

PERIMETER SUMMIT

HANDBOOK

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Introduction

Welcome

Welcome to Perimeter Summit! We are so happy to have you onsite. This manual serves to make your transition to Perimeter Summit an easy one. Throughout this manual we will outline our communication processes, policies, and procedures.

We ask that your team designates no more than two people to be the "Designated Tenant Contact" for your company. Additionally, we ask our tenants to designate at least two people who will serve as the "after-hours" emergency contacts. Please know that any contact information will be kept confidential, and we just ask that you update us accordingly if there are any changes.

Property Management

Building Management

Address: 2002 Summit Blvd. Ste. 200 Atlanta, GA 30319

Phone: (770) 481 – 3100

Office Hours: Monday – Friday, 8:00 AM – 5:00 PM

General Manager

Senior Real Estate Manager

Assistant Real Estate Manager

Real Estate Service Administrator

General Manager

Chief Engineer

Assistant Chief Engineer

Lead Engineer

Security Director

Julie Petrie

Stephanie Clifford

Palyn Bridge

Qadirah Jackson

Matt Jobson

Terrence Briggs

Vernon Whitney

Colby Carter

Jason Bell

Leasing

For leasing information, please contact the following Leasing agents:

Brooke Dewey

Brooke.Dewey@jll.com

(404) 995-2138

Adam Viente

Adam.Viente@jll.com

(404) 995-6551

Alexis Easterling

Alexis.Easterling@jll.com

(404) 995-6531

Building Information

Hours Of Operation

The hours of operation are designated below:

Monday - Friday	7:00 am - 6:00 pm
Saturday	8:00 am - 1:00 pm
Sunday	Closed

If you need after hours HVAC, please place a work order through the [Tenant Services Portal](#)

Holidays

You may always access the building through the card key system, however, the building will be **closed** and heating / air conditioning will not be provided on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Day

On these days, the following conditions will prevail:

- You may call the management office by 2:00pm the day before a holiday to schedule overtime HVAC. There will be an hourly charge for this service.
- After hours, weekend and holiday access to the building will be granted only with an assigned access card.
- The Management Office will be closed.
- There will be no HVAC.
- There will be no janitorial service.
- The courtesy shuttle will not be running.

Building Services

Maintenance Services

A computerized work order system enables our engineers to provide effective daily service to Tenants as well as ensure that Building equipment is properly maintained.

Examples of services which are provided at no cost to Tenants:

- Air conditioning or heating adjustments
- Replacement of “building-standard” lights/ballasts

Examples of services which are provided at additional costs to Tenants:

- Lock & key work
- Replacement of “non-building-standard” lights/ballasts
- Electrical work
- Install Wall Hangings

The hourly rate for billable engineering services is currently \$40.00 and may be subject to change. Please note that engineering, janitorial, and courtesy staff members are not permitted to provide furniture moving services for liability and insurance reasons.

Customers are responsible for the maintenance/repair of equipment in their suite that is not considered building standard. Examples of non-standard equipment include supplemental heating and air conditioning units, special plumbing, appliances, special lighting fixtures, etc. Please refer to your lease for additional non-standard services and equipment.

Cleaning Services

Night cleaning services are provided Monday through Friday evenings. During regular business hours, janitorial services are provided for the common areas of the Building.

In addition to attending to Building common areas, the day cleaning staff will perform the following duties in your suite:

- Floor work – sweeping/vacuuming/damp mopping/periodic spray-buffing (vinyl tile)
- Dusting – horizontal surfaces
- Glass work – wash doors, side lights
- Waste removal – emptying all containers *
- Carpet – spot cleaning (spots are defined as being less than or equal to the size of a quarter)

NOTE: No large items such as palettes, furniture, or equipment may be thrown into the building compactor. Tenant is responsible for removing and disposing of these items.

The following special services may be provided at the Tenant's cost:

- Carpets – wall to wall cleaning
- Floors – sealing, waxing and treating custom floors
- Walls – washed inch by inch to remove fingerprints and non-staining smudges
- Kitchen – dishwashing service, appliance cleaning (refrigerators, microwave ovens)

HVAC Services

Base Building HVAC services are provided Monday through Friday during Building operating hours (7:00 a.m. to 6:00 p.m.) and Saturdays upon request from 8:00 a.m. to 1:00 p.m. HVAC services are not provided on holidays or anytime outside of these hours except those schedules that are prearranged as indicated in the next section.

In order to avoid unnecessary start up fees, please adhere to the following guidelines when making requests for additional HVAC services:

- Weekday evening requests - contact the Management Office at least 24 hours in advance.
- Holiday requests - contact the Management Office at least 48 hours in advance.
- Weekend requests - contact the Management Office no later than NOON on the immediately preceding business day.

NOTE: The hourly Overtime HVAC rate is set in your lease, please reach out with any questions.

Lighting & Electrical

If you need “building-standard” light bulbs or ballasts replaced, please contact the Management Office. Please be reminded that all custom fixtures including any associated with modular furniture units are the responsibility of the Tenant. Building-standard lighting typically involves 2 x 2 and 2 x 4 fluorescent fixtures. Tenants with non-building standard lamps & ballasts must order and stock these items within their suite, however, the utility person will replace these items at no additional charge.

Energy Management

Energy costs are one of the largest expenses for Perimeter Summit Tenants. While some offices are equipped with motion sensory lighting, in order to reduce these operating expenses for everyone, we request that Tenants turn off all lights in their suites as they leave in the evenings. When suites are unoccupied, the cleaning staff has been instructed to use only the lighting levels necessary to perform their duties and turn off lights as they leave areas. All calculators, radios, computers and coffee makers should be turned off each evening as well.

Tenant Alteration Projects

Any desired suite alteration, whether it involves remodeling or simply redecoration, requires the approval of the Management Office. These alterations may include (but are not limited to) drywall, paint, carpet, wall covering, electrical/circuitry, mechanical and plumbing work which must be performed by a Perimeter Summit “approved outside contractor.” An approved outside contractor is registered with the Management Office to ensure that quality workmanship is obtained, and Building Construction Standards are properly communicated and understood. Depending on the scope of your project, the Management Office will provide you with working drawings and written specifications. Upon completion of the specifications, bids will be obtained, and you will be presented with a formal proposal. Please note that any and all architectural or consulting fees incurred by the

Landlord on behalf of the Tenant during this process will be billed back to the Tenant at project completion. When installing any equipment in a break room area that requires water supply, piercing-type valves or plastic supply lines are prohibited.

Mail Services

Mailroom Locations

- 1001 – P1
- 2002 – P2
- 3003 – P2
- 4004 – P3

For mailbox assignment and keys, please call (404) 513-2129. The nearest full-service USPS facility can be found at:

North Atlanta Carrier Facility
1920 Dresden Drive NE
Atlanta, GA 30319

For your convenience FedEx and UPS drop boxes can be found in the mailroom of each building.

Security

Overview

Security Director

Jason Bell

Jason.Bell@aus.com

24-hour Rover – (470) 259-8445

1001 – (470) 225-1701

2002 – (470) 225-1702

4004 – (470) 427-3209

During daytime or evening hours, you or your guests may call the Security Supervisor at (470) 259-8445 to arrange an escort to your vehicle. Please call at least 10 minutes in advance.

After Hours Access

All Tenants entering the Building are required to identify themselves and sign-in at the lobby console before allowed access to the Building after-hours or on weekends. Anyone leaving the Building after 7 p.m. will also be required to sign out at the lobby console. Visitors or contractors must also register at the lobby console to gain admittance to the Building at all times.

A 24-hour advance written notification to the Management Office is required if visitors/guests are to be permitted unaccompanied access to your suite. The visitor/guest must be able to access your suite. That is, you must provide him/her with a key copy or meet him/her at the Building to provide access. Courtesy Staff will not provide access in this case.

Deliveries

Loading dock is located on the northeast side of the Building. Normal hours of operation are 7:00 a.m. to 6:00 p.m., Monday through Friday. Small deliveries are permissible during normal business hours. However, movement in or out of the Building of furniture or office equipment or any other bulky material must be coordinated with management.

- Delivery personnel must abide by the following rules:
- Bay areas are available on a first come, first serve basis. Delivery vehicles must not occupy the bays for extended periods of time (over 15 minutes).
- Courier parking spaces with a 10-minute limit are provided at the north building entrance. Courier vehicles must not use loading dock bays for parking.
- The freight elevator must be used for all deliveries made via the loading dock. Carts and hand trucks are strictly prohibited in passenger elevators.
- Mail bags and large package deliveries should be made via the loading dock entrance and freight elevator.
- Delivery personnel must sign in at the loading dock entrance and present identification.
- Delivery vehicle engines must be turned off while parked at the loading dock.

Keys and Locks

All keys in the Building are included in a master key system. This enables Building staff to access all areas in the event of an emergency. If additional locks or keys are needed, the request should be coordinated through the Management Office. Standard procedure dictates that suites are re-keyed as tenancy changes. When you move in, you will receive two keys per cylinder lockset as a courtesy. Additional keys are \$10.00 per copy and can be ordered through the Management Office. When employees leave or are terminated, it is important that the Tenant representative collect their keys to maintain access control.

Access Control

Overview

An access control console is located on the Lobby Level where a trained, professional courtesy staff member is on duty from 7 a.m. to 11 p.m. After 11 p.m., a courtesy staff member is on duty routinely patrolling the area between all Summit buildings. Periodically, courtesy staff will patrol the building. Their function is to enforce Perimeter Summit Rules & Regulations, maintain order and be on alert for any unusual activities within the Building. Courtesy Staff are not permitted to provide Tenants or contractors access to suites in the absence of prior Management Office approval and they are not permitted to accept deliveries on behalf of Tenants.

Please Note the Following:

To maintain access control within your suite, confirm that all entrances and exits to your suite are locked when you leave the Building. If others are working late, it is important that they re-secure these doors. This is especially true on Friday and Saturday evenings when the janitorial staff does not service your suite. Laptop computers, cellular phones and other easily transported equipment should be kept in a secured location. During regular business hours, entrance areas should never be left unattended. In addition, valuables should always be secured and kept away from public means of entrance or exit.

Sign In / Out Procedures

All Tenants entering the Building are required to identify themselves and sign-in at the lobby console before allowed access to the Building after-hours or on weekends. Anyone leaving the Building after 7 p.m. will also be required to sign out at the lobby console. Visitors or contractors must also register at the lobby console to gain admittance to the Building at all times.

A 24-hour advance written notification to the Management Office is required if visitors/guests are to be permitted unaccompanied access to your suite. The visitor/guest must be able to access your suite. That is, you must provide him/her with a key copy or meet him/her at the Building to provide access. Courtesy Staff will not provide access in this case.

Courtesy Staff Escort

During daytime or evening hours, you or your guests may call the Security Supervisor at (470) 259-8445 to arrange an escort to your vehicle. Please call at least 10 minutes in advance.

Building Entrances

During regular business hours, four main entrances serve the Building:

- Two revolving door entrances—North (parking deck) and South (Summit Blvd)
- Door to the side of revolving entrance door – can only be entered using an access card
- Parking garage elevator entrance
- Parking garage stairwell entrance

After - hours, two main entrances serve the Building:

- Parking garage elevator entrance
- Parking garage stairwell entrance

*Tenants may gain access at the lobby entrance with an access card.

Building Access Cards

Upon commencement of occupancy, Tenants are issued an initial complimentary set of building access cards determined by the number of employees currently employed or expected to be employed within the first 30 days of occupancy.

Replacement cards may be purchased for \$10.00 each from the Management Office. To do so, the Designated Tenant Contact should submit the completed request form (located in the tenant move-in package) to the Management Office. A courtesy staff member will deliver such cards to the Designated Tenant Contact who will be asked to sign for the charge or charges which will be billed by the Property Accountant.

It is of the utmost importance that the Management Office is advised immediately of any employees who have left the company voluntarily or involuntarily so that their access cards are immediately de-activated. The Tenant may keep the de-activated cards in a secure location for future re-activation and assignment at no additional charge.

Periodically, the Designated Tenant Contact may be asked to review a list of all individual access card holders within their company to confirm accuracy. Again, we appreciate your assistance.

Lost / Forgotten Keys

If an individual employee desires access to his/her suite but does not have his/her key, the courtesy staff will grant access ONLY if the individual's name is listed on the current roster of employees for that company AND the individual can present picture identification in the form of a driver's license or company badge. The courtesy staff will not be allowed to make exceptions to this policy in an effort to maintain the highest level of access control within the Building.

On-Site Access Control Equipment

Access control at Perimeter Summit not only consists of fully trained personnel but also mechanical means of surveillance. Staff members monitor a series surveillance cameras discreetly located throughout the property. (In addition, each elevator cab is equipped with a direct dial telephone handset that should be used in the event of an elevator stop or other malfunction.)

Soliciting

Canvassing and soliciting are not allowed within the Building. If you are approached by a solicitor of any kind, or if you observe an individual engaged in such activities, contact the Management Office immediately. A courtesy staff member will be dispatched to remove the individual from the property.

Theft & Insurance

Any suspected theft should be reported to the Management Office. The courtesy staff will be alerted, and an incident report will be filed. The Tenant must determine if local law enforcement authorities should be notified and do so if necessary. Be advised that the Building's insurance policy does not cover the personal belongings of Tenants. As a result, Tenants are required by the terms of their lease to provide insurance covering property contained within their suite.

Parking

Parking

Parking spaces are provided in a parking garage connected to the Building by an independent set of elevators.

Tenant Parking

Open Tenant parking spaces are provided on an unassigned basis. A limited number of reserved parking spaces are available on a first come, first serve basis for \$45.00 per month per space. This fee is subject to change.

Electric vehicle charging stations are available at each parking deck.

Parking Access Control

Upon commencement of occupancy, Tenants are issued an initial complimentary set of parking access cards determined by the number of employees who will park in the on-site parking garage. Replacement cards may be purchased for \$10.00 each from the Management Office. To do so, the Designated Tenant Contact should submit the completed request form to the Management Office. A parking staff member will deliver such cards to the Designated Tenant Contact who will be asked to sign for the charge or charges which will be billed separately by the Property Accountant. Should a tenant exceed its allotment of parking spaces, it may be issued additional cards (space permitting) for a nominal monthly charge.

It is of the utmost importance that the Management Office is advised immediately of any employees who have left the company voluntarily or involuntarily so that their access cards are immediately de-activated. The Tenant may keep the de-activated cards in a safe place for future re-activation and assignment at no additional charge.

Tow Away

Illegally parked vehicles may be towed to an off-site facility at the owner's expense. The minimum charge is \$100. Please refer to signs at both garage entrances for the phone number to call if your vehicle is towed.

Vehicles Left on Premises Overnight

Overnight (24 hour) parking in the Building parking garage and surrounding areas is not permitted without prior written consent from the Landlord. Illegally, improperly parked vehicles or vehicles parked overnight or longer than 24 hours in the parking garage are subject to be towed at owner's risk and expense. This includes large cars in compact car spaces and cars parked in reserved spaces

Vehicle Registration

We request that all employees register their vehicle at the lobby console on the Lobby Level. As a courtesy only, this will allow us to attempt to advise you of any observed incidents involving your car while it is parked in the garage (lights left on, vehicle struck by another etc.) The information we require for registration is included on the request form for parking access cards.

Speed Limit

A 5-mph speed limit must be always observed in the parking garage.

Loading / Unloading Passengers

A turnaround area is provided on the plaza in front of the building. This area is used for 2-minute loading/unloading passengers and valet services only.

Rules and Regulations

Rules and Regulations

1. Sidewalks, doorways, vestibules, halls, stairways, and other similar areas shall not be used for the disposal of trash, be obstructed by tenants, or be used by tenants for any purpose other than entrance to and exit from the Premises and for going from one part of the Building to another part of the Building.
2. Plumbing fixtures shall be used only for the purposes for which they are designed, and no sweepings, rubbish, rags or other unsuitable materials shall be disposed into them. Damage resulting to any such fixtures from misuse by a tenant shall be the liability of said tenant.
3. Signs, advertisements, notices, or other lettering, whether exhibited, inscribed, painted, or affixed by Tenant, visible in or from public corridors or from outside the Building shall be subject to Landlord's prior written approval. Any violation of the foregoing by the Tenant, Landlord may remove same without any liability and may charge the expense incurred by such removal to Tenant.
4. Movement in or out of the Building of furniture, office equipment, or any other bulky or heavy materials shall be restricted to such hours as Landlord shall reasonably designate. Landlord will determine the method and routing of said items so as to ensure the safety of all persons and property concerned. Advance 24-hour minimum written notice of intent to move such items must be made to the Building management office.
5. All routine deliveries, including postal services, vending, facilities and maintenance services or any other likeness, to a tenant's Premises during 8:00 a.m. to 5:00 p.m. weekdays shall be made through the freight elevators. Passenger elevators are to be used only for the movement of persons, unless an exception is approved by the Building management office. Delivery vehicles shall be permitted only in such areas as are designated by Landlord, from time to time, for deliveries to the Building.
6. Tenant shall not overload any floor. Tenant shall obtain Landlord's consent before bringing any safes, freight, furniture, or bulky articles into the Building and Landlord can specify to Tenant the location for the placement of such articles. 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.
7. Corridor doors, when not in use, shall be kept closed.
8. Tenant space that is visible from public areas must be kept neat and clean.
9. All freight elevator lobbies are to be kept neat and clean. The disposal of trash or storage of materials in these areas is prohibited.
10. No animals shall be brought into or kept in, on or about the Building, except for service or special assistance animals.
11. Tenant shall not cause any unusual or objectionable odors to be produced upon or permeate from the Premises. No cooking shall be done or permitted by Tenant on the Premises except in conformity to 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.
12. Tenant shall not tamper with or attempt to adjust temperature control thermostats in the Premises. Landlord shall adjust thermostats as required to maintain the Building standard temperature.
13. Tenant, in order to obtain maximum effectiveness of the HVAC system, shall lower and/or close the blinds or drapes when sun's rays fall directly on the window of Premises. Landlord requires that all window blinds remain down and tilted at a 45-degree angle toward the street to help maintain temperatures and conserve energy. Tenant shall not remove the Building standard blinds installed on Premises.

14. Tenant will comply with all access control procedures during business hours and after hours and on weekends. Landlord reserves the right to exclude from the Building between the hours of 6:00 p.m. and 6:00 a.m. and at all hours on Sundays, legal holidays, and after 1:00 p.m. on Saturdays, all persons who do not sign in and out on a register in the lobby of the Building, showing the name of the person, the Premises visited and the time of arrival and departure. All such persons entering or leaving the Building during such times may be expected to be questioned by the Building security personnel as to their business in the Building. 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 render such action advisable in Landlord's opinion, Landlord reserves the right to prevent access to the Building during the continuance of the same by such action as Landlord may deem appropriate, including closing doors.
15. Tenants are required to lock all office doors leading to corridors and to turn out all lights at the close of their working day.
16. All requests for overtime air conditioning or heating must be submitted in writing to the Building management office by 2:00 p.m. on the day desired for weekday requests, by 2:00 p.m. Friday for weekend requests and by 2:00 p.m. on the preceding business day for holiday requests.
17. Tenant, nor any of Tenant's vendors, 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.
18. Tenant may not place any items on the balconies of the Building that alter the exterior appearance of the Building without obtaining Landlord's prior written consent.
19. Any motor vehicle exceeding the height restrictions of the Parking Facility shall not be parked at any location within Perimeter Summit.
20. Tenant may not make any modifications, additions or repairs to the Premises and may not install any furniture, fixtures or equipment in the Premises which is in violation of any applicable building and/or fire code governing the Premises or the Project.
21. Tenant will not make any alterations or physical additions in or to the Premises without first obtaining the written consent of Landlord, except as otherwise permitted in this lease. Such alterations include, but are not limited to, any communication equipment, electrical devices and associated wiring which must meet fire code, and any installations of any nature affecting floors, walls, windows, ceiling, life safety equipment, mechanical equipment, or any other physical part of the Building.
22. Canvassing, peddling, soliciting and distribution of hand bills in the Building are prohibited. Tenant is requested to notify the Property Management office if such activities occur.
23. Portable space heaters are prohibited in the Building. Space heaters pose a fire hazard to the Building and may overload electrical systems. All damages resulting from any use of space heaters shall be borne by Tenant.
24. Tenant shall comply with Building fire safety procedures and shall participate in all fire safety and emergency training and drills in accordance with applicable Fire Codes.
25. Tenant shall not bear any type of firearms on any Premises of the Property, including the Buildings, at any time.
26. Any usage of recreational transportation in the Building or on the Parking Decks, such as skateboards, bicycles, hover boards or any of its likeness, whether it be human-powered or self-propelled or motorized, is prohibited.
27. Tenant shall (a) comply with Landlord's designated Rules and Regulations regarding the collection, sorting, separation, and the recycling of garbage, trash, rubbish, and other refuse (collectively, the "Trash"), (b) comply with the Landlord's recycling policy and sustainability practices, and (c) sort and separate the Trash into such categories as are provided by Landlord's sustainability practices and to place each such separately sore Trash into separate receptacles as directed by Landlord.

28. Photography or videography of the exterior or interior common areas of the Building is prohibited without prior written consent of Landlord.
29. No awnings or other projections shall be attached to the outside walls of the Building. No curtains, blinds, shades, louvered openings, tinted coating, film, or screens shall be attached to or hung in or used in connection with, any window, glass surface or door of the Premises, without prior written consent of Landlord, unless installed by Landlord.
30. The sashes, sash doors, skylight, windows, heating, ventilation and air conditioning vents, and doors that reflect or admit light or air into the halls, passageways or other public places in the Building shall not be covered or obstructed by Tenant, nor shall any articles be placed on the windowsills.
31. 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.
32. The water and wash closets and other plumbing fixtures shall not be used for any purposes of than those for which they were constructed, and no sweeping, rubbish, rags, or other substances shall be thrown therein. Tenant is required to use copper water lines for all incoming water supply lines (i.e., coffee maker, water coolers, refrigerator, dishwasher, etc.). The use of plastic or fiber braided tubing is not permitted. Damages resulting from all fixtures and line ruptures shall be borne by Tenant.
33. No smoking shall be allowed in any public and/or common areas of the Building. These areas include corridors, restrooms, lobby, elevator lobbies, stairwells, parking garage vestibules, and elevators. Smoking is also prohibited in all exterior areas of the Building, including entrances and sidewalks as well as the grassy plaza area and Zen Garden in front of 1001 Summit. Those Tenants, clients and visitors wishing to smoke should do so in identified areas of the parking garage. Tenant shall not permit smoke from cigarettes, e-cigarettes, cigars, or any other type of smoking instrument used by Tenant or Tenant's employees, agents, invitees, or licensees to filter into the Common Areas of the Building or into other Tenants' premises or to create in any manner a nuisance which interferes with other Tenants' rights of quiet enjoyment of their premises in the Building (collectively the "Smoking Nuisance"). Additionally, Tenant shall inform all of its employees (and all other agents and contractors who regularly occupy the Premises) that smoking is prohibited in all Common Areas of the Building, and of the foregoing restrictions set forth in this paragraph.
34. No space in the Building shall be used for manufacturing, distribution, or for the storage of merchandise or for the sale of merchandise, goods, or property of any kind of action.
35. Tenant shall not make, or permit to be made, any unseemly or disturbing noises or disturb or interfere the occupants of the Building or neighboring building or premises or those having business with them, whether by the use of any musical instrument, radio, talking machine, unmusical noise, whistling, singing, or any other way. Tenant shall not throw anything out of the doors, window, or skylights or down the passageways. Tenant shall not cause or permit any unseemly or disturbing activity or conduct to be visible through any window, opening, doorway, glass storefront or other glass surface or any other means of visibility that disturbs or interferes with (i) tenants or other occupants or the building or their licensees or invitees or (ii) neighboring buildings or premises or those having business with them, including, without limitation, receptions, parties, recreation and other activities of social nature not directly related to Tenant's use of the Premises.
36. No additional locks or bolts of any kind shall be placed upon any of the doors or window by the Tenant, nor shall any changes be made in existing locks or the mechanism thereof, without the prior written approval of Landlord. Tenant shall, upon the termination of its tenancy, restore to Landlord all keys to 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.
37. Tenant agrees to employ such janitorial contractor as Landlord may from time to time designate, for any waxing, polishing, and other maintenance work of the Premises and of the Tenant's furniture, fixtures, and equipment. Tenant agrees that it shall not employ any other cleaning and maintenance contractor, nor any individual, firm, or organization for such purpose without Landlord's prior written consent.
38. 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.

39. Overnight parking in the Building parking garage and surrounding areas is not permitted without prior written consent from the Landlord. Consent forms for 24-hour only parking must be submitted and approved by the Landlord. Illegally, improperly parked vehicles, or vehicles parked overnight in the parking garage are subject to be towed at owner's risk and expense. This includes large cars in compact car spaces and cars parked in reserved spaces.
40. The Premises should not be used for lodging or sleeping or for any immoral or illegal purpose or for any other activity not appropriate, in Landlord's sole discretion, to an office building of the quality and stature of the Building.
41. There shall not be used in any space or in the public halls of any Building, either by Tenant or by its employees, vendors, 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.
42. Tenant shall not install any vending machines in the Building or Premises without Landlord's consent.
43. All articles and the arrangement style, color and general appearance thereof, in the interior of the Premises that will be visible from the exterior thereof, including, without limitation, window displays, advertising matter, signs, merchandise, furniture, and store fixtures, shall be subject to Landlord's approval, and, in any case, shall be maintained in keeping with the character and stands of the Building.
44. These Rules and Regulations are in addition to and shall not be construed to in any way modify or amend, or whole or part, the terms, covenants, agreements, and conditions of the main text (including Special Stipulations) of the Lease, which text shall control in the instance of conflict.
45. Landlord reserves the right to rescind any of these rules and regulations and to make such other and further rules and regulations as in its reasonable judgment shall, from time to time, be required for the safety, protection, care and cleanliness of the Building, the operation thereof, the preservation of good order therein and the protection and comfort of the tenants and their agents, employees and invitees. Such rules and regulations, when made and written notice thereof is given to a tenant, shall be binding upon it in like manner as if originally herein prescribed.

Emergency Procedures

General Emergency Procedures

The safety of our tenants is a primary concern for the Management Staff at Perimeter Summit. By informing you of the Building's emergency plan, we hope to reduce the risk of threatening occurrences and coordinate quick, effective responses to emergency situations. This handbook provides information to ensure the maximum protection for you and your co-workers. It is essential that these procedures are fully understood and employed in the event of an emergency.

The primary goals of the emergency plan are:

- To provide building occupants with an environment which is as safe as possible.
- To comply with fire codes of DeKalb County and the State of Georgia.
- To familiarize Building occupants with the emergency procedures.

The scope of the emergency plan is:

- Establish a sequential action plan for initially recognizing, identifying, and reporting the existence of specific emergency situations and then providing response procedures for the protection of personnel and/or property.

Tenants are encouraged to incorporate specific emergency procedures applicable only to their individual operations in addition to the procedures outlined in the following emergency plan. These guidelines may include procedures to safeguard monies, negotiable instruments, original contracts etc.

Evacuations

General Information

For effective emergency evacuation in any situation, each Tenant should establish an Emergency Response Team based on the roles described below. Evacuation drills will be conducted at least annually, and all occupants of the building are required to participate.

The Tenant Emergency Response Team includes:

- **TENANT WARDENS** and their alternates, **DEPUTY TENANT WARDENS**, assume a key role in performing assigned duties. They should be reliable, respected by other employees, and capable of providing guidance in the event of an emergency situation. Tenant Wardens and their Deputies may be called upon to be lead their co-workers and therefore must display confidence and support cooperation. During an emergency, corporate hierarchy should be relegated in favor of allowing the Tenant Emergency Response Team to effectively take charge (within the bounds of the Emergency Plan). Each company must assign at least one Tenant Warden & Deputy Tenant Warden for every 50 employees. **SPECIAL ASSISTANCE TENANT WARDENS** (and Deputies) must be designated to assist persons with disabilities within your company in the event of an emergency evacuation.

All members of the Tenant Emergency Response Team should:

- Read and understand the entire Emergencies Section of this manual. Train fellow employees in

- emergency response procedures.
- Be known by the Management Staff.
- Participate in periodic training sessions.
- Know the layout of their floor including the exits and location of fire equipment. Familiarize fellow employees with this information.
- Know how to use fire equipment (fire extinguishers). Familiarize fellow employees with the use of the equipment.
- Be knowledgeable about what is and is not commonplace in their area of responsibility (in the event of a bomb threat).
- Communicate their absences from work to their Deputies.

The Management Staff is available to assist you in organizing intra-company training sessions.

Evacuation and your belongings

Prior to an emergency evacuation, Tenants should predetermine priorities for the safety of records, classified material and/or securities. Tenant Wardens should ensure that all employees are well informed and instructed on evacuation procedures and how they relate to transporting belongings out of the building in the event of an emergency.

Safe Refuge Area

Throughout this section, you will see the term, Safe Refuge Area. In building evacuation situations, Tenants are required to exit the building and assemble in this area which has been designated by the Management Staff.



Procedures

An effective building evacuation depends on the orderly “phasing” of floor clearance via the stairwells. The emergency floor is evacuated first. The next floor to evacuate should be the floor above followed by the floor below. The Management Staff will direct the evacuation until local authorities arrive.

Tenant Wardens Responsibilities

- Assume full control of their areas of responsibility, advising all occupants of the emergency.
- Begin the evacuation process. Calmly supervise and monitor the flow of people.

- Instruct employees to form a single line and proceed on the right side of the stairwell for descent. Distribute employees evenly through the stairwells.
- Check for remaining occupants in area of responsibility, turn off lights and close doors after the last person has evacuated. Do not lock office doors if the office is involved in a fire.
- Make sure stairwell doors are closed after the last person has evacuated the area.
- Keep the Management Staff informed of the means being employed for evacuation by the occupants of your area?
- Upon exiting the stairwell on the ground floor, proceed to the Safe Refuge Area and make sure everyone in your office or area of responsibility is accounted for. If someone is missing, the information should be immediately conveyed to the Management Staff.

Special Assistance Tenant Wardens

The identity and location of individuals requiring special assistance during an evacuation must be known by the Management Staff in advance.

- Immediately make contact with assigned person. Assigned persons should wait in a previously designated location for assistance.
- If necessary, carry assigned person through the evacuation process. Wheelchairs should be left behind.
- Individuals requiring special assistance should be taken to the nearest stairwell landing to await building or fire department personnel.

All Building Occupants

- When evacuation is necessary, follow instructions given over the public address system and by your Tenant Emergency Response Team. Gather essential belongings if there is time to do so as re-entry to the Building will not be allowed during an emergency.
- Use the stairs. Allow visibly nervous or emotional individuals to exit first.
- Remove high-heeled shoes to facilitate walking downstairs.
- Remain quiet in the stairwells.
- When outside, stay in the Safe Refuge Area away from the Building & wait for instructions.
- Recognize that it is essential to voluntarily accept emergency instructions given by the Tenant Emergency Response Team in order to ensure safe and orderly response.

Management Staff Responsibilities

In general, the Management Staff is responsible for coordinating and implementing an effective evacuation of the Building's occupants in the case of an emergency prior to the arrival of local authorities. Some examples of the specific responsibilities include but are not limited to the following:

- Report to the command station to ensure that local authorities have been contacted.
- Using the public address system, make necessary announcements to direct evacuation flow.
- Report to lobby level of evacuation stairwell to direct tenants and control movement of occupants to the Safe Refuge Area.
- Direct local authorities who arrive on the scene and inform them of current conditions.

After a Building Evacuation

For future reference by the Management Office, Tenant Emergency Response Team members should immediately write a brief report covering their actions and response to the emergency including any special problems or incidents that were encountered. The reports should be collected by the Designated Tenant Contact and submitted to the Management Office as soon as possible.

Fire

Components of the Building Life Safety System

- The heart of the Building's life safety system is the Fire Command Center. Equipment housed here monitors all smoke detectors, sprinkler water flow & tamper switches, and the status of the emergency generator, elevators, and fire pump. The public address system used to communicate to all or selected floors in initiating evacuations is located in this room.
- Photo-electronic Smoke Detectors are strategically located throughout the Building common areas and mechanical rooms. They can be identified by a green, blinking light.
- In an alarm situation, fire alarm horns and strobes are located so that they can be heard or seen in any area of the Building. When an alarm on a floor is activated, the floor above and the floor below will also go into alarm.
- The Building is equipped with a "wet pipe" Sprinkler System which indicates the quick presence of water in the system at all times. Sprinkler heads, located throughout the building, contain an element that melts in the presence of heat in excess of 160 degrees Fahrenheit, thereby releasing water. Sprinkler system isolation valves, located in the stairwells, must only be manipulated by the Management Staff or the fire department.
- Adjacent to both stairwell entrances on each floor is a Fire Alarm Pull Station that may be activated by any individual upon discovering fire in the Building.
- Illuminated Exit Signs directing individuals to the nearest emergency exit are located throughout the Tenant suites and common areas of the Building.
- Either of two Emergency Stairwells servicing all floors of the Building should be used in lieu of elevators during an emergency evacuation. In an Alarm situation, stairwell pressurization fans will be activated to prevent smoke from entering the stairwells. Fire hose connections are available in the stairwells.
- The Building is equipped with an Emergency Generator that will provide power for critical operating equipment including fire pumps, the emergency elevator and limited emergency lighting for at least 8 hours. A 5-second delay will occur during the transfer of power.
- During an emergency, the freight elevator is used for Emergency Firefighter Service and the evacuation of individuals requiring special assistance only. Building occupants must use the stairwells to exit the Building.

Fire Resistant Materials in the Building include

- Concrete floors & structural columns
- Glass & metal exterior walls
- Flame retardant gypsum board with metal studs for interior partitions
- Building standard carpet meets all NFPA and County Code standards
- Ceilings are fire-resistant mineral fiber suspended on metal supports and grids
- Stairwells have two-hour fire rating
- Building mechanical and electrical areas are housed separately

Note: While significant safety steps have been employed in the construction of Perimeter Summit, it is equally important that Tenants exercise care by not installing hazardous materials in the Building. Hazardous equipment such as space heaters and oscillating fans are also prohibited.

Fire Extinguishers

Two multi-purpose "ABC" Fire Extinguishers (see below) are wall-mounted in the corridors on each floor. Tenants should become familiar with their exact location and proper use. These chemical-based extinguishers can cause

damage to electronic equipment. However, water extinguishers must not be used if an electrical current is present.

- Class “A” fires are those involving ordinary combustibles such as paper, wood, & cloth,
- Class “B” fires are those involving flammable liquids
- Class “C” fires are those involving energized electrical equipment
- Class “D” fires are those involving combustible metals

Note: If a fire is small enough to be controlled by a fire extinguisher, use one. However, do not attempt to control a fire if it is a threat to your safety.

Procedures

The building must be evacuated when a fire alarm signal is sounded. An effective evacuation depends on the orderly “phasing” of floor clearance, which means that the emergency floor is evacuated first. The next floor to evacuate should be the floor above followed by the floor below. The Management Staff will be directing the evacuation until the fire department arrives. At that point, the Fire Chief or other Fire Department designee will assume control of the situation.

Tenant Responsibilities

The person who discovers fire should:

- Activate the nearest fire alarm pull station (located at each stairwell).
- Dial 911 to report the fire.
- Call the Property Management Office at 770.481.3100 to report the location of the fire.
- Notify Tenant Emergency Response Team to begin the evacuation process.
- Close all doors leading to the fire after the area has been evacuated but do not lock them.

Tenant Wardens (or their Deputies)

- Assume full control of their areas of responsibility advising all occupants of the emergency.
- Determine the evacuation route to be taken by employees. Before opening any door into the corridor, check the doorknob for heat. If it is warm, stay in the office and, if possible, caulk around the door seams using wet towels or duct tape. Do not open the door. Find another exit to the corridor.
- Inspect corridor for smoke. If smoke is present, stay low by crawling since clean air will be found nearest to the floor.
- Inspect stairwells to determine the presence of smoke, select the safest stairwell on the basis of the location of the fire and direct employees AWAY FROM THE ELEVATORS into the stairwell.
- Begin the evacuation process. Calmly supervise and monitor the flow of people out of the office into the selected stairwell.
- Instruct employees to form a single line and proceed on the right side of the stairwell for descent. Distribute employees evenly through the stairwells.
- Check for remaining occupants in area of responsibility, turn off lights and close doors after the last person has evacuated. Do not lock office doors if the office is involved in the fire.
- Make sure stairwell doors are closed after the last person has evacuated the area.
- Keep the Management Staff informed of the means being employed for evacuation by the occupants of your area.
- Upon exiting the stairwell on the ground floor, proceed to the SAFE REFUGE AREA and make sure everyone in your office or area of responsibility is accounted for. If someone is missing, the information should be immediately conveyed to the Management Staff or the Fire Department.

Note: If you are using a stairwell for evacuation and you encounter smoke on your descent, exit the stairwell into any clear corridor and proceed to the other stairwell to determine if it is clear.

Special Assistance Tenant Wardens

The identity and location of individuals requiring special assistance during an evacuation must be known by the Management Staff in advance.

- Immediately make contact with assigned person. Assigned persons should wait in a previously designated location for assistance.
- If necessary, carry assigned person through the evacuation process. Wheelchairs should be left behind.
- Individuals requiring special assistance should be taken to the nearest stairwell to wait for building or fire department personnel.

All Building Occupants

- If you hear an alarm, stay calm. Prepare to evacuate. Follow instructions given over the public address system and by your Tenant Emergency Response Team. Gather essential belongings if there is time to do so as re-entry to the Building will not be allowed during an emergency.
- If evacuations become necessary, use the stairs. Allow visibly nervous or emotional
- Individuals to exit first. Give priority to the evacuation of handicapped personnel.
- Remove high-heeled shoes to facilitate walking downstairs.
- Remain quiet in the stairwells. Do not run. Do not panic. All stairwells are constructed with fire resistant materials.
- If smoke is present, stay low.
- When outside, stay in the Safe Refuge Area & wait for instructions.
- Recognize that it is essential to voluntarily accept emergency instructions given by the Tenant Wardens in order to ensure safe and orderly response.

Management Staff Responsibilities

In general, the Management Staff is responsible for coordinating and implementing an effective evacuation of the Building's occupants in the case of a fire prior to the arrival of the Fire Department. Some examples of the specific responsibilities include but are not limited to the following:

- Report to the fire command center to ensure that the fire department has been notified. Confirm the area of alarm.
- Engineering staff reports to the Fire Command Center.
- Confirm that all elevators have been called to the ground floor. Check status of elevators.
- Confirm that fire department is given all emergency keys and advised of the fire floor and general building conditions.
- Provide the fire department with building information (floor plans etc.) as requested. Confirm operation of firefighter's elevator service.
- Make necessary announcements to guide Tenant Emergency Response Teams through the evacuation process.
- Report to the base of stairwells to direct individuals out of the building to the Safe Refuge Area.

If Evacuation is Impossible

- Move as far away from the fire as possible.
- Close all doors as you to provide a barrier against smoke.
- Call 911 and then the Management Office with your precise location.

- Stuff clothing or other materials around ventilation ducts and cracks in the doors to prevent smoke penetration. **DO NOT BREAK THE GLASS.** Under certain conditions, an open window may draw smoke into the area.
- Wait for help. Remain calm.

After a Fire Evacuation

For future reference by the Management Office, Tenant Emergency Response Team members should immediately write a brief report covering their actions and response to the emergency including any special problems or incidents that were encountered. The reports should be collected by the Designated Tenant Contact and submitted to the Management Office as soon as possible.

Bomb Threat

General Information

Fortunately, the vast majority of bomb threats are false alarms. Unfortunately, it is difficult to differentiate false alarms from genuine threats. As little publicity as possible should be given to the incident since the objective of the caller is usually to disrupt normal business functions by causing the Building to be evacuated. There are at least two reasons why bomb threats are a serious problem:

- Serious personal injury can result if an explosive or fire generating device is activated.
- Valuable work time is lost during building evacuations.

It is important to relate the instructions below not only to Tenant Emergency Response Team members but also to all individuals answering the telephones at your company.

Procedure

If you receive a bomb threat call, you should:

- Gather as much information as possible.
- Keep the caller on the line as long as possible obtaining as much information as you can. Do not disengage the telephone extension on which the call is received. Tracing capabilities may be lost once the connection is terminated.
- Tell the caller the Building is occupied and that the bomb might cause the death of innocent people.
- Listen for background noises.
- At the conclusion of the call, follow Bomb Threat Notification Procedures

Suspected Bombs

The safety precautions below will acquaint you with inherent dangers of the search, discovery and handling of suspected bombs. During a bomb threat emergency:

- Do not use two-way radios. They are capable of detonating some explosive devices.
- Do not manipulate light fixtures.
- Do not smoke.
- Do not assume the contents of any container simply because it is delivered in a routine manner.
- Do not touch a suspected bomb. Do not assume a suspected bomb is a specific type.
- On suspicious objects/containers - do not cut strings, cords or wires; do not remove wrappers; do not unscrew covers; do not move latches or hooks; and do not change its position.

- Do not place suspicious objects/containers into water.

Bomb Threat Evacuation

If a non-descriptive bomb threat is received (no detonation time, no location etc.), the Building will remain open. The decision to evacuate is then the responsibility of each Tenant. If the decision is made to evacuate, please advise the Management Office. Total Evacuation may be necessary when the threat is specific in nature, the call cannot be resolved as a hoax, or a suspicious object is located.

Important – If you determine that your employees are in imminent danger and you cannot reach the Management office by telephone in a reasonable length of time, you may determine it prudent to move or evacuate without being given specific routes to follow.

Follow Evacuation procedures listed in the Evacuation section of this manual remembering to:

- Identify and give priority to nervous, emotional, or ill persons.
- Establish a meeting in the Safe Refuge Area with personnel to perform a roll call.
- Listen for instructions given over the Building's public address system.

After a Bomb Threat emergency

Ask you employees if they encountered any special problems or incidents during the emergency. If so, they should prepare a brief written report for prompt submission to the Management Office.

Prepare a brief written report of your efforts and actions in response to the threat including any special problems or incidents that you experienced. Promptly submit the report to the Management Office.

Disaster & Medical Emergencies

Severe Weather

The US Weather Service reports the movement of severe weather that may present a threat to the metropolitan area. In general, there are two (2) types of unusual weather conditions which may occur in our area: Severe Thunderstorms & Tornadoes. The greatest danger in these situations will be flying glass and objects; therefore, Tenants are encouraged to locate safe refuge areas offering the least amount of exposure to exterior window glass. The following guidelines should be used in the event of such an occurrence.

Note: Public warning of severe weather will come over the radio, television, or five-minute steady blasts of sirens by the Municipal Defense warning system.

Tenant Responsibilities

If informed by the US Weather Service that severe weather is imminent, all occupants, if necessary, should:

- Clear desks, tables and windowsills of books, papers or other items and secure them in boxes or drawers.
- Move easily moveable furniture away from windows.
- Store all easily moveable office equipment in interior offices.

Tenant Emergency Response Team Members should:

- Move all occupants to the core areas of the building (corridors, elevator lobbies). As you move, close

- doors of rooms with windows behind you. Be sure the door to your suite is closed tightly but not locked.
- Stairwells are safe and can be used in a severe weather evacuation. If possible, move to the lowest level for shelter. Do not use elevators.
- Do not go to the Main Lobby where glass windows are prevalent.
- Advise others to stay calm. Individuals trapped in exterior offices with windows should take cover underneath a desk or table.
- After severe weather, notify the Management Office of all leaks, fires, and structural or other damage during or after the storm.

Management Staff Responsibilities

- Alert the access control staff, engineering staff and Tenant Emergency Response Teams for possible action.
- Maintain communications with public utilities as appropriate. Monitor local news & weather reports.
- Check the readiness of auxiliary power.
- Secure or move unattached building items indoors.
- After severe weather, execute building repairs as quickly as possible.

Power Failure

In the event the building sustains a power failure and as mentioned previously, the Building is equipped with an Emergency Generator which will provide power for critical operating equipment. A 5-second delay will occur during the transfer of power. The Management Staff will immediately check the status of all elevators to determine the presence of entrapments. The Management Staff will contact the electric utility provider to report the outage. The exact duration of the power outage may not be known to the Management Staff as power lines may have been severed, requiring the attention of the electric utility provider. If direction from the electric utility company indicates that power will not be restored in a reasonable period of time, this will be communicated via the public address system and a building evacuation will be in order. If such a decision is made, please refer to the evacuation procedures in the “Evacuations” section of this manual.

Armed Intruder Event

If a Tenant becomes aware of the presence of an Armed Intruder on the premises, he/she should immediately call 911 to report the incident and then notify the Management Office of the location and description of the individual. Upon notification of an armed intruder event, the Management Office will enact its Armed Intruder procedures and confirm that proper authorities have been notified. Tenants should listen closely for any information given over the building’s public address system.

Common sense prevailing during any such event, Tenants should secure their office entrances and remain inside their suite until the “all clear” is given by local authorities or the Management Office. Once law enforcement officials arrive on the scene, they maintain control of the situation and the Management Office staff will be advised and subsequently advise Tenants of new information as it is released to them.

Elevator Failures

If you are in an elevator which stops between floors or if the doors will not open, do not attempt to exit. Utilize the emergency telephone handset to summon assistance. Under no circumstances should you attempt to exit a car except through entrance doors, which have leveled at floor level. Do not climb out and attempt to jump to a floor below should the doors open between floors. If you observe an elevator malfunctioning, call the Management Staff immediately. The elevators are equipped with numerous safety devices that prohibit them from falling under emergency conditions.

Medical Emergencies

Time is extremely important in the case of a medical emergency. We recommend that all tenants keep a first aid kit unlocked and fully stocked in their suite. It is the tenant's responsibility to also make sure that employees are aware of its location. The Management Office requests that tenants provide a list of any office personnel who are trained in CPR. This reference is extremely valuable and will be used by the Management Office to locate trained individuals to assist in an emergency.

Procedure

If you discover a medical emergency:

- Dial 911 to request an ambulance. Be prepared to give information regarding the sick or injured person's condition and the address of the building. See "location of building" in Introduction/General section of this manual.
- Immediately notify the Management Office. The Management Staff will help direct the emergency personnel to the appropriate area and bring an elevator to the ground floor to transport paramedics and the injured person.
- NOTE: Try to keep the sick or injured person comfortable without moving him/her. If they are to be taken to the hospital, send a co-worker along to provide support until relative arrive.

Prevention & Preparation

Fire Prevention Tips

- Handle cigarettes and cigars responsibly. Make sure they are fully extinguished before disposal.
- Unplug electrical appliances such as coffee pots when not in use and at the close of business each day.
- Turn off power to office equipment such as computers and calculators at the close of business each day.
- Adhesives, cleaning fluids, and any other possible flammable liquids must be stored properly.
- Eliminate extension cords where possible.
- Adequately meet any ventilation requirements of specialized office equipment.
- Where applicable, keep electrical closets within your suite locked.
- Do not use space heaters or other portable electrical heating and cooling devices.

Crime Prevention Message

Preventative measures against office thefts, burglaries after-hours and crimes against persons can best be achieved through the individual efforts of each occupant of the Building. To minimize incidents, it is important that you establish and routinely monitor intra-company policies as they pertain to loss prevention. We request that

these policies be circulated among all employees and that everyone be made of aware of the importance of helping to ensure a safe and secure work environment. Please make sure that your co-workers are aware that the Management Staff does not provide access control services to any individual Tenant suite. Rather, contracts for access control services are on behalf of the building owner and are for the protection of their interests in common areas only. It is up to individual companies to discuss with their employees' simple guidelines such as securing laptops at all times and keeping suite entrances attended. The Management Staff is available to assist you in providing this training.

Preparation for Severe Weather

Tenants should maintain the following inventory of emergency equipment at a minimum:

- Flashlights
- Fresh batteries
- First aid kits to treat minor injuries
- Portable radios
- Portable water source

Moving Procedures & Deliveries

Overview

All Tenant moves into, out of, or within the Building must be coordinated with the Management Office. Notification should be made as far in advance as possible and should include the proposed moving date and moving contractor. The moving contractor should contact the Management Office to ensure the use of a designated freight elevator and coordinate insurance certificate submission. The Management Office should be advised in writing of any special requirements in connection with the move.

Scheduling / Access

All Tenant moves into, out of, or within the Building must take place after 5:00 p.m. on weekdays or anytime on weekends. This policy is stated to simplify access to the Building for moving contractors and minimize inconvenience to other Tenants.

Loading / Unloading

All items must be moved via the loading dock and freight elevator.

Property Protection

The moving contractor must make every effort to thoroughly protect all Building fixtures and finishes with appropriate materials to safeguard them from damage. Building access will be discontinued if it is observed that the moving contractor is not taking proper precautions.

Clean Up

The moving contractor is responsible for leaving the Building and premises clean by removing all cartons and other trash generated by the move. If additional cleaning services must be procured after the move, charges will be assessed directly to the responsible Tenant.

Property Damage

Repair charges for any damages to the Building including but not limited to elevator areas, doors, corridors, or grounds which the Tenant, moving company or its employees or agents cause will be the responsibility of the Tenant. The Management Office will accomplish the required repairs and assess the charges directly to the responsible Tenant.

Insurance Requirements

Any companies performing work on behalf of CBRE, Inc. at Perimeter Summit must have a valid Certificate of Insurance on file with the Property Management Office. Please make sure that the certificate is completed in accordance with the information and limits of liability stated below:

- [Vendor Insurance Requirements – 1001](#)
- [Vendor Insurance Requirements – 2002](#)
- [Vendor Insurance Requirements – 4004](#)

Cancellation

Please note that this policy must not be canceled or changed so as to affect insurance described by the certificate until thirty (30) days after written notice of such cancellation or change has been delivered to the Property Management Office.

Any companies performing work on behalf of, or in Perimeter Summit must have a valid Certificate of Insurance.

Deliveries

Loading dock is located on the northeast side of the Building. Normal hours of operation are 7:00 a.m. to 6:00 p.m., Monday through Friday. Small deliveries are permissible during normal business hours. However, movement in or out of the Building of furniture or office equipment or any other bulky material must be coordinated with management.

Delivery personnel must abide by the following rules:

- Bay areas are available on a first come, first serve basis. Delivery vehicles must not occupy the bays for extended periods of time (over 15 minutes).
- Courier parking spaces with a 10-minute limit are provided at the north building entrance. Courier vehicles must not use loading dock bays for parking.
- The freight elevator must be used for all deliveries made via the loading dock. Carts and hand trucks are strictly prohibited in passenger elevators.
- Mail bags and large package deliveries should be made via the loading dock entrance and freight elevator.
- Delivery personnel must sign in at the loading dock entrance and present identification.
- Delivery vehicle engines must be turned off while parked at the loading dock.

Miscellaneous

Certificates of Insurance

Perimeter Summit leases include a provision requiring Tenants to maintain specified limits of insurance. Tenants are required to submit evidence of coverage in the form of a Certificate of Insurance. Updated certificates must be submitted upon expiration or change in policy.

Smoking Policy

In compliance with the local Indoor Air ordinance, smoking is prohibited in the public areas of the Building including the lobbies, elevators, hallways, restrooms & stairwells. An exterior area has been designated for smoking in each building. In addition, smoking is not permitted in the area immediately outside of either Building entrances. Any individual violating this policy will be asked to refrain from this activity.

Tenant Function Guidelines

If you're planning a function (e.g., party, reception), please notify the Management Office in advance. The Management Office maintains certain policies and procedures, which limit the liability of the Building while maintaining safety for all visitors and guests. The Management Office may ask for the following: date & time of the event, number of guests, presence of alcohol, parking requirements, overtime HVAC requirements, janitorial needs, and verification of insurance. No tenant-sponsored function may be held in any Building common area or on the grounds.

Lost & Found

Any items found on the property should be turned in at the Lobby console. These items will be transferred to the Security Director and kept for 30 days. Any lost items should be immediately reported.

Floor Load

Local code requirements call for design live floor loads to be 50 pounds per square foot or less at Perimeter Summit. Should necessity dictate the use of equipment exceeding this rating, it must be approved by the Management Office. In most cases, the certification services of a structural engineering firm will be required and performed at the Tenant's expense.

Service Request Response Times

When placing a service request with the Management Office, please be prepared to give the following information: company name, suite number, name of individual requesting service, their exact location within the suite, and the nature of request. A work order will then be generated and dispatched. If there is a charge for the requested service, the designated Tenant contact must authorize the work order prior to dispatch. No signature is required for work orders that are completed on a complimentary basis. Response time to your request may vary but the following guidelines may be used in determining when the work order will be completed:

• Emergency	Immediate response required	Leak, flood, power out
• High Priority	Respond within 1 hour	Hot & cold calls
• Medium Priority	Respond within 2 – 4 hours	Light out
• Low Priority	Respond within 24 hours	Picture hanging

Tenants are encouraged to log not only all service requests but any building-related complaints with the Management Office as well. These types of issues will also be tracked through the on-site computerized work order system.

Signs

The Building maintains a sign standard that must be observed by all occupants. Briefly stated –signs, advertisements and notices may not be displayed in any Building common area by any Tenant except for approved tenant suite plaques. To maintain uniformity in color, size and style of the Building signs, any approved sign must be ordered through the Management Office. We appreciate everyone's cooperation!

Preferred Telecommunication Providers

Below is our list of preferred Telecommunication Providers

- AT&T
- Vertical Television
- MoodMedia
- Comcast

Forms

Forms

For your convenience, we have included downloadable and printable PDF document forms that will expedite various CBRE service requests. Hard copies of all forms are available from the Property Management Office as well. To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at www.adobe.com.

Administrative

- Access Card Request Form
- Activity Report Form
- Overnight Parking Request

Health Club

- 1001 Health Club Agreement
- 2002 Health Club Agreement
- 4004 Health Club Agreement

Vendor Certificate of Insurance

- Vendor Insurance Requirements – 1001
- Vendor Insurance Requirements – 2002
- Vendor Insurance Requirements – 4004