



**2023 TENANT HANDBOOK &
EMERGENCY PROCEDURES**

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PROPERTY MANAGEMENT

Welcome to Tower Place 100!

We are pleased that you have joined the Tower Place community and we look forward to providing your company with an exceptional environment for your business and its continued success.

Please enjoy reading through this manual to learn more about the building and operations of Tower Place 100. Please don't hesitate to contact any of us in the Management Office if you have any questions.

Sincerely,

Your Core Property Capital Management Team

Management Office

Phone: **(404) 240-4010**. Fax: **(404) 240-4020**

The following personnel are available to assist you:

Jill Ferguson, Vice President, Property Management

404-240-4010 main | 404-240-4014 direct |
jferguson@corepropertycapital.com

Andrette Chapman, General Manager, Property Management

404-240-4010 main | 404-240-4013 direct |
achapman@corepropertycapital.com

Angelice Pace, Retail/Tower Walk Property Manager

404-240-4010 main | 404-240-4016 direct
apace@corepropertycapital.com

Lindsay Wimberly – Property Administrator

404-240-4010 main | 404-240-4010 direct |
tenantservicescoordinator@corepropertycapital.com

Patty Ramsey, Sr. Operations Manager

404-842-7722 main | 404-456-8416 direct
pramsey@corepropertycapital.com

Bob Spruell, Chief Engineer

404-240-4011 direct
bspruell@corepropertycapital.com

Dan Dreslinski, Director of Security

678-995-6451
ddreslinski@andyfrain.com

Jennifer Haynes, Reef Parking

(404) 240-4029
towerplace100@reefparking.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 tenantservicescoordinator@corepropertycapital.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. Information on the insurance requirements for your professional mover can be found on page 5 of this handbook. Without a 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 Angus 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 to be issued log in information for the Angus system.

Angus Work Order Instructions

1. Please log on to www.towerplace100.com and click on “TENANTS” in the upper righthand corner.
2. Click on “TENANT LOGIN” and enter your e-mail address and password.

3. Once you log into the site, you will see your current Open Work Requests. You also have the option to view Work Request History. History includes all work orders (of any status) entered in the last 30 days.
4. To enter a new work order, click “New Service Request”.
5. The name of the person that is signed in will default.
6. Select the Floor from the drop down menu.
7. Select the suite from the drop down menu.
8. Select your request type from the drop down menu.
9. Include a description of your request
10. Click on submit. You will receive a confirmation email when work has begun on your request and when it has been completed.

Sometimes your work request may incur a charge. If so, we will complete an estimate itemizing the work to be performed and the amount it will cost. 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 would be executed and returned to the Management Office for scheduling.

HOUSEKEEPING SERVICES

Housekeeping Services are provided Monday through Friday beginning no earlier than 6:00 P.M. Please be reminded that cleaning does not occur on the weekends, therefore if you have worked in your office over the weekend, you may contact property management for light housekeeping on Monday morning if needed. A staff of day porters provides general upkeep of restrooms and other public areas within the building, pick-up of recycling from tenant suites and are available for any tenant needs throughout the business hours. Please call Property Management at (404) 240-4010 or submit an Angus work order for any special requests.

SIGNAGE

Property Management provides signage for each tenant in three areas of the building: the building lobby, the tenant’s floor lobby and at the entryway of the suite. All building signage must be consistent; therefore, no logos are allowed.

MOVING IN / MOVING OUT

If you are planning a significant move, such as furniture, large equipment, etc., in or out of the building, let us know well in advance. By communicating your schedule ahead of time, we can help you to accomplish your move with greater ease and with minimal inconvenience to other tenants. Please send an e-mail to the Management Team and Director of Security so that we will be aware of the move.

Your moving company must provide the Management Office with a Certificate of Insurance *at least one day prior* to the anticipated 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:

TPL Property Owner, L. P.
Core Property Management, LLC
Morgan Stanley Bank, N. A. and its successors and assigns
Goldman Sachs Mortgage Company, it's successors and assigns

The Certificate Holder name is:

TPL Property Owner, L. P.
3340 Peachtree Road, N. E.
Suite 675
Atlanta, Georgia 30326

Please see the following page for a sample COI.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/26/2021

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 Producer's Address City, State, zip	CONTACT NAME:		
	PHONE (A/C No. Ext):	(770) 858-7540	FAX (A/C No.): (770) 858-7545
	E-MAIL ADDRESS:	certificates@pointenorthis.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #	
	INSURER A:	Westfield Insurance Company	24112
INSURED Name and address of Company Insured	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES CERTIFICATE NUMBER: CL14123035475 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 <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		CWP 3381844	1/1/2015	1/1/2016	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GENERAL AGGREGATE \$ 2,000,000						PRODUCTS - COMPIOP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						\$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS			CWP 3381844	1/1/2015	1/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			CWP 3381844	1/1/2015	1/1/2016	EACH OCCURRENCE \$ 3,000,000
							AGGREGATE \$ 3,000,000
							\$
	DED <input checked="" type="checkbox"/> RETENTION \$ 0						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WCP 3382104	1/1/2015	1/1/2016	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
1 A Waiver of Subrogation applies to all policies. the Landlord Entities is name as additional insured as respect to general liability. The landlord Entities is named loss payee as respect to Property Liability. Additional Insureds; TPL Property owner, L.P., Core Property Management, LLC, Morgan Stanley Bank, N.A. and its successors and assigns; Morgan Stanley Mortgage Capital Holding, LLC, a New York limited liability company, its successors and assigns.

CERTIFICATE HOLDER TPL Property Owner, L.P. 3340 Peachtree Road, N.E. Suite 675 Atlanta, GA 30326	CANCELLATION 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 William Skeeles/DRP <i>William H Skeeles</i>



TOWER PLACE 100
AFTER HOURS ACTIVITY REPORT

Tenant shall complete the following details and return to Management 24 hours prior to request time.
All after hours work requires this signed activity report documentation.

Tenant: _____ Contractor/Vendor: _____
Floor: _____ Contact: _____
Authorized Tenant Rep.: _____ Phone #: _____ Fax: _____
Date(s) Work to be performed: _____ Mobile: _____
Time: _____ After Hours Emergency Contact: _____
Subcontractors: _____
Certificate of Insurance (required) [] On file [] Attached

Type of work: Demolition [] Painting/Spraying [] Wall Construction []
Electrical [] X-Raying [] Furniture Move []
Plumbing [] Sanding [] HVAC Installation []
Fire System Modification (Strobes Smokes, etc.) [] Carpet Installation []
Other []

Description of work: _____

Do you need Security Assistance? Yes [] No [] Time: Beginning _____ : _____ Ending _____ : _____
Do you require dock access? Yes [] No [] Time: Beginning _____ : _____ Ending _____ : _____
Freight Elevator Use? Yes [] No [] Time: Beginning _____ : _____ Ending _____ : _____

Tenant Authorization Signature: _____ Date: _____
Reviewed by Property Mgmt: _____ Date: _____

Core Property Capital
Tower Place 100
Suite 675
Phone: 404-240-4010 Fax: 404-240-4020

Building/loading dock is Saturday or Sunday a day. All moving companies need to provide a Certificate of Insurance prior to move-in or move-out day.

Recommended Movers:

Peachtree Movers	Bulldog Movers	Affordable Moves USA	All My Sons
Todd Michaels	Carl Yaun	Travis Fitzhugh	
(404) 355-8877	(770) 333-8100	404-484-7280	770-637-6111

Recommended Furniture Vendors:

DeKalb Office Environments	CWC
1320 Ridgeland Parkway Alpharetta, Georgia 30004	4343 NE Expressway Atlanta, Georgia 30340
(770) 360-0200 (main line)	(770) 621-6624 (office)
(770) 360-0355 (direct)	(770) 841-5439 (cell)

Pre and Post Inspections

It is the landlord’s policy to perform an inspection of the common areas prior to a large move or delivery, as well as a post inspection. It is preferable for these inspections to be conducted with a representative of the property management staff and the tenant.

Should the moving or delivery company cause damage to the common areas, that company shall be responsible to the Landlord for reimbursement of repairs. Tenants should exercise the same policy for damages within their premises.

Rules and Regulations for Moving and Delivery Companies

Only the freight elevators will 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.



All boxes, packing material, and trash must be removed by the moving or delivery company upon leaving the building. Landlord will not be responsible for placing these materials in the building trash container.

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 7:00 a.m. – 6:30 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.

The Director of Security will provide a Key and Access Card Log with the serial numbers of the initial set of keys and access cards to the tenant's suite. It is suggested that the log is maintained by the tenant as employees come and go with the company.

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 Pages 6-7 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 also offers electronic recycling during periodic recycling events.

MAILBOXES

The mailboxes are located on the lobby level of the building. A mailbox key and corresponding mailbox will be provided by USPS. Property Management will provide you with a form to fill out and Fax to 404-762-4992.

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.

Please note that the postman is at the building Monday through Saturday at 11:00 a.m. All mail is delivered and picked up from the building at this time. If you have something that must be mailed after 11:00 a.m. you will need to take that item to a nearby post office.

Please note that 'Tower Place' should not be used anywhere in your mailing address as this will slow down the delivery time of your mail.

Your address should be written using the following format:

YOUR COMPANY
3340 Peachtree Road NE
Suite 5050
Atlanta, GA 30326

BUILDING CONFERENCE ROOM

The building conference room is in Suite 1515. The room can accommodate up to 30 people and is equipped with a television, DVD and a drop-down screen. Wireless internet service is available free of charge in the conference room. Please contact the Property Management office to obtain the current password to gain access. Coffee service is also available upon request and is free of charge.

The conference room is available as an amenity to our tenants at the rate of \$25.00 for up to two hours and \$50.00 for anything over two hours within the same business day. A portable projector is available for a \$50.00 charge upon each use. Reservations can be made through the Angus work order system, or by calling the Property Management office at (404) 240-4010. The charges for renting the conference room will appear on your rent statement the month following your reservation.

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 Buckhead Uptown Connection (BUC) is a community service shuttle that provides free connections during the morning and evening hours between businesses, hotels, restaurants, shopping centers and MARTA stations in the Buckhead area. For more information on the routes and pick up times, please consult their website at www.bucride.com.

TENANT CONTACT FORM

Before moving into the building, 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.

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. Payments may not be made at the Property Management Office. If you choose to use U.S. Mail, please allow sufficient time for the payment to arrive by the due date. A 5% late fee 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. The statement will be emailed to the tenant the third week of the prior month in which rent is due. Please do not wait for the statement to make your monthly payment.

PAYMENT INFORMATION

**All checks should be made payable to
TPL PROPERTY OWNER, L. P.**

VIA US MAIL:

TPL Property Owner, L. P.
P. O. Box 101792
Atlanta, Georgia 30392-1792

VIA OVERNIGHT DELIVERY:

TPL Property Owner, L. P.
Attention: Lockbox 101792
3585 Atlanta Avenue
Hapeville, Georgia 30354

WIRING INSTRUCTIONS

Wells Fargo Bank, N. A
National Bank, San Francisco, CA 94105
ABA # 121 000 248
Acct Name: TPL Property Owner, L. P.
Account Number: 4113002786



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:

Non-Reserved Monthly Parking:	\$95.00/month/1 space
Reserved Monthly Parking:	\$140.00/month/1 space
Visitor Parking:	0 - 30 minutes - \$3.00
	30 minutes – 1 hour - \$6.00
	2 hours - \$12.00
	3 – 6 hours - \$18.00
	6 – 24 hours - \$24.00
	Lost Ticket Fee - \$35.00

Validations may be purchased by a company 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 8:30 a.m. to 5:00 p.m. Payments for parking are made directly to the parking management company and should not be included with rental payments to the Landlord. 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: TowerPlaceParking@spplus.com

Account Manager: Nicholas Anochie

Assistant Manager: Jennifer Haynes



How do I set up an account for monthly parking?

Most companies set up an account with REEF Parking and pay for the parking of their employees through that account. The company typically appoints a sole contact within their company that approves additions and terminations to their parking account at earliest convenience. This contact communicates with Parking Management via the towerplace100@reefparking.com email address.

Once parking management is contacted, they will provide the company with a parking set-up information form. This form must be completed by the parker that has been approved by the company contact and then returned to parking management via email at towerplace100@reefparking.com. Parking Management will not add a parker to an account unless approved by the company contact.

If a company opts to have their employees pay for parking individually then REEF Parking can accommodate this by setting up an individual account for each employee.

How do I set up individual account?

In order to set up an individual account, tenants will need to fill out the parking agreement completely, before bringing it to the parking office, along with their first months payment of \$95. Garage access cards will not be issued until, both, the completed parking agreement and first month's payments are received.

How much is each transmitter and how do I get a new one if it is lost or broken?

Replacement transmitters will cost a non-refundable \$25.00 per transmitter.

If a card is lost or broken, replacements may be ordered in person or via email at towerplace100@reefparking.com. Before the replacement is issued, the fee of \$25 will need to be paid in office via cash, check, or money order; or added to the companies account after confirmation with primary account representative.

What if I drive more than one vehicle?

If you drive more than one vehicle, both vehicles will need to be included on the parking application or registered with the parking office in case of emergencies.



What if I forgot my transmitter at home or in another car?

Please stop by the parking management office before attempting to exit the garage and we will issue you a voucher ticket for that day. Pull an entry ticket to gain access to the deck and present your entry ticket and voucher ticket to the pay-booth attendant or insert in Pay-In-Lane Station, beginning with your entry ticket, followed by your voucher. Provided you are a current monthly transmitter user, this will be at no charge.

Where are the monthly parking entrance and exit gates located?

Tower Place 100

For the convenience of our tenants, monthly parking entrances and exits are located on three levels with access to Peachtree (Level 2), Piedmont (Level 3) and the Buckhead Loop Ga 400 (Level 1).

Tower Walk

Monthly entry and exit gates are located on Level A of the Tower Walk Garage and an additional entry gate on Level B.

Where are the Pay-In-Lane Stations located and what forms of payment do they accept?

Three automated Pay-In-Lane Stations supplement our pay-booth attendants to provide more visitor exit lanes. In both decks our visitors may utilize these Pay- In-Lane Stations when an attendant is not on duty. Attendants are on duty from 8am – 11pm Monday through Friday. Two of these Pay-In-Lane Stations are located on Level 2 of the Tower Place 100 deck and the other is located on Level A of the Tower Walk deck by the pay-booth in the tunnel. They all accept credit cards, validation vouchers and cash. As a reminder, entry tickets will need to be inserted before the vouchers or you will not be granted exit. Vouchers have a cash value and the Pay-In-Lane Station won't accept payment without an original timestamp. In the case that you lost your entry ticket, you may press the lost ticket button which will result in a full day charge of \$20. If the voucher is only a partial, rather than a full voucher, you will be responsible for paying the remaining amount to exit. Change is dispensed in dollar coins.

How can I provide complimentary parking to my guests?

A tenant may request ***Chaser Tickets*** which serve as currency to the guest for complimentary parking. The words ***Chaser Tickets*** signify that the ticket is inserted following (or “chasing”) the original parking ticket that was pulled to enter the parking deck. Chaser Tickets should be treated as if they are real money and kept secure at all times. They may be provided to your visitor at your discretion. The parking equipment will read the original parking ticket and calculate the amount due. The visitor then simply inserts the “Chaser Ticket” as payment and any remaining balance due is collected from the visitor at that time.



There are two options for Chaser Tickets:

Pre-paid

Pre-paid time-denominated Chaser Tickets can be pre-purchased in the parking office via check or money order and are available in any value amount you request. As a point of reference, the visitor parking rates are as follows:

20 minutes equals \$2.00

40 minutes equals \$4.00

1 hour equals \$6.00

2 hour equals \$12.00

3 to 12 hours equals \$15.00

12 to 24 hours equals \$20.00

Repeats after 24 hours

If more than 12 hours and less than 24 hours the rate is a flat \$20.00 maximum.

Rates repeat at 24 hours and 1 minute.

We prefer to sell our Chaser Tickets at \$2.00, \$4.00, \$6.00, \$12.00 and \$15.00 increments.

Chaser tickets may be purchased by contacting Parking Management at towerplace100@reefparking.com

Bill-back

The second option of Chaser Tickets ensures the tenant is invoiced for only the exact period of time for the visitor's visit. After account approval, a supply of Chaser Tickets can be requested, which have the tenant name imprinted on the front of each ticket and are sequentially coded for SPPLUS's inventory purposes. This form of ticket will pay for the full cost of your visitor's time in the deck, for which, the company will be billed for the full price of exit for their guests. If you choose this option, SPPLUS will bill you back at the end of the month for the Chaser Tickets that were used by your visitors.

Please e-mail the Parking Management Office to obtain the following document to set up monthly parking.



LANIER PARKING SOLUTIONS
MONTHLY PARKING AGREEMENT

Lanier Parking Solutions
3340 Peachtree Rd NE, Suite 2140
Atlanta, GA 30326
towerplace100@reefparking.com

For Office Use Only:
Start Date: / /

Name: _____ E-mail: _____

Address: _____ City: _____ State: _____ Zip: _____

Employer: _____ Office/Suite #: _____

Home/Cell Phone: (____) _____ - _____ Employer Phone: (____) _____ - _____ Ext. _____

Vehicle # 1 Make/Model/Color: _____ License Plate #: _____

Vehicle # 2 Make/Model/Color: _____ License Plate #: _____

PLEASE READ CAREFULLY

1. This agreement regards the right to use a monthly access card for one (1) parking space(s) in the Tower Place 100 parking facility. This agreement is to become effective on the date listed above between Lanier Parking Solutions, LLC ("Lanier") and the individual or entity ("Customer") listed above.
2. The term of this Agreement is to be one (1) month, automatically renewable each month upon the timely receipt by Lanier of the prevailing fee. Parking Rates are subject to change at any time by posting of new rates or similar manner. This Agreement may be terminated by thirty (30) days advance written notice from Customer, received by Lanier prior to the first of the month; Customer will be responsible for all charges until cancellation date. Lanier reserves the right to terminate any or all monthly parking privileges immediately without cause or liability.
3. Payments are either debited automatically from Customer's bank account, charged automatically to Customer's credit card, or payable to Lanier by check each month. Checks must be RECEIVED on or before the first (1st) of the month (i.e., payment for July is due on July 1). Checks received after the fifth (5th) of the month will be considered late and will be subject to a late fee of fifteen dollars (\$15.00). Payments not received by the tenth (10th) of each month will result in the account being terminated, and a twenty dollar (\$20.00) reactivation fee will be due to Lanier prior to restoration of parking privileges. ALL checks returned as Not-Sufficient Funds (NSF) or Account Closed will be charged the state mandated NSF fee, plus the late fee of \$15.00. Lanier may require any Customer who has presented a check which was returned to Lanier, for any reason, to pay via certified funds at any time.
4. A fifteen dollar (\$15.00) card activation fee per card will be charged to the Customer at time of application submission along with first month's payment and shall not be refundable. Parking card(s) will not be issued prior to the payment of all fees due and the submission of a completed parking agreement. Access Cards are not transferable to another person or company.
5. There is a replacement charge of twenty-five dollars (\$25.00) per damaged or lost parking card.
6. Lanier is not responsible for theft or damage to individuals, vehicles in the garage, or their contents. To reduce the chance of theft or damage, please place your personal items out of sight and lock your car doors. ALL CUSTOMERS PARK AT THEIR OWN RISK AT ALL TIMES.
7. Vehicle storage is strictly prohibited and subject to tow.
8. Customer agrees to adhere to all regulations pertaining to the use of the facility. Customer further acknowledges and agrees that Lanier has the right to make changes to the parking areas within the facility, or lot which may cause the area Customer is accustomed to parking in to change, at any time and for any reason. Customer acknowledges they will not receive any refunds due to vacation, absences or any other reason they fail to utilize parking services within the facility or lot, per this agreement.
9. Monthly Payment Authorization (please check only one (1) of the four (4) options listed):

Automatic Debit

Automatic Credit Card

Pay by Check

____ MY EMPLOYER PAYS FOR MY MONTHLY PARKING, RELEASING ME FROM ANY PAYMENT RESPONSIBILITY LISTED ABOVE.

LANIER RESERVES THE RIGHT TO CHANGE THE TERMS AND CONDITIONS ABOVE BY PROVIDING WRITTEN NOTICE OR VIA E-MAIL. BY SIGNING BELOW, I FULLY UNDERSTAND AND AGREE WITH THE TERMS AND CONDITIONS ABOVE.

Signature: _____ Date: ____/____/____

Print Name: _____

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 seeing-eye 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, and 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 shall be restricted in the use of the Premises as provided in the Lease, but the Premises shall never be used for any of the following: (a) public stenographic or typing services, (b) storage, manufacture or sale of liquor, narcotics, tobacco or other restricted or regulated substances, except where no license or permit is required and such business is conducted solely with Tenant's employees or social guests, (c) public employment bureau or agency, or (d) employment or payroll office, except as related to Tenant's employees actually working on the Premises.
15. Landlord shall have the right to prohibit any advertising by Tenant which, in Landlord's opinion, tends to impair the reputation of the Building or its desirability as a building for offices, and upon written notice from Landlord, Tenant shall refrain from or discontinue such advertising.
16. Landlord reserves the right to exclude from the Building at all times other than business hours all persons who do not present a pass to the Building signed by Tenant. Tenant shall be responsible for all persons for whom it issues such a pass and shall be liable to Landlord for all acts of such persons.
17. At the option of Landlord, Tenant agrees to purchase from Landlord or its agents all ceiling grid lamps and bulbs used in the Premises and to pay for the cost of installation thereof.

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 June 21, 1993, which states that smoking is not allowed within public facilities or places of employment. Tower Place has designated a smoking area around the patio tables in front of AMC Theatres.

SERVICES AND AMENITIES

Tower Place Shops and Amenities

Please also visit “Local Area” on www.towerplace100.com

Bistro Niko_____	404-261-6456
Car Wash & Detailing PRIME AV_____	678-895-1106 or 470-667-2887
Buckhead Church_____	404-814-7046
Buckhead Document Pros, LLC_____	404-816-8686
Buckhead Grand (Condominiums)_____	404-846-2780
Café 100_____	404-266-2433
Chama Gaucha Brazilian Steakhouse_____	404-842-0011
Concierge Services of Atlanta_____	770-596-5102
Courtyard by Marriott_____	404-869-0818
DoubleTree Hotel_____	404-231-1234
Farm Burger_____	404-816-0603
Great Expressions_____	404-237-3070
Guffey’s Formal Studio_____	404-873-8076
Guffey’s of Atlanta_____	404-231-0044
Ideal Dry Cleaners_____	770-498-8118
Livable Buckhead_____	404-842-2680
MARTA Breeze Cards_____	404-240-4010
Office Automotive_____	404-848-1463
Ru San’s_____	404-239-9557
Security Desk– Tower Place 100_____	404-842-7725
Solomon Brothers (Diamond Retailer)_____	404-266-1029
Sovereign (Condominiums)_____	404-266-3344
TJ’s Gentleman’s Barber Shop_____	404-483-8396
Tower Café-Newsstand_____	404-841-7924
Tower Place Shoe Service_____	404-231-0044
Twin Peaks_____	404-961-8946
Wellness Centers of America_____	404-264-9553



Bistro Niko

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.

Prime AV/ CAR WASH

Business: Vehicle Cleaning

Location: Tower Place Parking Deck, Level A

Hours of Operation: Monday – Friday 9:00 a.m. to 5:00 p.m.

Buckhead Church

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

Business: Photocopying, Printing

Location: Tower Place 100, Suite 11, Lobby Level

Hours of Operation: Monday – Friday 9:00 a.m. to 5:00 p.m.

Buckhead Grand

Business: Residential Condominiums

Location: Tower Place Drive



Café 100

Business: Café Restaurant

Location: TowerWalk, Lower Plaza

Hours of Operation: Monday – Friday 7:00 a.m. to 3:00 p.m.

Chama Gaucha

Business: Brazilian Steakhouse

Location: TowerWalk, Upper Plaza

Hours of Operation: Monday – Friday 11:30 a.m. to 2:00 p.m.

Monday - Thursday 5:00 p.m. to 10:00 p.m.

Friday 5:00 p.m. to 10:30 p.m.

Saturday 4:00 p.m. to 10:30 p.m.

Sunday 1:00 p.m. to 9:00 p.m.

Concierge Services of Atlanta

Business: Discount Ticket Sales

Location: Off-Site, Tickets are delivered

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



Farm Burger

Business: Restaurant

Location: TowerWalk, Upper Plaza

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

Friday – Saturday 11:30 a.m. to 11:00 p.m.

Great Expressions

Business: General Dentistry

Location: TowerWalk, 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 Formal Studio

Business: Bridal Gowns for Women and Formalwear for Men

Location: Tower Place 100, Suite 7

Hours of Operation: Tuesday – Saturday 9:00 a.m. to 6:00 p.m.

***Anytime by Appointment**

Guffey's of Atlanta

Business: Fine Clothing and Suits for Men

Location: Tower Place 100, Suite 10

Hours of Operation: Tuesday – Saturday 9:00 a.m. to 6:00 p.m.

Ideal Dry Cleaning

Business: Laundry, Dry Cleaning, Alterations

Location: Tower Place 100, Drop Box

Hours of Operation: Pick-up on Tuesday and Thursday at 10:00 a.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.



MARTA Breeze Cards

Services: Discounted MARTA Passes available through the 10th of each month

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

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

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

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.

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.

Sovereign

Business: Residential Condominiums

Location: Tower Place Drive



TJ's Gentleman's Barber Shop

Business: Men's Hair Cuts

Location: Tower Place 100, North Entrance

Hours of Operation: By Appointment, please call 404-483-8396

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: TowerWalk, 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.

Wellness Centers of America

Business: Weight Loss and Anti-Aging Solutions

Location: TowerWalk, Upper Plaza

Hours of Operation: Monday – Friday 10:00 a.m. to 7:00 p.m.

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.
- ◆ Consider carrying a small tear gas or non-lethal aerosol chemical, if such a device is legal in your area.
- ◆ Carry a police-type whistle if you must walk alone at night.
- ◆ 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.
- ◆ A woman should carry a police whistle or protective spray container in the hand opposite her purse hand. Do not carry these items in your purse.
- ◆ Avoid entering an isolated area alone after dark.
- ◆ 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.

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:

Purse or Wallet If missing, check rest room trash receptacles.

Checkbook Check numerical sequence or checks missing from middle or end of pad. Call bank to stop payment.

ATM/Credit Cards 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.

House Keys

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:
 - ◆ Local Police
 - ◆ Property Management Office
7. Call the Management Office immediately to report information; follow instructions of Management Office and Authorities:
 - ◆ Do not touch, but immediately report to Authorities suspicious packages, articles, etc.
 - ◆ If a specific area is described, leave the area "as is" and evacuate immediately.

- ◆ 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:
- ◆ Take only those parcels, packages, bags, purses, jackets, etc. which belong to you.
 - ◆ 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_____

Voice: Loud Soft High Deep Raspy Pleasant 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.

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

WHAT TO DO DURING AN EARTHQUAKE (continued)

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



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

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

Aids 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
- ◆ If a problem is encountered in moving the disabled individual down the stairwell, one of the Aids should proceed to the nearest stairwell phone and request assistance.

EVACUATION PROCEDURES

Should it be necessary to evacuate the building:

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

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. Instead, 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:
 - ◆ Name
 - ◆ Address
 - ◆ Severity of situation
 - ◆ 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
 - ◆ Rest rooms.
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:
 - ◆ Victim's name
 - ◆ Victim's condition
 - ◆ Location
 - ◆ Building address
 - ◆ Suite number, if applicable
 - ◆ Company name
 - ◆ Company phone number
4. Notify the Security Desk. Give:
 - ◆ Location
 - ◆ Suite number
 - ◆ Victim's condition
5. Clear area. Isolate victim.
6. Keep victim comfortable until assistance arrives.
7. When medical assistance arrives:
 - ◆ Provide all information regarding the victim
 - ◆ If possible:
 - Advise of medications victim is using
 - Provide name of doctor or hospital
 - 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. Leave immediately. If car stalls, abandon and seek higher ground.
2. If walking, do not move into water over your knees.
3. After flood, do not eat or drink anything touched by flood water.

HURRICANE

DO'S

1. Listen to local radio and television for instructions.
2. Fill auto with gas.
3. Store ready-to-eat food and emergency medical supplies.
4. Have handy battery-operated flashlights and radio.
5. Stay indoors, away from windows.
6. After storm, use phone for emergencies only. Avoid downed wires.

TORNADOS

DO'S

1. Listen to building security for instructions.
2. Stay inside.
3. Stay away from all windows.

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. Do get in ditch.
4. Give artificial respiration if a person is unconscious after being struck by lightning.

DON'TS

1. Do not use electric appliances or telephone. Remove plugs and antenna wires from television.
2. Do not sit near windows, doors, sinks and pipes.
3. Lie flat and do not touch metal objects.
4. 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.

COVID-19 & Health Protocols

Communication

- CPC remains committed to providing you with open and timely communication.
- Please notify your management team if you are made aware that an employee or visitor has a confirmed case of COVID-19.
- In the event the Management Office receives confirmation of a confirmed case of COVID-19, we will contact the Leader (CEO) for each tenant. Please note that due to privacy concerns, we will be prohibited from releasing any specific information, including the name of the individual, the tenant company and other information that would violate privacy.

Elevator Etiquette/Updated Building Signage

Elevator Etiquette

For a Safe and Healthy Ride



1 person enter/exit at a time
4 people per elevator cab



Reduce contact when
pressing buttons



Go hands-free when
pressing buttons



To reduce the spread of
COVID-19 we encourage
everyone to wear a mask
or face covering



High Five Your Health

5 Steps to Help Stop
the Spread of COVID-19





RINSE
Use warm or cold water to wet your hands



SOAP
Get to know the back of your hand, between your fingers, under your nails & around your thumbs



SCRUB
Say your ABC's, count to 20 or sing yourself happy birthday



WASH
Use warm or cold water to wash the soap away



DRY
Towel off and give yourself a high five



Stay Safe, Work Healthy

Guidelines for a Healthy Workplace

 <p>Stay home if you or someone at home is sick</p>	 <p>Educate employees on ways to reduce the spread of COVID-19</p>
 <p>Know the symptoms of COVID-19 and self-monitor</p>	 <p>Avoid the spread by covering coughs and sneezes</p>
 <p>Wash hands regularly for 20 seconds or more</p>	 <p>Social distance by maintaining a space of 6 feet</p>
 <p>To reduce the spread of COVID-19 we encourage everyone to wear a mask when moving throughout the building</p>	 <p>Sanitize and disinfect employee spaces before, during and after work</p>
 <p>Limit visitors during Phase 1 & 2 of "Opening Up America Again"</p>	 <p>Food deliveries are to be picked up in the lobby</p>

Cleaning

- In the event of a confirmed exposure, enhanced cleaning and disinfection in the impacted common areas will be completed in accordance with CDC guidelines.
- Janitorial personnel use VirexII / 256 on all hard surfaces in the high traffic areas of the building such as within bathrooms, lobby and reception areas, elevators, kitchens, and other general utility rooms used by large numbers of people.
- Using VirexII / 256 and microfiber rags and wearing disposable gloves, janitorial personnel carefully wipe all touchable, hard surface areas such as doorknobs, light switches, switch plates, elevator call buttons, restroom surfaces (wash basins, dispensers, urinals, toilet bowls and seats, and faucet handles)
- In addition to this, the day staff wipe down the elevator hall call pads, elevator interiors, handrails, control buttons on the interior of elevators, parking garage pay stations, door pulls and knobs, restroom surfaces and high touch surfaces in the common areas

Air Quality and Ventilation

- We have made the following changes to the buildings HVAC system per CDC, ASHREA, WHO, and OSHA guidelines for COVID-19 building preparations.
- Adjusted outside air so that the system is bringing in 100% of what the designed capabilities are.
- Airflow throughout the building has been increased to allow for more ventilation in workspaces.
- Performed a deep clean of the interior of each HVAC unit with CDC/OSHA approved disinfectants for killing bacteria and viruses.
- Changed out HVAC filters to highest MERV rating the HVAC systems were designed to handle without negatively impacting air flow.
- Extended HVAC run times so that the systems run longer each day. Building HVAC systems are now scheduled to run 7 days per week.

Elevators

- When you return, we ask that you please observe the following guidelines.
- Kindly limit elevator passengers to four (4) per elevator cab.
- During high traffic times security personnel will be available in the lobby to assist in calling the elevators to reduce contact and enable social distancing.
- We encourage everyone to wear a mask when at the building and when utilizing the elevators.
- Enter and Exit one person at time.
- All food deliveries to be picked up in lobby.

Tenant Engagement

- Please encourage team members to use the restroom facilities only on your office floor. Signs will be posted in the stairwells directing tenants to stay on their floors.
- Please ask your team members to refrain from utilizing common area hallways for telephone conversations.
- Please understand that everyone brings with them personal anxieties and stressors that may not be visible to all of us as strangers. Please be courteous when utilizing common areas. If someone is uncomfortable sharing a hallway or elevator they may ask for space.
- To reduce the anxiety please remind your team to be respectable. We are in this together and need to be aware of different comfort levels in a shared common area.

Common Areas

- Signs will be posted throughout the building and on our on electronic directory boards asking people to take responsibility by monitoring their temperature and following CDC guidelines to reduce the risk of spreading germs
- We request that occupants do not gather in groups and avoid all nonessential interactions. Everyone should keep at least 6 feet between themselves and others.
- Signs have been posted in all restrooms with handwashing instructions
- Hand sanitizer will remain available at building entry points and common areas.
- All fitness centers, conference rooms, and tenant lounges will remain closed until we better understand tenant demand and the building is able to control occupancy

Lobby

- As occupancy increases, in order to accommodate the traffic flow through the lobby during building rush hours, we will be designating specific entry points and exit points that facilitate traffic coming in during peak rush hours in the morning and afternoon.
- Due to the limitation of occupants per elevator cab, we ask tenants to maintain a safe distance and discourage congregating while waiting for an elevator cab. Social distancing signage will be in place around elevator banks.
- We highly encourage tenants to limit the amount of guests visiting the building. We will designate an area in front of the security desk at a safe distance for guest check-in.
- Hand sanitizer is available at building entry points and throughout the lobby.