

Eola Capital

Peachtree Center

Electronic Tenant Handbook

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About This Handbook

The tenant information provided is meant to provide you with a better understanding of Peachtree Center and to facilitate your company's operations. There is a great deal of information contained within this handbook; take the time to familiarize yourself with this handbook and it will become a valuable resource for you and your company. In addition, the Management Office is available to help in any way possible and your first call for any problem or question can always be directed to the Management Office at (404) 524-3787.

Every attempt has been made to provide current and accurate information in this handbook, but it is possible that some items will change over time. The Management Office will promptly notify you of any such changes. Please feel free to contact the Management Office with any questions you may have. We are here to serve you.

Welcome to Peachtree Center, a premier Eola Capital LLC property.

[Eola Capital LLC](#) is a privately held real estate investment firm that owns, operates and manages office buildings throughout the Southeastern United States. Headquartered in Orlando, Eola Capital owns properties totaling approximately 100 buildings and more than 13.5 million square feet of office space in markets throughout the Southeast. Eola Capital acquires real estate investments that achieve above-average, risk-adjusted returns for its investment partners. The company currently has properties in Atlanta, Charlotte, Columbia, Fort Lauderdale, Jacksonville, Orlando, Panama City, Richmond, Tallahassee and Tampa.



Building Amenities: Overview

Peachtree Center offers a broad range of on-site services and amenities to tenants. Today's workforce is comprised of a large percentage of dual-career and single-parent households, which creates mixed needs in their work environments and personal lives. Peachtree Center's hair salon, gift stores, jewelry store, professional services, dry cleaning service, car salon and much more bring those conveniences to you at the office.



Building Amenities: Business Services

Peachtree Center boasts a range of business services to benefit tenant office needs. Banks and ATM's as mentioned here, wireless phone retail stores in the Courtyard and Mall, as well as staffing services throughout the complex and faxing, copying and Notary Services at The Guest Services booth in The Mall are on-site to service tenants. The Management Office also offers two conference facilities complete with audio visual and catering areas for rental for tenant meetings. Please call (404)524-3787 to make reservations. Accounting and legal services are plentiful within the complex. [Federal Express](#), [UPS express](#) shipping drop locations and a [U.S. Postal Service](#) complete with mailboxes on-site make business mailing convenient.



Building Amenities: Banking/ATM

Peachtree Center is in the heart of the Central Business District. Therefore, banks and ATM's are plentiful. [Bank of America](#) is located off the Courtyard and has three ATM's on the property-two outside of the branch and one in The Mall at the Marquis One sky bridge. [SunTrust Bank](#) also has an ATM at the base of the escalators on The Mall Gallery Level. In addition, [Wachovia](#) and SunTrust Banks have branches and ATM's within the Peachtree Center block.



Building Amenities: Car Detail Shop

A carwash detailing service is located in the Parking Garage located at 161 Peachtree Center Avenue and is available to all tenants, employees and visitors during normal business hours. Call ImagePro Auto Detail at (404) 312-9900 or Lanier Parking at (404) 572-2900 for more information.



Building Amenities: Center Chat

“Center Chat,” the Peachtree Center newsletter, is a four-page quarterly publication for tenants. It features upcoming on-site events, announcements of interest to tenants and news of downtown activities. Tenant events, new tenants welcome announcements and other news is also communicated via on-site posters in each lobby. Monthly table tents are placed on the tables in the food court announcing retail specials and upcoming on-site events. Other forms of communication include email and broadcast faxes. The website provides an up-to-the minute listing of retail stores and phone numbers, as well as upcoming events.



Building Amenities: Conference Facility

There are two Peachtree Center Conference Facilities, with the first and largest located on the lobby level of the Marquis Two Office Tower. The lecture room will accommodate up to fifty people. The facility is equipped with a break area completed with a sink, ice machine and a small refrigerator making it an excellent location for catered meetings. The cost to rent the lecture room is \$300 for a full day and \$175 for half day, or 4 hours. A second facility is located on the 5th Floor of the South Tower. This has multi-functional seating for up to 30 people, along with a break area complete with a sink and ice maker. The same rates apply to this Facility. The Peachtree Center Conference Facility is available on first-come-first-serve basis. Please call (404) 524-3787 to make reservations.



Building Amenities: Guest Services

The Guest Services booth in The Mall is staffed Monday-Friday from 10:00am to 6:00pm. The friendly staff sells U.S.P.S. stamps, offers faxing, copying and Notary Services for nominal fees. There is also a wide selection of complimentary Atlanta brochures, maps and publications of interest to both locals and tourists. Call (404) 654-1296 for information.

Building Amenities: Hotel Information

Located in the heart of Downtown Atlanta, Peachtree Center boasts a number of first-class hotels. Nearby hotels offer over 4,000 rooms, along with meeting rooms and banquet facilities.

The Marriott Marquis is located at 265 Peachtree Center Avenue. This 50-story convention hotel has 1,671 rooms and 180,000 square feet of flex meeting space and is the largest hotel in the Southeast. Reservations can be made at (404) 521-0000. A covered sky bridge connects The Mall at Peachtree Center with the Marriott Marquis.

The Hyatt Regency Atlanta, ranked as the second largest hotel in the Southeast with 1,264 rooms, is located at 265 Peachtree Street and has a 22-story atrium and bubble elevators. Reservations can be made at (404) 577-1234. A covered sky bridge connects The Mall at Peachtree Center with the Hyatt Regency Atlanta.

The Westin Peachtree Plaza is located at the corner of Peachtree Street and International Boulevard. Sporting 1,074 Rooms, this 70-story hotel is one of the world's tallest hotels and boasts the famous revolving restaurant and view on top! Reservations can be made at (404) 659-1400.



Building Amenities: Lunch and Learn Seminars

Periodic free seminars inform tenants on a broad range of interesting topics during the lunch hour. Look for information concerning upcoming seminars on building lobby posters, in the latest edition of Center Chat, or call the Marketing Department at (404) 524-3787.



Building Amenities: Museum of Design

Located in the Marquis Two Tower, [The Museum of Design \(MODA\)](#) is one of a select group of museums in the United States devoted exclusively to design. Their mission is to initiate a dialog about design through exhibition, programs, and collaborations. The museum, an affiliate of the Smithsonian Institute, is open Tuesday through Saturday from 11:00am to 5:00pm, and is closed on Sundays, Mondays, and holidays. For more information, call (404) 688-2467.



Building Amenities: The Mall At Peachtree Center

[The Mall at Peachtree Center](#) – The Mall at Peachtree Center, in the heart of the property, provides a point of convergence for downtown visitors and workers, hosting more than six million visitors a year.

A staffed Guest Services booth is located in the retail mall, offering general information on the property and directions to other destinations downtown. For more information about The Mall at Peachtree Center, call (404) 654-1296.

Designed to accommodate the needs of today's busy professionals, The Mall at Peachtree Center is spaciouly structured with three levels containing over 60 exciting shops and six full-scale restaurants, offering everything from hand-crafted gifts to fashion boutiques, take out fast food to gourmet food and much more! Special features include ample seating areas and direct covered access from all Peachtree Center buildings.

Eateries and Retail Stores

10:00am to 6:00pm
Monday through Saturday

Select Eateries Open for Breakfast

7:00am to 6:00pm
Monday through Saturday

Restaurants

Visit restaurants for specific hours of operation.

Sunday opening and extended hours may vary according to merchant, special events and convention activity.

For specific Mall information, please contact:

Retail Property Manager	Dawn Polack	(404) 654-1299
Property Management Coordinator	Myleka Morgan	(404) 654-1265

Fine dining: Azio, Benihana, Mama Ninfa's, Hsu's

Casual dining: Chick-fil-A, Metro Café Diner, Gibney's Pub

Apparel & Gifts: Brooks Brothers, Naturalizer Shoes, The Fan's Wear, Fine Jewelry

Services: Bank of America, Shoeshine, Dry cleaner, Newsstand, U.S. Post Office, The Flower Garden, Convenience Store, Chiropractor/Massage Service, Hair Salon

All these wonderful amenities come along with access to MARTA located on-site and convenient pedestrian walkways to adjacent hotels. As we say here at Peachtree Center "it's all right here" in our city within a city.



Building Amenities: Transit Cards

The Peachtree Center [MARTA](#) Station provides direct access to Atlanta's rapid rail system. The Peachtree Center station is located directly off the main entrance of The Mall at Peachtree Center. The rapid rail system operates over 583 daily on-site [MARTA](#) trains. Tenants can reach [MARTA](#) without going outside and can ride to locations all over the city in only a few minutes. Hartsfield-Jackson Atlanta International Airport is a quick 17-minute train ride from Peachtree Center. Peachtree Center tenants may purchase discounted transit cards in conjunction with Central Atlanta Progress. Call the Marketing Department at (404) 524-3787.



Building Operations: Building Management

Eola Capital is responsible for overall management of Peachtree Center. Eola sets the highest standards in every aspect of our business, and we are committed to providing our tenants with the best level of service this industry has to offer.

The management office is located at 225 Peachtree Street, South Tower, Suite 200. The office is open from 8:30am until 5:30pm, Monday through Friday; however the main phone line is manned 24 hours/day, seven days/week. The main telephone number is (404) 524-3787 and the facsimile is (404) 654-1200.

Building Management Contacts

Marti J. Blackstock, CPM, CCIM Regional Manager (404) 654-1221

Marquis One Tower, Marquis Two Tower, Peachtree Center Athletic Club and Peachtree Center Parking Garages
Belinda Hopkins Senior Property Manager (404) 654-1209

International Tower, Harris Tower and The Cornerstone Building at Peachtree Center
Roger Smoak Property Manager (404) 654-1217

The Mall at Peachtree Center, North Tower and South Tower
Dawn Polack, CSM Property Manager (404) 654-1299

Service Requests

In order to receive expedient service, please direct requests through the Angus Maintenance System. If you do not have a login please contact your Property Management Coordinator per below:

Marquis I, Marquis II and The Mall at Peachtree Center
Myleka Morgan Property Management Coordinator (404) 654-1265

South, North, Harris and International Towers
Arnaldo San Martin Property Management Coordinator (404) 654-1203



Building Operations: Holidays

Please note that the complex observes the following holidays: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day. On these days, normal building services are not provided.

Normal Building Hours

8:00 am to 6:00 pm, Monday through Friday, excluding national holidays and 8:00 am to 2:00 pm on Saturday.

Air conditioning, heating systems and elevator service will be available during these times. For information on how to access Buildings after-hours and on holidays, please refer to [After Hours Access](#) in the [Building Security](#).



Building Operations: Leasing

Peachtree Center is leased by Eola Capital & CB Richard Ellis. The leasing office is located in South Tower, Suite 200 and is open from 8:30am until 5:30pm, Monday through Friday. The telephone number is (404) 582-8888 and the facsimile (404) 654-1250.

For lease renewal or relocation, please contact:

Mike Werner Senior Leasing Associate (404) 654-1244 or mwerner@eolacapital.com



Building Security: After Hours Access

Peachtree Center has a card access control system to enhance perimeter and internal security. Card readers are located at the majority of main entry doors and in select elevator cabs within each tower. Each individual company is responsible for controlling access of their suite.

Normal Building Hours

8:00 am to 6:00 pm, Monday through Friday, excluding national holidays, and 8:00 am to 2:00 pm on Saturday.

Those entering the building prior to 7:00 am or after 7:00pm M-F and throughout the entire weekend will be required to use a building access card, which may be requested through the Angus Maintenance System.

Marquis I, Marquis II and The Mall at Peachtree Center
Myleka Morgan Property Management Coordinator (404) 654-1265

South, North, Harris and International Towers
Arnaldo San Martin Property Management Coordinator (404) 654-1203



Building Security: Keys and Building Access Cards

Keys and access cards will be provided in accordance with your request upon move-in. After that time, you may obtain additional keys and building access cards through the Angus Maintenance System.

No additional lock, latch or bolt of any kind may be placed on any door nor may any changes be made to existing locks without a written request from tenant and accompanied consent of the Landlord. Tenants will be charged for additional locks and/or keys.



Building Security: Deliveries/Special Access

Routine, small deliveries may be made during normal building hours. Large deliveries (size or quantity, i.e. move in/out or furniture, etc.), freight elevator reservations, and after-hours special contract services must be scheduled in advance with the management office and require Security clearance. Security clearance may be obtained through the Angus Maintenance System.

Delivery Points

North, South, International, Harris and Retail: through the main loading dock off Peachtree Center Avenue.

Marquis One: through the loading dock off Harris Street.

Marquis Two: through the loading dock off Baker Street.

All delivery personnel must check in with the dock security officer. Parking is limited to 15 minutes for deliveries

Security Escort

For those working late, Security provides an escort for any tenant who is parked in Peachtree Center parking garages, including all Peachtree Center reserved garages, International Garage, 161 Peachtree Center Avenue Garage and Courtland Garage, as well as the Peachtree Center [MARTA](#) stop. To arrange for an escort, contact Security at (404) 654-1285.

Building Security: General Office Security

Building security services are provided 24 hours a day, seven days a week.

Should you notice solicitors or other suspicious activities, please contact Security at (404) 654-1285. A security officer will be dispatched immediately.

Unauthorized Persons

If an unwelcome person comes into your office and you feel threatened, please contact Security at (404)654-1285 and use the code phrase “your package is ready”. Security will immediately dispatch an officer to your suite.

The Security Emergency (Red Phone) telephone number is (404) 688-3066, only to be used in the case of a real emergency.

Security Checklist

Good security starts with each individual tenant. Follow the simple procedures below to help protect your tenant space and the property as a whole.

- Restrict office keys to those that actually need them, and keep a list of keys distributed.
- Establish adequate procedures for collecting keys from departing employees.
- Restrict duplication of keys except for those specifically ordered, in writing, through the Management Office.
- Lock filing cabinets each night and keep an accounting record of keys.
- Record all office equipment serial numbers (i.e., computers, calculators, audiovisual equipment, etc.) to maintain correct identification in case of theft or fire.
- Immediately deposit incoming checks and cash. Do not keep large sums of money in the office overnight.
- Clear desktop of important working material that should be safeguarded when you leave work.
- Monitor the reception area at all times.
- Secure doors when there is no one to monitor and or staff the receptionist area so that no unwanted visitors can enter your suite.
- Keep handbags, cell phones, laptop computers, valuables, etc. in drawers or cabinets that can be secured and locked.
- Promptly report solicitors or any suspicious persons.
- Question any unknown person in your suite by asking “May I help you?”
- Assign one person to insure that entrance doors to your space are secured at the end of each working day.
- Provide your Property Management Coordinator with a current detailed list of all staff, updating regularly as changes to staff are made. This list is kept in Central Security and used as an authorization for afterhours tenant access into the building.



Building Security: Lost and Found

Please contact Central Security at (404) 654-1285 to claim/or report items that have been lost or found in the buildings.



Building Security: Solicitation

Solicitation is not permitted at Peachtree Center. In the event your office encounters a solicitor, please contact your Property Management Coordinator or Central Security at (404) 654-1285 immediately and be prepared to give a detailed description of the person, including clothing and the location last seen. A security officer will be dispatched at once. In the event any literature is distributed by a solicitor, please give this information to the security officer upon his/her arrival.



Building Services: Building Signage and Directory

Upon move-in, each tenant's company name will be added to the main lobby directory of the tower in which they are located. A tenant plaque, front door sign with company name and suite number will also be provided for identification at each main suite entrance. All multi-tenant floor elevator lobbies will have signage that list the name of companies located on that specific floor along with arrows of direction for means of locating tenants on that floor.

Unless permitted in your lease agreement, no other type of sign may be affixed to the outside of any tenant premises without prior written consent of the Management Office.

Building Services: Cleaning

Nightly janitorial service is provided after building operating hours five nights per week, Monday through Friday. Day porter service for common areas is provided from 7:00am until 5:00pm, Monday through Friday. Janitorial services are not provided on holidays.

Contracted janitorial service is provided five nights per week, Monday through Friday, beginning after building operating hours. All personnel may be identified by uniform and picture identification badge.

Trash generated during the workday will be removed by the building night janitorial service. Trash items should be kept within the office. No items are allowed in hallways, stairwells or lobbies. All cardboard items should be marked trash and broken down as much as possible. For desktop cleaning, all loose items and papers must be removed each night. Cleaning personnel are instructed not to disturb any desks with materials on them.

Procedures not included in night cleaning are as follows:

- Cleaning personnel are instructed not to disturb paperwork or any articles left on desks or furniture.
- Special wall fabrics will not be cleaned.
- Special floor cleaning needs will be addressed with specific instructions received from property management.
- All trash not placed in trashcans should be labeled trash. Orange trash labels can be obtained from the Management Office. All cardboard items should be marked "Trash". Any questionable items will not be removed.
- Computer equipment will not be cleaned.
- The washing of dishes and the cleaning of refrigerators and microwaves are not included in the janitorial contract scope of work.
- Your moving company should remove trash items generated by move-ins, such as boxes, wall protection, pallets and packing materials.
- Old furniture and old computer equipment cannot be disposed of in the building compactor and should be removed from the site by your vendors.
- Old records and files should be purged prior to the move to save your company time and money.

Special cleaning requests, such as carpet shampooing, cleaning rugs, or furniture may be arranged by contacting your Property Management Coordinator in the Management Office. Fees do apply for these services and require written approval prior to services rendered.



Building Services: Elevators

Elevators operate 24 hours/day, seven days/week. A building access card must be used to access your floor after-hours. After-hours is currently Monday through Friday, 7:00pm to 7:00am, Saturday through Sunday, 24 hours. Please note Scheduling Procedures and the Rules and Regulations for the Freight Elevators.



Building Services: Forms

For your convenience, we have PDF document forms that will expedite various building management service requests. Hard copies of all forms are available from the Property Management Office as well.

Bomb Threat Checklist
Safe Refuge Map
Property Removal Form



Building Services: HVAC

Hours of operation are 8:00am until 6:00pm, Monday through Friday and Saturday per lease requirements.

An automated heating, ventilation and air conditioning system operates to insure your comfort in the building. Sensors that are calibrated to maintain industry parameters for optimum comfort are strategically placed within your office to control temperature. Any discomfort with the temperature in your space should be reported via Angus or to your Property Management Coordinator. Please do not adjust the temperature without the assistance of a building engineer.

If you require HVAC service after normal business hours, please contact your Property Management Coordinator no later than 2:00 pm on the day service is required or by 2:00 pm, Fridays for weekends. An hourly rate will be charged for this service, per the terms of your lease agreement. This request must be received with written approval by an authorized person on the Tenant Authorization for Special Services form.

Building Services: Mail Service

Mailrooms located throughout Peachtree Center provide mail pick-up via Post Office boxes, stamp machines, drop boxes via [Federal Express](#), [UPS](#) and other express mail services, and individual mailboxes. Post Office boxes are serviced and controlled by the US Post Master. Contact your Property Administrator for information regarding questions/directions for Post Office Box needs. Mail pick-ups are Monday through Friday (excluding holidays) at 12:00pm and 3:00pm for regular mail. Overnight courier mail is collected as noted on their respective drop boxes.

Mailrooms and post office boxes are located at the following locations in Peachtree Center:

North Tower (on the back corridor from Harris Tower)
Marquis I Tower (Harris Street level)
Marquis II Tower (Baker Street level)

Mail drop chutes are located and controlled by US Post Master on each floor in the main elevator lobby for North, South, International and Harris Towers.

Other locations for mail drop chutes are:

North Main lobby (1st floor)
South Mall Level (Elevator lobby)
Harris Main Lobby (1st floor)
International Main Lobby (1st floor)

The nearest full-service U.S. Post Office is the Peachtree Center station located below the Merchandise Mart located off Peachtree Street. Hours are 8:00am until 5:00pm, Monday through Friday.

Peachtree Center Station 240 Peachtree Street, NW Atlanta, GA 30303

Nearest drop boxes:

[Federal Express](#)

North Tower Mailroom (off Courtyard)
Marriott Marquis Hotel

[UPS](#)

Marquis I Mail Room
Marquis II Mail Room
North Tower Mailroom (off Courtyard)



Building Services: Maintenance Services

Tenant requests for services such as temperature adjustment, lighting replacement, janitorial, security, or electrical should be directed to the Angus Maintenance system, provided by Eola Capital or to your Property Management Coordinator. Our staff is available to handle your service requests from 8:00am until 5:30pm, Monday through Friday. The Angus Maintenance system may be accessed 24 hours/day, seven days/week. After-hours emergency requests should be directed to our main office line at (404) 524-3787. Your request will be routed to the appropriate engineer for corrective action.

We suggest that all service calls be directed through one person designated by your office as the coordinator for service requests. This will avoid duplication of efforts and ensure a timely response and follow-up by the Peachtree Center staff.

Building Services: Parking

In addition to a limited number of reserved parking spaces underneath several office buildings, Peachtree Center also encompasses three covered parking garages. International Garage and 161 Peachtree Center Avenue Garage are located at the intersection of International Boulevard and Peachtree Center Avenue; the Courtland Garage is located at the intersection of Courtland Avenue and Harris Street. All of the Peachtree Center garages are controlled by card access and are patrolled by contracted security service.

Lanier Parking provides parking management services for Peachtree Center. Their office is located in Suite 203 in the International Tower. Their office hours are Monday through Friday, 8:00am to 5:00pm, with normal holidays applicable. Monthly and daily parking is available in each of the three garages. Please direct all parking related concerns to Lanier Parking at (404) 572-2900.

All reserved parking is allocated in accordance with the provisions contained in each tenant's Lease Agreement.

Peachtree Center Parking Garages

Reserved Parking

North Garage
South Garage
Harris Garage
Marquis I Garage
Marquis II Garage

Non-Reserved Parking

International Garage
Courtland Garage
161 Peachtree Center Avenue Garage



Building Services: Pest Control

Peachtree Center contracts monthly preventative maintenance to control office building pests. Please report any pest control concerns to your Property Management Coordinator. The exterminator will respond within 48hours. Additional charges may apply for special services.

Building Services: Recycling

Peachtree Center is proud to be “Going Green” with our improved “Single Stream” Recycling Program.

Our Tenants utilize their own desk side trash cans as recycling containers.

The following are the items that can go into desk-side cans:

- Office paper – all colors
- Envelopes – even windowed and labeled
- Junk Mail, brochures, greeting cards
- Magazines, newspapers, phone books
- Soft and hard back books
- File folders, reams of paper
- Wrapping paper
- Aluminum cans, plastic bottles, glass bottles
- Binder clips, paper clips

We ask that you please carry all food waste and food waste containers to the break room, or a centralized location in your suite. In addition, please be reminded that insulin syringes must not be disposed of in any trash receptacle at Peachtree Center, as a safety precaution for our Housekeeping staff.

In order to distinguish which container holds recyclable materials, Housekeeping utilizes a dual color-coded system. Black bags are placed in containers that hold non-recyclable materials, such as food waste and break room items. Clear/white bags are placed at all desk-side containers/ trash cans and recycle stations inside your suite, i.e.: Copier and Mail rooms. The recyclable materials are transported to an off-site facility for sorting, processing, and re-use.

To arrange for special delivery and pick-up needs for larger recycle containers for special cleanup projects, contact your Property Management Coordinator to arrange the quantity of containers in need along with scheduling delivery and pick-up. If larger recycle containers are needed for more than one day, it is important to communicate this information to your Property Management Coordinator.

Cardboard

All cardboard is recycled in our recycling program. Any cardboard in need of removal from space should be marked or labeled “trash” with an orange “trash” sticker. Marked cardboard will be removed nightly. Items not marked/labeled will not be removed. All cardboard should remain within the Tenant’s suite until discarded. Call your Property Management Coordinator for special pick-up needs.

Building Services: Waste Removal

Office waste is removed from designated waste receptacles by the janitorial staff Monday through Friday evenings.

- All trash not placed in waste receptacles should be labeled trash. Orange trash label stickers can be obtained from the Management Office. Any questionable items will not be thrown away.
- Corridors must be kept neat and orderly. Please refrain from storing or placing any boxes, newspapers or other storage trash in building corridors, phone closets, electrical closets, stairwells, elevator lobbies and other common areas including paths of emergency exits. Building management and City of Atlanta inspectors do monitor these areas and if any storage is found applicable fees are subject to be assessed. If these items need to be removed prior to arrival of the janitorial staff in the evening, contact your Property Management Coordinator.
- Our compactor limits disposable waste to normal office trash (papers, files, boxes, food waste, etc.). Discarded furniture and outdated office equipment cannot be placed in the compactor. Please make arrangements with your office supply or office equipment vendor to remove these items at the time new equipment is delivered. If such items are discovered in lobbies, loading docks or other areas of the building, tenants to whom items belong will be responsible for any charges incurred by property management for disposal and removal fees.
- Toner cartridges, paint and other related items cannot be disposed of via our normal waste removal process. Please call your Property Management Coordinator if assistance is needed in removal of such items.
- During moving activity, your moving company is responsible for removing boxes, pallets or crates.

A fee may be imposed if the Management Office is forced to pay for removal of any of the above items.

Emergency Procedures: Bomb Threat

Most bomb threats prove to be false alarms, but for safety's sake, they should be taken seriously. The following procedures should be followed:

- Remain Calm.
- Gather Information.
- If possible, record the call.
- Try to determine from the caller the location of the bomb and the time of detonation.
- Listen for background noises that may help in identifying the area from which the call is coming.
- Listen to voice characteristics of the caller.
- Write down all information.

Notify Peachtree Center Security at once (404) 688-3066 with a follow up call to Property Management (404) 524-3787.

A [Telephone Procedures Bomb Threat Checklist](#) is available from Property Management for your use should you need it.

Keep a lookout for strange or suspicious items. **DO NOT TOUCH** any suspicious items. **DO NOT USE A CELL PHONE IN THE IMMEDIATE AREA** of any suspicious item. Some bombs are set to detonate upon movement or cell phone activity.

If a Suspicious Package is found:

- Notify security and property management immediately.
- Remain calm.
- Do not use a cell phone or any type of radio anywhere near the item due to if item is a bomb device the use of these items could possibly set the device off.
- Do not touch or disturb the item.
- Note the description of the item.
- Back away from the item.
- Inform others to stay away.
- Immediately observe your surroundings to see if anything is out of place or has been disturbed.
- Have others look at their surroundings and report any irregularities.
- Report findings to security and property management as quickly as possible with updated information as it is made available.

Emergency Procedures: Civil Disturbance

In case of a riot or public disturbance, follow these steps:

- Notify Peachtree Center Security at (404) 688-3066 (24 hours/day, 7 days/week). During normal business hours, follow up with a call to property management at (404) 524-3787 giving the same information that was given to security.
- If one or more of the participants enters your suite, keep calm, be courteous and do not provoke an incident. If you elect, call Atlanta Police (911) to have the individual removed. Follow up with a call to Central Security at (404) 688-3066 and property management at (404) 524-3787 with the information give to the police.
- Do not become a spectator. Leave or avoid the area of the disturbance to prevent injury or possible arrest. Consider locking your doors.
- If a riot erupts, security will work with property management to furnish necessary information detailing the knowledge of the areas at risk, street closings, public transportation reports, etc.
- In the event an evacuation becomes necessary, security, property management, Police and Fire personnel will coordinate the evacuation process in a safe and orderly manner.
- If you are away from your office when a riot or other public disturbance takes place, i.e. in the Peachtree Center Courtyard, Mall parking garage, or on a surface street around Peachtree Center, try to return to your office or one of the buildings on property immediately near you. The Security Lobby Officer will assist in directing you to a safe area.
- During a riot or public disturbance Peachtree Center's property management may find it necessary to limit certain services that restrict access to the buildings to protect the tenant and the property.
- Security personnel and necessary building maintenance staff will immediately secure the buildings for the duration of the emergency.

Emergency Procedures: Elevator Malfunction

Elevator Entrapment is a very uncommon occurrence, but due to the fact that it is a mechanical device, failure is possible. Therefore, preparedness to deal with this type of emergency is necessary.

The following procedure is to be used if you become trapped in an elevator:

- Remain calm.
- Alert security immediately upon receiving any calls via the emergency communication system/alarm button located on the elevator panel inside the elevator cab.
- Do not attempt to pry open doors.
- Do not attempt to crawl out or jump from elevator cab.
- Do not attempt to use the overhead hatch.
- An elevator mechanic will be called to secure elevator cab for safe exit.
- If **911** is called via cell phone, please also immediately contact security at (404) 654-1285 so that proper procedures can be applied in facilitating emergency response units to needed locations.

* Remember to stay calm and communicate with others via talking intercom use or cell phone during elevator entrapment. By following the above listed procedures and knowing every effort is being made by management to facilitate a safe exit from elevator entrapment here at Peachtree Center.



Emergency Procedures: Emergency Contacts

Police, Fire, Ambulance 911

Security (24 hours/day, seven days/week)

Central Security Office (main number) (404) 654-1285

Central Security Office (emergency phone) (404) 688-3066

Security (Business hours)

North Tower Lobby Desk (404) 654-1278

South Tower Lobby Desk (404) 654-1277

International Tower Lobby Desk (404) 654-1275

Harris Tower Lobby Desk (404) 654-1276

Marquis I Tower Lobby Desk (404) 654-1279

Marquis II Tower Lobby Desk (404) 654-1281

Management Office (404) 524-3787

Medical Facilities

Atlanta Medical Center (303 Parkway Drive) (404) 265-4262

Crawford Long (550 Peachtree Street) (404) 686-4411

Grady Memorial Hospital (80 Butler Street) (404) 616-6200

Piedmont Hospital (1968 Peachtree Road) (404) 605-5000

Poison Control Center of Metro Atlanta (404) 616-9000

Emergency Procedures: Fire and Life Safety

Floor Warden Information

Case studies of office fires show that most could have been prevented if simple safety precautions had been exercised.

You can prevent fire by following these simple precautions:

- Assign someone to make certain that all appliances are turned off at the end of the day.
- Be alert for strange odors, sparks or flashes from electrical appliances. Have malfunctions checked immediately.
- Do not overload electrical receptacles or circuits.
- Store and use flammable liquids according to safety regulations. Clean up spills at once.
- Do not place flammable materials on top of computer terminals.
- Do not use space heaters and live Christmas trees in your suite.
- Do not obstruct sprinkler heads. Nothing should be stored within 18" of the ceiling.
- Have all employees participate in Fire Drills and aware of safe refuge location.
- Smoking is only permitted in designated smoking areas.

Plan Ahead

- Assign a Floor Warden and an Alternate to handle related responsibilities applicable with emergency procedures.
- Have Fire Department and other emergency phone numbers available for quick reference in case of an emergency.
- Know where your Primary and Secondary Emergency Exits are located and where they lead.
- Know the routes and count the doors to your Emergency Exits. It is hard to see exit signs through smoke and you may have to feel your way out.
- Know location, type and operation of fire alarms and fire extinguishers. Contact your Floor Warden or Fire Safety Director for fire extinguisher training.
- Know location of Safe Refuge Areas inside and outside your building.
- Participate in all fire drills.

Emergency Procedures: Fire and Life Safety (continued)

If You Discover a Fire:

- **CLEAR** anyone in immediate danger.
- **CONFINE** the fire by closing all doors and windows to the area.
- **CALL** the Fire Department (911), Security (404) 688-3066, Property Management (404) 524-3787 and your Floor Warden.
- **ACTIVATE** fire alarm by pulling the hand on the fire alarm pull station (located next to the fire escape door).
- **EXTINGUISH** the fire only if you can do so without endangering yourself.
- **EVACUATE** quietly and calmly using your nearest Emergency Stairwell Exit. Use Safe Stairwell Procedures listed below:
 - Remove high heeled shoes.
 - Move quickly. Walk in a single file using handrails.
 - Do not use the elevator.
 - Be prepared to move to one side for Emergency Personnel.
 - Allow others to enter without holding up traffic.
 - Send messengers down letting fire department know of location of physically impaired individuals.
 - Do not smoke.
 - Do not spread false information.
 - Travel as quickly as possible.
 - Do not panic or push while exiting the building.
 - Report any necessary information to Fire Department or other individuals as you exit the building.
- **FOLLOW DIRECTIONS OF EMERGENCY PERSONNEL.**

If You Smell Smoke Or Hear The Alarm:

- Before opening any door, feel the top of the door with your hand.
- If the door is **HOT – DO NOT OPEN IT.**
- Proceed to an alternate exit door.
- If no alternate exit door is available, call Fire Department (911). Give them your exact location and all known facts.
- Call Security (404) 688-3066 and Property Management (404) 524-3787. Give them the same information that you gave the Fire Department.
- Seal the door and any vents with cloth material to keep the smoke out.
- Retreat - Close as many doors between you and the fire as possible.
- If you encounter smoke, stay low. Air is cooler and cleaner closer to the floor.
- If water is available, keep a wet cloth over your mouth or nose.
- Avoid breaking windows. This may cause the fire to spread in your direction by being a fresh source of oxygen. Signal at the window by waving a brightly colored object.
- Remain calm. Help is on the way.

Emergency Procedures: Fire and Life Safety (continued)

If The Door Is Not Hot:

- Open door cautiously while standing behind it while being prepared to quickly close the door if needed.
- Check the corridor.
- If there is smoke present, stay low and crawl to the nearest Exit. Be sure to close the doors behind you. Walk down.
- If there is no smoke, walk to your Primary Stairwell Exit. Evacuate using Safe Stairwell Procedures.

In any fire where heavy smoke is present, remember that smoke rises, and cleaner air is near the floor – you may want to crawl on your hands and knees. If water is available, hold a wet cloth over your nose and mouth.

Evacuation of Disabled Persons

Please be sure to provide your Property Management Coordinator with a list of the names and locations of all persons who require assistance should it become necessary to evacuate the building. Because of emergencies, this list should be updated on a regular basis. Any physically impaired individuals on your floor should be assisted into the stairwell by assigned co-workers.

Safe Refuge areas and Evacuation routes are planned, tested, and posted in case of an emergency evacuation. If an emergency warrants leaving the building, employees should know where these designated safe refuge areas are located.

Property Management has a list of Safe Refuge Locations.



Emergency Procedures: Flooding

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.



Emergency Procedures: Hazardous Substances/Fire Hazards

The Employee Right to Know Law states that employers must inform employees about hazardous substances in their work environments. Material Safety Data Sheets (MSDS) must be given to the Management Office for any hazardous substances used by your company or by a vendor of your firm. The manufacturer of the hazardous substance is required by law to provide the MSDS upon request.

Please note that lease restrictions prohibit storage of gasoline, paint or other flammable substances.

Space Heaters

A large number of fires are caused each year by portable space heaters. For this reason, no type of portable space heater is allowed in Peachtree Center. This is a violation of Atlanta fire code.

Christmas Trees

Live Christmas trees are not allowed in commercial office buildings unless properly treated by a fire retardant chemical. Lights are allowed on artificial trees, but not on natural trees or live wreaths (even if treated with fire retardant).



Emergency Procedures: Homeland Security

Peachtree Center recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Georgia Office of Homeland Security

<http://www.gema.state.ga.us/ohsgemaweb.nsf>

Department of Homeland Security

<http://www.dhs.gov/dhspublic>

Federal Emergency Management Association

<http://fema.gov/>

American Red Cross

<http://www.redcross.org/>

Center for Diseases Control and Prevention Emergency Preparedness and Response

<http://www.bt.cdc.gov/>

Local media outlets will provide important information during an emergency situation.

WSB TV 2 (ABC):

<http://www.wsbtv.com/index.html>

WAGA TV 5(Fox):

<http://www.myfoxatlanta.com/myfox/>

WXIA TV 11 (NBC):

<http://www.11alive.com/>

WGCL TV 46 (CBS):

<http://www.cbs46.com/>

Atlanta Journal Constitution:

<http://www.ajc.com/>



Emergency Procedures: Medical Emergency

If outside emergency services are needed, call **911**. If **911** is called, also immediately notify property management at 404-524-3787 or Security at (404) 688-3066. If a medical emergency arises, first aid should be administered by someone qualified. Security will meet the medical personnel and escort them to the patient. Cover the victim and do not move him/her unless there is immediate danger of further injury.

Emergency Procedures: Pandemic Preparedness

What you Need to Know

An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus can cause serious illness because people do not have immunity to the new virus. Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.

Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include “waves” of influenza activity that last 6-8 weeks separated by months. The number of health care workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins.

Importance and Benefits of Being Prepared

The effects of a pandemic can be lessened if you prepare ahead of time. Preparing for a disaster will help bring peace of mind and confidence to deal with a pandemic.

When a pandemic starts, everyone around the world could be at risk. The United States has been working closely with other countries and the World Health Organization (WHO) to strengthen systems to detect outbreaks of influenza that might cause a pandemic.

A pandemic would touch every aspect of society, so every part of society must begin to prepare. All have roles in the event of a pandemic. Federal, state, tribal, and local governments are developing, improving, and testing their plans for an influenza pandemic. Businesses, schools, universities, and other faith-based and community organizations are also preparing plans.

As you begin your individual or family planning, you may want to review your state's planning efforts and those of your local public health and emergency preparedness officials. State plans and other planning information can be found at www.pandemicflu.gov/plan/checklists.html.

The Department of Health and Human Services (HHS) and other federal agencies are providing funding, advice, and other support to your state. The federal government will provide up-to-date information and guidance to the public if an influenza pandemic unfolds.

Emergency Procedures: Pandemic Preparedness (continued)

Pandemic Flu Resources

There are many publicly available resources in place to help communities, companies, and individuals plan for a possible pandemic flu outbreak. A few of the most useful sites are linked below:

- Pandemicflu.gov
This is the official U.S. Government site for information on pandemic and avian influenza. The material on this site is organized by topic for easy reference.
- Centers for Disease Control and Prevention (CDC) The CDC Web site is another primary source of information on pandemic influenza. They also have a hotline—1-800-CDC-INFO (1-800-232-4636)—that is available in English and Spanish, 24 hours a day, 7 days a week (TTY: 1-888-232-6348). Or, if you prefer, questions can be e-mailed to inquiry@cdc.gov.
- Department of Homeland Security (DHS) DHS is working on a “Business Planning Guide,” which will be posted on the DHS home page and on Pandemicflu.gov as soon as it is completed. Also, for business-specific questions, the DHS has created an e-mailbox—DHSPandemic@dhs.gov.
- BOMA Resources BOMA/Greater Toronto Pandemic Flu Report. The report addresses the threat to commercial buildings from an avian flu pandemic.

The resources above will provide a lot of information, but we also encourage you to:

- Listen to local and national radio.
- Watch news reports on television.
- Read your newspaper and other sources of printed and Web-based information look for information on your local and state government Web sites.
- Consider talking to your local health care providers and public health officials.



Emergency Procedures: Power Failure

Interruption of electrical service may occur within the building for various reasons. If your suite encounters a power failure, please contact your Property Management Coordinator and relay location and the type of equipment affected (lights, computers, telephones, etc.). The staff will make every effort to restore power as quickly as possible.

If power failure is due to the building's main Power Supplier (GA Power), property management will relay the reason or cause as soon as information is received.

Emergency Procedures: Severe Weather

A “Weather Alert” radio is monitored by security. Our local weather service will advise of severe weather conditions by automatically activating this radio. This information is available to you by calling the Management Office at (404) 524-3787 or Security at (404) 688-3066. If you choose, however, you may tune in to a local radio station for weather information.

Tornado

Unlike hurricanes, tornadoes are not as predictable and little or no warning is given. Tornado Weather is typically identifiable as hot “sticky” days with southerly winds and a threatening sky that includes dark thunderstorm clouds, often greenish black in color. Danger signs include severe thunderstorms, hail, roaring noise, winds, and funnel shaped clouds.

In case of a tornado warning, the building should not be evacuated. Move away from windows and gather in the “core” of the building. Remain on your floor away from the outer walls and glass windows.

A Tornado “Watch” means that conditions are right and tornadoes are expected to develop. Keep tuned to your local radio station for further information when a bad storm threatens.

A Tornado “Warning” means that a tornado has actually been sighted or detected by radar. Take cover at once. If you see or hear a tornado coming, do not wait for Tornado Warning Signal. Take cover immediately.

Whenever a tornado watch or warning is given, do not call the weather service except to report a tornado. Individual requests for information could tie up the telephone lines that are urgently needed to receive special reports or to relay special information to the public safety agencies and local broadcasting agencies.



Emergency Procedures: Toxic Hazards

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call **911**. Provide the building's address, your floor and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.



Emergency Procedures: Unauthorized Visitors

No Solicitation Policy

Peachtree Center has a no solicitation rule, which prohibits door-to-door sales, and all other types of solicitation. If your office encounters these types of visitors, please contact your Property Management Coordinator/Property Manager and be prepared to give a detailed description of the individual.

If your office encounters an unwanted visitor, you should ask the visitor to leave your suite. If the visitor fails to comply, call Security at (404) 654-1285 and an officer will be dispatched to your location to speak with the visitor and, if necessary, call the City of Atlanta Police.

While it is always best to give as much information as possible to Security or the Property Management Coordinator/Property Manager, there may be a time when you cannot speak freely if the unwanted visitors in the same room as you. In cases such as these, you are to call Security and give your company name followed by the building name and suite number and use the following duress code "your package is ready". If you are not able to place the call yourself, you should alert someone else in your office to place the call. Proper training with your internal staff is very important in regards to the way you choose to set up your in-house policy. With proper training your staff will know what to look for, what to do and who to call when they see or hear the applicable hand motion or certain word in which your company has put into place for this situation.

When security dispatch receives a call with the information requested along with hearing "your package is ready", they will automatically know that you have a problem in your suite and cannot speak freely. Upon receipt of such a call, security immediately dispatches an officer on property to go at once to the location from which the call was received.

Emergency Procedures: Workplace Violence

Workplace violence refers to threatening behavior, harassment, verbal or written threats and abuse, and physical violence that endangers the physical or psychological safety or well-being of a person in his or her place of employment. There are three types of workplace violence, according to the United States Occupational Safety and Health Administration.

The first type of workplace violence is stranger or outsider violence, which refers to someone with no connection to the business committing the violence.

The second type of violence is client or customer violence, which refers to a client of the business committing the violence.

The third type of workplace violence is employee or employee-related violence, which refers to an employee attacking another employee or someone related to an employee entering the workplace and attacking an employee.

If you experience any workplace violence, please follow these procedures:

- Determine your exact location (street address, floor company name, suite number).
- **Call 911 immediately.**
- Notify Central Security of the situation at (404) 654-1285.
- Secure your space.



Policies and Procedures: Construction

Lease Agreements require that the Landlord be advised, in writing, prior to performance of any alteration to tenant spaces. This applies to services ranging from electrical outlets, painting, or relocation of walls. If your firm is contemplating improvements of any type, please submit written notification to the Management Office prior to commencement of work.

Policies and Procedures: General Rules and Regulations

The following Rules and Regulations may vary slightly from lease to lease:

1. The sidewalks, halls, passages, exits, entrances, shopping malls, elevators, escalators, and stairways of the buildings shall not be obstructed by any tenant or used by tenants for a purpose other than for ingress to and egress from their respective premises. The halls, passages, exits, entrances, shopping malls, elevators, escalators and stairways are not for the general public. Landlord shall, in certain cases, retain the right to control and prevent access thereto of all persons whose presence in the judgment of Landlord would be prejudicial to the safety, character, reputation, and interests of the buildings and its tenants, provided that nothing herein contained shall be construed to prevent such access to persons with whom any Tenant normally deals in the ordinary course of its business, unless such persons are engaged in illegal activities. No Tenant and no employee or invitee of any Tenant shall go upon the roof of the Building except such roof portion thereof as may be contiguous to the Premises of a particular Tenant and may be designated, in writing, by Landlord as a roof deck or roof garden area.
2. No sign, placard, picture, name, advertisement, or notice visible from the exterior of any Tenant's premises shall be inscribed, painted, affixed, or otherwise displayed by any Tenant on any part of the Building without the prior written consent of Landlord. Landlord will adopt and furnish to authorized Tenant personnel general guidelines relating to signs inside the Building on the office floors. Tenant agrees to conform to such guidelines, but may request approval of Landlord for modifications, which approval will not be unreasonably withheld. All approved signs or lettering on doors shall be printed, painted, affixed or inscribed at the expense of the Tenant by a person approved by Landlord, which approval will not be unreasonably withheld. Material visible from outside the Building will not be permitted.
3. The Premises shall not be used for storage of merchandise held for sale to the general public or lodging. No cooking or related activities shall be done or permitted by the Tenant on the Premises, except that use by Tenant of Underwriters' Laboratory-approved equipment for brewing coffee, tea, hot chocolate, and similar beverages provided that such use is in accordance with all applicable federal, state, county and city laws, codes, ordinances, rules and regulations.
4. No Tenant shall employ any person or persons other than the cleaning company or companies retained by the Landlord for the purpose of cleaning its premises, unless otherwise agreed to by Landlord in writing. Except with the written consent of Landlord, no person or persons other than those approved by Landlord shall be permitted to enter the Building for the purpose of cleaning the same. No Tenant shall cause any unnecessary labor by reason of such Tenant's carelessness or indifference in the preservation of good order and cleanliness. Cleaning service will not be furnished on nights when rooms are occupied after 9:30 pm unless by agreement, in writing. Service is extended to a later hour for specifically designated rooms.

Policies and Procedures: General Rules and Regulations (continued)

5. Landlord will furnish each Tenant with two keys to each door lock in its premises free of charge. Landlord may make a reasonable charge for any additional keys. No Tenant shall have any keys made. No Tenant shall alter any lock or install a new or additional lock or any bolt on any door of its premises without the prior written consent of Landlord and Tenant shall in each such case furnish Landlord with a key for any such lock. Each Tenant, upon the termination of its tenancy, shall deliver to Landlord all keys to doors in the Building which shall be furnished to such Tenant.
6. The freight elevator shall be available for use by the Tenants in the Building, subject to such reasonable scheduling as Landlord in its discretion shall deem appropriate. Persons employed to move such equipment in or out of the Building must be acceptable to Landlord. Landlord shall have the right to prescribe the weight, size and position of all equipment materials, furniture or other property brought into the Building. Heavy objects shall, if considered necessary by Landlord, stand on wood strips of such thickness as is necessary to properly distribute the weight. Landlord will not be responsible for loss of or damage to any such property from any cause and all damage done to the Building by moving such property shall be repaired at the expense of Tenant.
7. No Tenant shall use or keep in its premises or Building any kerosene, gasoline or inflammable or combustible fluid or any other material other than limited quantities thereof reasonably necessary for the operation or maintenance of office equipment, or, without Landlord's prior written approval, use any method of heating or air conditioning other than that supplied by Landlord. No Tenant shall use, keep, permit to be used any foul or noxious gas or substance in its premises, or permit or suffer its premises to be occupied or used in any manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odor or vibrations, or interfere in any way with other tenants or those having business therein.
8. Landlord shall reserve the right, exercisable without notice and without liability to any Tenant, to change the name and street address of the Building.
9. Monday thru Friday building "after hours" are 7:00 pm to 7:00 am and at all hours on Saturday & Sundays for Harris Tower, International Tower, North Tower and South Tower. Marquis I and Marquis II Tower's building "after hours" are Monday thru Friday 8:00 pm to 7:00 am and at all hours on Saturday & Sundays. All persons entering or leaving the Building during such times may be expected to be questioned by Building security personnel as to their business in the Building and will only be granted entry via card access. Landlord shall, in no case, be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In the case of invasion, mob, riot, public excitement, or other circumstances rendering such action advisable in the Landlord's opinion, Landlord reserves the right to prevent access to the Building during the continuance of such action as Landlord may deem appropriate, including closing doors.

Policies and Procedures: General Rules and Regulations (continued)

10. The directory of the Building will be provided for the display of the name and location of the Tenants and a reasonable number of the principle officers and employees of Tenants, and Landlord reserves the right to exclude any other names there from. Any additional name, which Tenant shall desire to place upon said directory, must first be approved by Landlord and, if so approved, a charge will be made there for.
11. No curtains, draperies, blinds, shutters, shades, film screens or other covering, hanging or decorations shall be attached to, hung or placed in, or used in connection with any window of the Building without the prior written consent of Landlord. In any event, with the prior written consent of Landlord, such items shall be installed on the office side of Landlord's standard window covering and shall in no way be visible from the exterior of the Building.
12. No Tenant shall obtain for use in its premises, ice, drinking water, food, beverages, towel, or other similar services, except at such reasonable hours and under such reasonable regulations as may be fixed by Landlord.
13. Each Tenant shall see that the doors of its premises are closed and locked and that all water faucets, water apparatuses and utilities are turned off before such Tenant or Tenant's employee leave its premise, so as to prevent waste or damage. Tenant shall be responsible for any default or carelessness in this regard and shall make good all injuries sustained by other Tenants or occupants of the Building or Landlord. On multiple-tenancy floors, all Tenants shall keep the doors to the Building corridors closed at all times except for ingress and egress.
14. The toilet rooms, toilets, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed. No foreign substance of any kind whatsoever shall be thrown therein and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by tenant who, or whose employees or invitees, have caused it.
15. Except with the prior written consent of Landlord, no Tenant shall sell, or permit the sale at retail, of newspapers, magazines, periodicals, theater tickets or other goods of merchandise to the general public in its premises, nor shall any Tenant carry on, or permit or allow any employee or other person to carry on, the business of stenography, typewriting, word processing, or any similar business in or from its premises for the service of accommodation of occupants of any other portion of the Building, nor shall the premises of any Tenant be used for manufacturing of any kind, or any business or activity other than that specifically provided for in such tenant's lease.
16. No Tenant shall install any radio or television antenna, loudspeaker or other device on the roof exterior walls of the Building.

Policies and Procedures: General Rules and Regulations (continued)

17. There shall not be used in any space, or in the public halls of the Building, either by any Tenant or others, any hand trucks except those equipped with rubber tires and side guards or other such material handling equipment as Landlord may approve. No other vehicles of any kind shall be brought by Tenant into the Building or kept in or about its premises.
18. Each Tenant shall store all its trash and garbage within its premises. No material shall be placed in the trash boxes or receptacles if such material is such nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in the City of Atlanta without being in violation of any law or ordinance governing such disposal. All garbage and refuse disposal shall be made only through entryway and elevators provided for such purposes and at such times as Landlord shall designate.
19. Canvassing, peddling, soliciting, and distribution of handbills or any other written materials in the Building are prohibited, and each Tenant shall cooperate to prevent the same.
20. Tenant requests will be fulfilled only upon submission of request(s) to the Property Management Office utilizing the Angus work order system, and in special circumstances, via e-mail or telephone. Employees of Landlord shall not perform any work or do anything outside of their regular duties unless work orders have been submitted to, and approved by, Landlord. Additional charges may apply. Tenant shall be notified prior to work being performed of any applicable charges. Contact your Property Management Coordinator for access to the Angus work order system.
21. No animals, including without limitation pets (other than trained seeing-eye dogs required to be used by the visually impaired), bicycles or other vehicles shall be brought into the Building.
22. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular Tenant or Tenants, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other Tenant or Tenants, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the Tenants of the Building.
23. These Rules and Regulations are in addition to and shall not be construed to, in any way, modify or amend, in whole or part, the terms, covenants, agreements and conditions of any lease of any premises in the Building.
24. Landlord reserves the right to make such other and reasonable rules and regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of the Building and for the preservation of good order therein.



Policies and Procedures: Insurance Protection

All tenants are required to provide and maintain current certificates of insurance with the Management Office throughout the lease term. Amounts of coverage may be found in your Lease Agreement. Please note that Eola Capital LLC must be listed as additional insured.

In addition to the above, any person or company you employ to perform labor (moving companies, any type of construction, telephone vendors, computer cabling vendors, etc.) in your office space must also provide certificate of insurance substantiating proof of insurance to the Management Office listing Eola Capital LLC as additional insured prior to the commencement of such work.

These types of insurance provide for repair to the building or tenant suite due to damage inadvertently caused by your vendor, or provide for medical care should your vendor become injured performing work for your company.

Policies and Procedures: Moving Procedures

The following rules are for moving furniture or equipment in or out of the buildings. Any movers who do not adhere to the rules will not be allowed to enter the premises or will be required to discontinue the move.

1. Move-ins of large quantities of furniture, equipment, or supplies must be accomplished after 6:00pm on weekdays or on weekends or holidays and must be coordinated through the Management Office.
2. All moves must be approved using a security clearance form. Upon arrival, all parties associated with move (construction projects should have the site manager report and act as primary contact with security) must check in with security on the loading dock. By providing a picture ID as a deposit, a security access card for the freight elevator will be assigned. The identification will be returned upon receipt of security card. Replacement cost for any lost security access card is \$50.00.
3. 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 should be at least one-fourth inch thick. All sections of masonite should be taped to prevent sliding.
4. The mover must provide and install protective coverings on all vulnerable corners, walls, door facings, elevator cabs, and other areas along the route to be followed during the move. These areas will be inspected for damage after the move.
5. Never stick duct tape on the floors, walls, doorjambes or doors.
6. Tenants must make arrangements with the Management Office for use of a freight elevator for each move. A firm arrival time must be established.
7. The moving company must schedule a time following the move to arrange to pick up all discarded boxes.
8. No smoking is allowed inside the buildings by any employee of the moving company.
9. All moving company employees should provide upon check-in to Central Security a picture I.D. and must be wearing a company uniform. Any moving company individual without picture I.D. or uniform will be denied access to work on property unless authorized by security supervisor or property/construction management.



Policies and Procedures: Moving Procedures (continued)

10. The moving company must carry insurance coverage including, but not less than, the following:
 - a. Worker's Compensation in compliance with State of Georgia laws.
 - b. Employer Liability with limits of: Bodily Injury by Accident: \$500,000 each accident Bodily Injury by Disease: \$500,000 policy limit Bodily Injury by Disease: \$500,000 each employee
 - c. Commercial General Liability Insurance covering bodily injury and property damage. Such insurance shall be in limits no less than \$1,000,000 per occurrence.
 - d. Fidelity Bond covering all employees in an amount not less than \$50,000.
 - e. Automobile Liability Insurance with a limit of at least \$1,000,000 covering all owned, on-owned, and hired vehicles.

Each moving company shall present the above certificates to the Management Office at least forty-eight (48) hours prior to the scheduled moving day. Eola Capital LLC shall be listed as additional insured on the Commercial General Liability and Automobile Liability Insurance policies thus reading as follows:

Certificate Holder:

Eola Capital Peachtree Center LLC
Attn: Regional Asset Manager
225 Peachtree Street, NE
Suite 200
Atlanta, GA 30303

North Tower, South Tower, Harris Tower, International Tower:

Insurance Certificates

Insured Party & Certificate Holder ACP Peachtree Center LLC
Additional Insured's Peachtree Mezz Owner LLC & Eola Capital LLC
Attn: General Manager
225 Peachtree Street NE
Suite 200
Atlanta, GA 30303



Policies and Procedures: Moving Procedures (continued)

Marquis One:

Insurance Certificates

Insured Party & Certificate Holder ACP Marquis I LLC
Additional Insured's Peachtree Mezz Owner LLC & Eola Capital LLC
Attn: General Manager
225 Peachtree Street NE
Suite 200
Atlanta, GA 30303

Marquis Two:

Insurance Certificates

Insured Party & Certificate Holder ACP Marquis II LLC
Additional Insured's Peachtree Mezz Owner LLC & Eola Capital LLC
Attn: General Manager
225 Peachtree Street NE
Suite 200
Atlanta, GA 30303

The Eola Capital LLC staff is not allowed to move furniture or equipment. Should you require these services, you can call your Property Management Coordinator for a list of companies who provide specialized moving needs in this area.



Policies and Procedures: Rental Payments

Tenant shall pay to Landlord, without demand, deduction or setoff, Base Rent as set forth in the Lease Agreement. Base rent is due and payable in advance on the 1st day of each calendar month. Please note that payments are not accepted at the Property Management office and rent is not considered paid until payment is received at the lockbox.

Please contact your Property Management Coordinator to confirm the correct lockbox payment address.

Policies and Procedures: Smoking Policy

Fulton County's Clean Indoor Air Ordinance passed April 19, 1993 prohibits smoking in all indoor public places. For this reason, on Peachtree Center property, smoking is not permitted in the office building, tenant suites, lobbies, elevators, elevator lobbies, corridors, service corridors, rest rooms, fire exits, stairwells, vacant spaces and immediately in front of building entrances or back exits. In addition, the retail mall and connecting breezeways also prohibit smoking.

The above Smoking Policy is in accordance with the new State Ordinance effective as of July 2005.

Designated Smoking Areas are as follows:

- North, South, Harris, International Towers – located near west entrance of Harris Tower, in the Courtyard Area/Marta Breezeway.
- Marquis I – located near north entrance on lobby level.
- Marquis II – located near south entrance on lobby level.
- No smoking is permitted on Patio of MQI or MQII.



The Neighborhood: Directions

Peachtree Center is bounded by Andrew Young International Boulevard and Harris Street to the south and north and by Peachtree Street and Peachtree Center Avenue on the west and east.

From I-75/I-85 heading south:

Take Courtland Avenue exit and continue south to the 3rd traffic light. Turn Right onto Andrew Young International Boulevard. Proceed one block to Peachtree Center Avenue. To park in the International Garage, take the first Left immediately after crossing over Peachtree Center Avenue.

From I-75/I-85 heading north:

Take the Andrew Young International Boulevard exit and follow the signs to Andrew Young International Boulevard. To park in the International Garage, take first Left immediately after crossing over Peachtree Center Avenue.

From I-20 heading east or west:

Follow signs to I-85 north and exit at Andrew Young International Boulevard. To park in the International Garage, cross over Courtland and then Peachtree Center Avenue. Take next immediate Left into the International Garage.

From the Airport via MARTA:

From the Airport Station, take the northbound train to Peachtree Center Station. Exit and follow the signs to Harris Street.