone who did not appear to belong in an area or who acted in a suspicious manner when you saw them.
8. If instructed to relocate or evacuate:
 - a. Take only those parcels, packages, bags, purses, jackets, etc. which belong to you.
 - b. Stay in area where you have been instructed to go and wait for further instructions. Do not go home or leave building unless advised otherwise by Authorities.

BOMB THREAT REPORT

TRY TO OBTAIN THE FOLLOWING INFORMATION:

1. Time of call: _____
2. Exact wording of threat: _____
3. What time is the bomb going to explode? Hour _____ Time Remaining _____
4. Where is it located? Building _____ Area _____
5. Did you place it there? _____
6. What will cause it to explode? _____
7. What kind of bomb is it? _____
8. What does it look like? _____
9. Why was it placed there? _____
10. Where are you now? _____
11. What is your name? _____
Address? _____

• TRY TO DETERMINE THE CALLER'S (circle):

Identity:	Male	Female	Adult	Juvenile	Age_____	Pleasant			
Voice:	Loud	Soft	High	Deep	Raspy	Intoxicated			
Accent:	Local	Not Local	Foreign	Region					
Speech:	Fast	Slow	Distinct	Distorted	Stutter	Slurred	Lisp	Nasal	
Language:	Excellent	Good	Poor	Foul	Other				
Manner:	Calm	Angry	Rational	Irrational	Coherent	Incoherent			
	Deliberate	Emotional	Righteous	Laughing	Intoxicated				
Background Noises:	Office	Machines	Factory	Machines	Trains	Animals	Music	Quiet	Voices
	Airplanes	Street Traffic	Party	Atmosphere	Restaurant	PA	System	Taped	
Familiarity with Facility:	Much	Some	None						

CIVIL DISORDER

If you are alerted that riotous, unauthorized persons are approaching the building:

1. Stay out of corridors.
2. Stay away from outside windows where objects thrown from the street might cause injury.
3. Lock all office doors leading from hallways if unauthorized persons have entered the building.
4. Immediately notify the Management Office if unauthorized persons have entered the building. Wait for further instructions.

EMERGENCY ACTION PLAN TEAM

A building safety program cannot be run by the Management Office alone. We require the assistance and wholehearted cooperation of all tenants and their employees.

Tenant Responsibilities:

Emergency Warden

The Emergency Wardens are appointed by the tenant representing each firm occupying each floor of the building. Each floor must have at least two (2) Emergency Wardens. Emergency Wardens must be alert and resourceful individuals who would be capable of performing in a leadership role during an emergency situation. Their responsibilities include:

- Communicate preplanned emergency procedures to all employees through training sessions and announcements.
- Understand the layout of their floor, including exits, location of pull stations and fire extinguishers.
- Identify employees that need assistance in evacuating the building. Assign at least two aides to assist these people in the evacuation. (Aids for the Disabled).
- Provide a list of employees that need special assistance in an evacuation to the tenant service coordinator.
- Assign and train Deputy Emergency Wardens to assist them in conducting an evacuation of their employees
- Coordinate and direct the evacuation of company employees
- During the evacuation, walk the suite to insure that all employees are aware of the evacuation and are proceeding to the stairwell

Deputy Emergency Warden

The Deputy Wardens will assist the Emergency Wardens in their duties. During an evacuation the Deputy Wardens will:

- Position themselves at the stairwell and ensure that the employees are proceeding down the stairwell immediately
- Remind employees to enter the stairwell in a single file and remain quiet so that all announcements can be heard
- Monitor the evacuation of employees that need assistance
- Report the evacuation progress to the Emergency Wardens

Search Wardens

For large suites Search Wardens may be appointed by the Emergency Wardens. During an evacuation the Search Wardens will:

- Walk a designated section of the suite and ensure that all employees are aware of the evacuation and are proceeding to the stairwell
- Report to the Emergency Warden or Deputy when they have cleared their area

Aides for the Disabled

The Emergency Wardens will assign at least two aides to assist an employee that requires assistance to evacuate the building. During an evacuation the Aid will:

- Locate their assigned individual and assist them to the stairwell
- Once at the stairwell, report to the Deputy Wardens that they are now proceeding down the stairwell

EVACUATION PROCEDURES

Should it be necessary to evacuate the building:

1. Remain calm. Do not evacuate until instructed to do so. Unnecessary evacuation could result in overcrowding in the stairwells, confusion and injury.
2. Notify others in your vicinity of the need to evacuate.
3. Exit calmly through nearest stairwell; keep to the right side, close to the wall.
4. DO NOT USE ELEVATORS
5. Notify member of the Emergency Plan Team of any persons who may need assistance exiting the building
6. Move to the parking lot past the dog park
7. Do not attempt to re-enter the building until instructed

EARTHQUAKE

EARTHQUAKE PREPAREDNESS

In a major earthquake, power, water and telephone lines may be down and emergency services may not be able to reach you for up to three days. For this reason, it is important to be prepared. The best way to prepare yourself for an earthquake is by creating:

- an earthquake plan for your office
- an earthquake plan for your home
- an earthquake survival kit for both home and office

Three Things You Need to Know

1. How to turn off gas, water and electricity.
2. First aid.
3. Plan for reuniting your family.

Survival Items to Keep on Hand

- Flashlight and portable radio with extra batteries, light bulbs
- Fire extinguisher
- Watch or clock - battery operated or spring wound
- Blankets and sleeping bags, heavy shoes
- Manual can opener
- Prescription medication and glasses

Suggested Emergency Supplies

- | | |
|--|-----------------------|
| • Antiseptic Cream | • Matches |
| • Army Knife | • Paper & Pencil/Pen |
| • Aspirin Bandages | • Personal Flashlight |
| • Bottled Water | • Personal Medication |
| • Canned/Dry Food | • Petty Cash |
| • Coins | • Scissors |
| • Comfortable Shoes | • Tweezers |
| • Contact Numbers (Police, Fire, Doctor) | • Warm Clothing |
| • Emergency Procedures | |

WHAT TO DO DURING AN EARTHQUAKE

If You are in a Building

Note: Stay where you are! Wait for instructions through the Public Address System. Do not exit the building unless it is unsafe to remain inside.

1. Stay calm and encourage others to do the same.
2. Do not stand in office building doorways, instead “duck, cover and hold.” Take cover by ducking under a desk, table or the like. Hold on until the movement has stopped.
3. Move away from windows and glass partitions, bookshelves, file cabinets, wall hangings and suspended objects.
4. Do not use elevators.
5. Do not take cover in emergency stairwell exits.
6. Be prepared for aftershocks and power failures.

If You are in an Elevator

1. Do not use the STOP button while elevator is moving.
2. Crouch down near the center or front of the elevator until movement ceases.
3. Do not lean against the walls or corners of the elevator.
4. Exit the elevator at the first opportunity. Do not use the elevators unless advised by the emergency team that it is safe.

If You are Outside (Open Area, Park, Plaza, etc.)

1. Move away from buildings, glass doors and windows, trees, power lines and brick walls.
2. Crouch down and cover your head with your arms.

If You are in an Automobile

Note: If driving during an earthquake, you may experience the sensation of a flat tire.

1. Stop in an area away from trees, power lines and freeway overpasses/underpasses.
2. Lay down across the floor or seats of the car. Cover your head with your arms.
3. Stay in the car until movement has stopped. Before getting out of the car, look for downed power lines resting on the vehicle. If a power line is touching the car, remain inside until assistance arrives. Do not touch metal surfaces or the car, including the ignition and the keys.
(Downed power lines can be grounded by rolling a spare tire over the exposed wire.)

AFTER QUAKE GUIDELINES

WHAT TO DO AFTER AN EARTHQUAKE

If safe, conduct a thorough inspection of your suite to locate any trapped or injured persons, dangerous or shorting electrical circuits, damaged and leaking water pipes, unstable walls and ceilings. Notify building management.

If You Must Evacuate the Building

1. Post a message indicating where you can be found.
2. If safe, gather whatever supplies possible from your desk and lunchroom.

Articles to bring with you:

- your wallet or purse
- silverware or a drinking cup
- canned/dry foods
- blankets or clothing
- flashlight, radio and batteries
- important papers and cash
- pens, paper, etc.
- bottled water, soft drinks

If You Locate an Injured Person

1. If you are qualified to administer first aid, do so. If you are not qualified, wait for qualified assistance to arrive.
2. Write down the person's name and location.
3. Do not remove identification (wallets, purses, etc.) from injured or unconscious persons.

If you are Injured

1. Notify others in your area that you are injured, the extent of your injuries, and that you require medical assistance.
2. Do not move from your location unless it is unsafe to remain in the area. If you move, try to leave a note in that area or in the stairwell to advise others of where you have gone.

3. If you are alone and injured, you should try to activate a manual alarm and exit into the nearest stairwell. Once you are in the stairwell, wait on the nearest platform for assistance. AFTER-QUAKE GUIDELINES (*continued*)

HELPFUL HINTS

- Paper towels from the rest room used with office supply articles such as tape, can provide bandages for the wounded.
- Many offices use bottled water. If possible, carefully try to secure water bottles after an earthquake for future use.
- Emergency water may be obtained from a water heater, toilet tanks, melted ice cubes and canned vegetables.
- It is likely that the power will go out after a major earthquake. First eat refrigerated foods before cookies, candy bars and other non-perishables.
- If blankets are needed, consider pulling down drapes or even using carpeting for warmth.
- Fire hoses can be used should you need rope.
- If you have ice or ice packs, place them in doubled up plastic bags.

IMPORTANT POINTS TO REMEMBER

DO'S

- Check for injuries; give First Aid, if you are qualified.
- Check the water pipes. If they are broken, shut off the water valve.
- Turn on a portable radio for information.
- Open doors to closets and storage shelves carefully (watch for falling objects).
- Put on heavy shoes to avoid injury from glass and other debris.

DON'Ts

- Turn on electrical switches if you smell gas.
- Touch downed power lines.
- Use the phone, except for emergencies.
- Eat or drink anything from open containers near shattered glass.
- Cook indoors; use outdoor charcoal broilers.
- Go sightseeing; streets should be clear for emergency vehicles

FIRE / EXPLOSION

Important Points to Remember:

1. As smoke and heat rise, keep low to the ground or crawl when traveling through smoke. The lower air will be cooler and easier to breathe.
2. If caught in smoke, take short breaths. Breathe through your nose.
3. Do not break windows to vent smoke. Fresh air will rush in and fuel the fire.
4. Do not open hot doors. Before opening any door, touch it near the bottom, moving upward to feel if it is hot. A fire on the other side will blast through the slightest opening with tremendous force and the fumes are dangerous.
5. Do not return for personal items if ordered to evacuate.

Should You Discover a Fire:

1. Isolate the fire. Evacuate the room. Remove anyone in immediate danger and close doors.

This will slow down the spread of fire.

2. Call the Fire Department (911); do not assume someone else has called. Give the following information:

a. Name

b. Address

c. Severity of Situation

d. Exact location, if possible.

3. Alert others, activate fire alarm.

4. Notify the Management Office.

5. Contact your Emergency Wardens and Deputy Emergency Wardens. Follow their guidance.

6. If safe to do so, check:
 - Handicapped persons (blind, hearing-impaired, impaired mobility)
 - Persons wearing headsets (dictation, telephone, etc.)
 - Guests, delivery personnel, etc., who would not be aware of what to do
 - Conference rooms, copy rooms, construction areas
 - Restrooms.
7. Do not leave area unless instructed by authorities or the fire alarm is activated on your floor.
8. Use stairwells. Do not use elevators.
9. Account for each other. Stay with your group.

If You Attempt to Extinguish a Small Fire Yourself:

1. Call the Fire Department (911) or the Management Office.
2. Don't fight the fire alone! Get help.
3. If properly trained and knowledgeable, use firefighting equipment to contain fire until professional help arrives. If you are in doubt, do not use it.
4. Use only ABC type fire extinguishers on electrical fires. Do not use water or water-type extinguishers on these fires.

THE “3 P'S” (when using a Fire Extinguisher)

- **PULL** the pin (or release lock latch)
- **POINT** the nozzle at the base of the fire
- **PRESS** the handle (Sweep from side to side at base of fire)

FLOOR PLAN SHOWING EMERGENCY EXITS

Please refer to the evacuation plan posted on the wall above the water fountains on your floor.

MEDICAL EMERGENCY

1. Remain calm.
2. Call 911 for ambulance or rescue units.
3. Be prepared to provide the following information:
 - a. Victim's name
 - b. Victim's condition
 - c. Location
 - d. Building address
 - e. Suite number, if applicable
 - f. Company name
 - g. Company phone number
4. Notify the Security Desk. Give:
 - a. Location
 - b. Suite number
 - c. Victim's condition
5. Clear area. Isolate victim.
6. Keep victim comfortable until assistance arrives.
7. When medical assistance arrives:
 - a. Provide all information regarding the victim
 - b. If possible:
 - i. Advise of medications victim is using
 - ii. Provide name of doctor or hospital
 - iii. Accompany victim to hospital

POWER FAILURE

Should There be a Power Failure, Be Prepared and Remember

1. Remain calm.
2. Stay where you are.
3. Await further instructions.
4. Keep flashlight with extra batteries in office.
5. If an immediate danger or problem exists, use emergency stairwell exits or outer stairwell corridors.

Widespread Power Failure

1. Keep flashlight with you even if minimal lighting exists.
2. Check telephone for service.
3. Check lighting in hallways.
4. Turn off/unplug equipment to prevent surge upon power restoration.
5. Place absorbent materials around refrigerators, ice machines, etc.

Elevators

1. Service will be minimal during a power failure.
2. If inside the elevator, lights will go out and car will stop.
3. If car bounces or sways as lights go out, an earthquake may be involved.
4. Attract attention/establish communication by depressing "Alarm" and "Intercom" button once every 2 minutes until communication is made.
5. The emergency generator will automatically start and power one elevator at a time and bring it down to the lobby level. This process will continue until all of the elevators are brought down to the lobby.

If Evacuation is Ordered

1. Notify others in your vicinity.
2. Exit calmly through nearest stairwell; keep to the right side, close to the wall.
3. Do not use elevators.
4. Notify appropriate party of any persons who may need assistance exiting the building.
5. Move at least one block away from the building.
6. Do not attempt to re-enter the building until instructed to do so.

SEVERE WEATHER

FLOOD

DO'S

1. Listen to building security for instructions.
2. Stock supply of ready-to-eat foods.
3. Have battery powered radio and flashlights ready to use.
4. While driving, watch for slides, fallen wires and flood water.

DON'TS

1. In the event of a flash flood, do not take the time to move anything.
2. Leave immediately. If car stalls, abandon and seek higher ground.
3. If walking, do not move into water over your knees.
4. After flood, do not eat or drink anything touched by flood water.

TORNADOS

DO'S

1. Listen to building security for instructions.
2. Stay inside.
3. Stay away from all windows. Go to the innermost part of the building or use the stairwell.

HIGH WINDS

DO'S

1. Immediately move away from exterior walls and windows.
2. Exit into central corridors.
3. Walk, don't run, to nearest exit.
4. Grasp handrail and walk down stairway to area below ground level as directed.
5. Move quickly away from stairway to door to avoid congestion.
6. Stay calm.

DON'TS

1. Do not use elevators.
2. Do not attempt to exit building or below ground area until instructed to do so.

LIGHTNING

DO'S

1. Get into building or car.
2. Drop to ground if hair stands up and skin begins to tingle.
3. If out of doors, avoid highest point, metal fences, tall trees, etc.
4. Do get in ditch.
5. Give artificial respiration if a person is unconscious after being struck by lightning.

DON'TS

1. Do not use electric appliances or telephone.
2. Remove plugs and antenna wires from television.
3. Do not sit near windows, doors, sinks and pipes.
4. Lie flat and do not touch metal objects.
5. Do not fear a person who has been struck by lightning as you are in no danger of being shocked.

WINTER STORMS

DO'S

1. Stock extra fuel, water and ready-to-eat foods.
2. Have flashlights and battery-operated radio on hand.
3. Fill gas tank. Protect car from blowing snow.
4. Keep blankets, shovel and bag of sand in trunk of car.
5. If stranded, stay in car. Run engine occasionally, but crack windows. Check exhaust for snow blockage.
6. If out of gas, keep all windows closed. Turn on dome light at night. Stand watch and do not go to sleep.
7. If on foot, follow deep ruts or fence row. Tie scarf on mouth and nose to protect lungs, ears and face.

DON'TS

1. Do not travel alone. Do not drive without snow tires or chains.
2. Avoid night travel.
3. Do not exert yourself pushing cars, shoveling snow or walking. Watch for icicles.