

ONE
ATLANTIC
CENTER

2020

Tenant Manual

Managed and Leased by



Table of Contents

Introduction	p. 3
General Information	p. 4
Amenities	p. 5
Building Services	p. 10
Angus Work Orders	p. 14
Access Control	p. 15
Moving Procedures / Deliveries	p. 17
Parking	p. 19
Mail Service	p. 22
Billing	p.23
Miscellaneous	p.24
COI's	p.25
Building Rules & Regulations	p. 26
<u>Emergency Procedures - Introduction</u>	p.30
Evacuations, Fire, Bomb Threat, Severe Weather, Power Failure Armed Intruder Event, Elevator Failure, Medical Emergencies, Prevention/Preparation	
Exhibit A: Primary Tenant & Emergency Contact	p. 43
Exhibit B: Emergency Phone Number List	p. 44
Exhibit C: Emergency Response Team Chart	p. 45
Exhibit D: Fire Notification	p. 46
Exhibit E: Safety Coordinator Assignment	p. 47
Exhibit F: Persons with Disabilities List	p. 48
Exhibit G: Bomb Threat Checklist	p. 49
Exhibit H: Bomb Threat Notification Flow Chart	p. 50
Exhibit I: Armed Intruder Checklist	p. 51
Exhibit J: Building Access Card Request Form	p. 52
Exhibit K: After Hours Work Request	p. 53
Exhibit L: Fitness Center Rules	p. 54



Tenant Manual



INTRODUCTION

As the recipient of this Tenant Manual, you have been named the “Primary Tenant Contact” for your company in correspondence with the Management Office. Communication is the most crucial element in implementing the policies and procedures contained herein and we believe that channeling it through a designated representative enables us to provide you with the highest level of service possible. In addition, we ask that each Tenant identifies at least two individuals in their company who will serve as “after-hours” emergency contacts. Please refer to Exhibit A in the final section of the Tenant Manual for the appropriate method of submitting these names. All home and cell telephone numbers will be kept strictly confidential. As this information changes, please notify the Management Office.

The One Atlantic Center Management Office may be contacted as follows:

AC Property Owner, LP
One Atlantic Center
1201 W. Peachtree St. Suite 420
Atlanta, Georgia 30309
*

Phone (404) 870-2900
Fax (404) 870-2975
*

www.1ac.com
www.corepropertycapital.com

Please call the Management Office should you have questions or comments concerning the Building. Office hours are 9:00 a.m. to 5:00 p.m. Monday through Friday. After business hours or on weekends, your call will be forwarded to the 24/7 staffed lobby Courtesy Staff console.

One Atlantic Center is managed by a professional management team from Core Property Capital. The management team, chosen for its expertise in managing corporate office properties, consists of:

Management Office Staff

Dyron Dinsmore	Senior General Manager ddinsmore@corepropertycapital.com
Patty Ramsey	General Manager pramsey@corepropertycapital.com
Brenda Sharman	Tenant Services Manager bsharman@corepropertycapital.com
Kerry Codling	Front Desk/Administrative Assistant oac@corepropertycapital.com
Col. Larry Coleman	Director of Security coleman@1ac.com

Engineering/Maintenance Staff

Joel Blackard	Vice President, Engineering jblackard@corepropertycapital.com
Mario Hogan	Building Engineer mhogan@corepropertycapital.com
Oliver Avaritt	Building Engineer oavaritt@corepropertycapital.com
Kijana Redd	Building Engineer kredd@corepropertycapital.com
Max Bordeau	Building Engineer mbordeau@corepropertycapital.com
Brian Whitfield	Building Engineer bwhitfield@corepropertycapital.com



Tenant Manual



GENERAL INFORMATION

Building Description

Located in the heart of Midtown at the intersection of West Peachtree and 14th Street, One Atlantic Center can be seen rising 50 stories into the Midtown office skyline. One Atlantic Center is a 1.1 million rentable square foot mixed use office and retail center featuring a Rosa Porrino granite exterior complemented by a 40-foot high granite lobby, with marble accents and a geometric-patterned marble floor in black and white. The overall effect is one of sophistication and substance.

Designed as “The Perfect Facility for Doing Business,” One Atlantic Center's attraction lies not only in its architecture and location, but its mastery of business-tuned facilities and services. The project includes an aesthetically pleasing parking deck designed to accommodate over 2,200 vehicles. Floor plates of approximately 23,000 square feet are designed so that there may be as many as eight corner offices per floor. The tower's four banks of elevators are served by 22 passenger cars and two service elevators that service all 50 floors. Sophisticated, energy-efficient climate control systems maintain comfort throughout the year, with provision for after-hours and other special tenant needs. Numerous on-site amenities include a dry cleaner, an ATM, hair salon, café, and a concierge service.

One Atlantic Center is managed and leased by Core Property Capital, headquartered in Atlanta, GA, with an office in Naples, FL. CPC is focused on retail, multi-family, and office investments. The partners of the firm have owned and operated Commercial Real Estate, in all asset classes since 1998, with vast experience in development and income acquisitions throughout the United States.

Building Hours of Operation

Monday through Friday	8:00 a.m. to 6:00 p.m.
Saturday	8:00 a.m. to 1:00 p.m.
Sunday	Closed

Building Holidays

New Year's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Day
Labor Day	

Security staff members are on duty 24 hours a day, 7 days a week, including Holidays.

AMENITIES

On-Site

One Atlantic Center provides a convenient and comprehensive amenity package for tenants including the following:

One Atlantic Center Fitness Center:

One Atlantic Center's state-of-the-art Fitness Center is located on the Concourse Level behind the Conferencing Center. The Fitness Facility is open Monday - Friday from 5am to 9pm; Saturday from 8am to 5pm; and Sunday from 8am to 2pm. The facility includes changing rooms with showers and lockers.

The following equipment is provided in the fitness facility:

- Cardio Machines
- Strength Training
- Treadmills
- Ellipticals
- Exer-cycles
- Eleven weight training machines
- Dumbbells and Weight Benches
- Medicine Balls, Mats and Exercise Balls

The Fitness Center is free to all employees working at One Atlantic Center. All employees are required to complete our Fitness Center Waiver. Upon review and approval of the completed form, each tenant will be issued electronic access to the Fitness Center via their Building Access Card. Please allow two business days for card to be activated.

Please refer to Exhibit L for the Fitness Center Rules and Exhibit M for the Fitness Center Waiver.

Please contact Linda Ripps for any questions regarding membership and waivers.
conciierge@corepropertycapital.com

One Atlantic Center Conferencing Center:

One Atlantic Center Conferencing Center was designed to satisfy the needs of tenants requiring additional meeting space. On a reserved basis, the Conference Room offers a professional environment for tenants to utilize for meetings, presentations or social events. The Conferencing Center is located on the Concourse Level with 1500 square feet that can be configured for class room style training sessions, board room meetings, or theatre setting for lectures or presentations seating up to 100 people. The Conference Center is equipped with projectors, screens, wireless microphone, podium and wireless unsecured internet. For more information, please contact the Property Management Office at 404-870-2900.

Concierge Service

A full-service concierge office offering travel services, tickets to local events, catering and receptionist planning. The concierge office is located on the Concourse Level. Linda Ripps can be reached at (404) 870-2990.



A gourmet café that serves breakfast, hot & cold sandwiches, soups, salads, pizza and daily specials. Carolyn's is also happy to provide all of your catering needs for your office or for meetings in the conference room. Please visit them on the Concourse Level or call 404-607-8100.



ATM located on the Concourse Level.

Newsstand & Sundry Shop

A sundries shop located on the Concourse Level offering a wide selection of sundry items.

Pressed For Success

Convenient laundry, dry cleaning, and alterations with drop off service located in the concourse. Call 678-899-1198

Executive Shoeshine

The shoeshine stand offers shoeshine and repairs for men's and women's shoes. Located behind the escalators on the Concourse Level. Call Dionne Hill for questions 470-870-2939

Concourse Hair Salon

A full-service hair salon for men and women. Visit them on the concourse level or give them a call at (404) 872-8833.

Floral Matters

Your onsite Florist for all your floral needs. From weekly flower arrangements for your office to gifts and centerpieces, Floral Matters can make every day more special! Call 404-205-5214



The Arts Center Marta Station is located on 15th Street behind the Woodruff Arts Center. Train schedules can be found at www.itsmarta.com

One Atlantic Center Car Detail

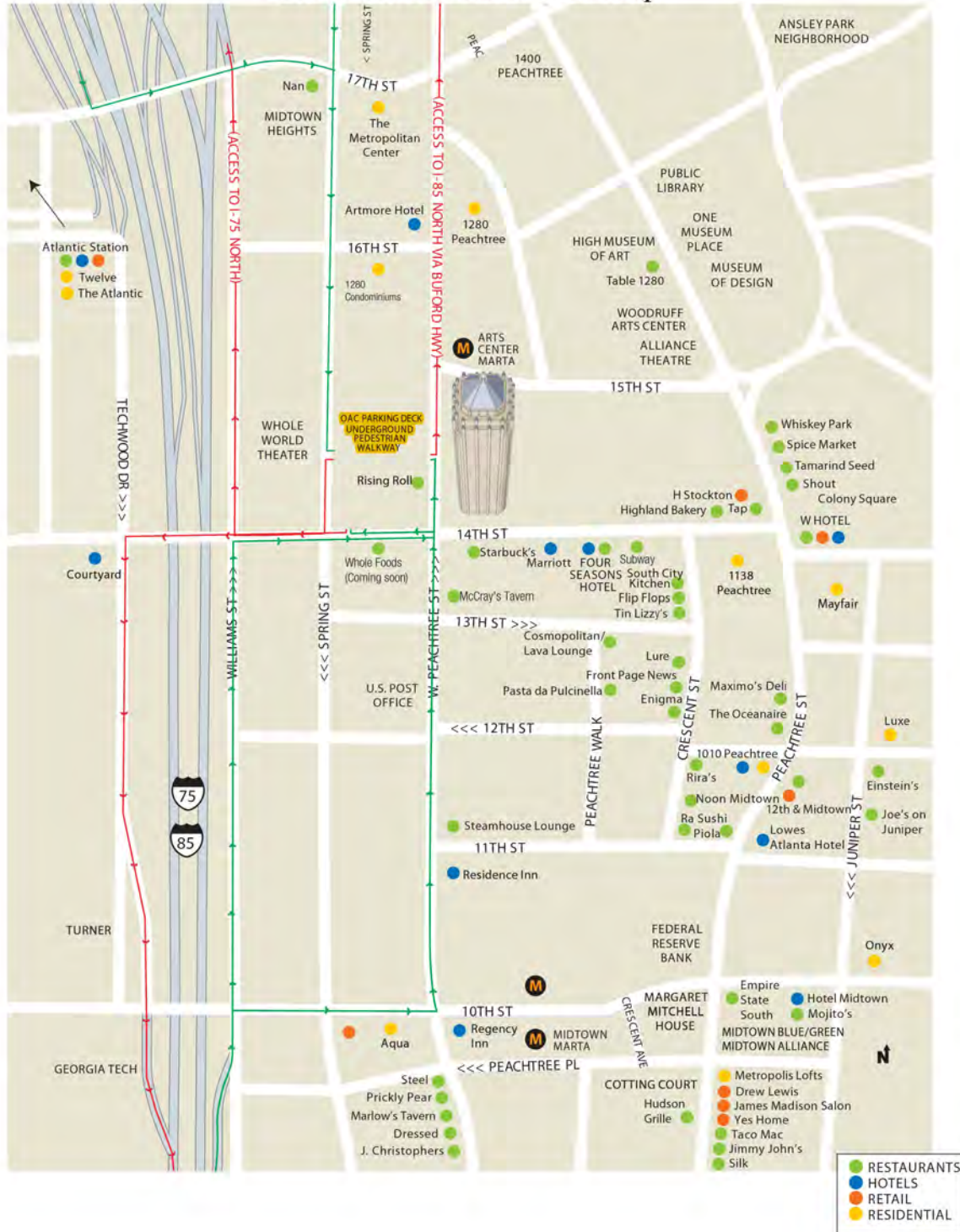
For a complete array of on-site automobile detailing services, One Atlantic Car Care is conveniently located on the B-3 Level in the Parking Garage. Valet service is available upon request. Call (404) 246-0474.

One Atlantic Center Automotive Maintenance

One Atlantic Center Automotive Maintenance is available by appointment throughout the week and is located on Level 7 of the parking garage. Office automotive provides routine car maintenance, such as oil changes, tire rotation and window blade replacement. Call (404) 277- 4655 or visit www.officeautomotive.com.

Other Amenities in Midtown

One Atlantic Center Area Map



Telecommunications Providers:

AT&T

www.att.com

Century Link

www.centurylink.com

Verizon

www.verizon.com

Comcast

www.business.comcast.com

Windstream

www.windstreamenterprise.com

Cogent Communications

www.cogentco.com

Mood Media (Formally Muzak)

Music, voice, data and satellite television services.

www.muzak.com Jodi Cantonis - Account Executive

jodi.cantonis@moodmedia.com

M 678 410.2046

F 404 355.7729

Customer Care Center 800.331.3340

Vertical Television

HD Television Network

www.verticalavtv.com

CrownTech Computer Services

IT Consulting, Outsourced IT and Managed Services: Networking, Servers, Datacenter, Phones, Surveillance, Audio/Video

For information and quotes contact:

Joe De Kroon (770) 888-0901 x1001

joe@crowntechcomputer.com

BUILDING SERVICES

One Atlantic Center offers a wide variety of services to provide for our tenants needs and comfort including:

- Tenant Work Order System
- Janitorial Services
- Recycling Programs
- Engineering and Maintenance
- Overtime HVAC
- Energy Management
- Lighting and Electric
- Keys and Locks

Tenant Work Order System

The “Angus” Work Order System provides an easy method for tenants to notify the management team of a particular need such as a HVAC request, a cleaning issue or an Above Standard Request.

It is easy to access the work order system by simply logging on to the One Atlantic Center website (www.1ac.com) with an email address and password. Once you log into the site, you can view your current or previous work orders by clicking the "Menu" button in the upper left hand corner of your screen. The work order system is more fully described in the “Work Order Process” paragraph in this section.

Janitorial

Night cleaning services consistent with Class A office standards are provided Monday through Friday evenings after 6:00pm. During regular business hours, janitorial service is provided for the common areas of the Building, including the Concourse, Main Lobby and Common areas of multi-tenant floors. Additionally, all restrooms in the building are checked for cleanliness and supplies throughout the day.

All trash items should be kept within the office. No items should be placed in the hallways, stairwells or lobbies as this is prohibited by local fire ordinances. All items for disposal should be placed in waste receptacles. Items larger than receptacles should be clearly identified as trash.

Large items such as palletes, furniture, or equipment may not be thrown into the building compactor. Tenants are responsible for removing and disposing of these items. Please contact the management office to coordinate if this type of disposal is needed.

The following special services may be provided upon request and will be billed separately on your monthly statement:

- Carpets – wall to wall cleaning
- Floors – sealing, waxing and treating custom floors
- Walls – complete surface cleaning to remove fingerprints and non-staining smudges
- Kitchen – dishwashing service, appliance cleaning (refrigerators, microwave ovens)
- Other cleaning services as may be requested

Recycling

One Atlantic Center, as a steward of the environment, offers a Single Stream Recycling Program. Single Stream Recycling makes it easier for our tenants to recycle and reduce the amount of trash that is hauled to the landfills. This allows us to capture up to 80% of desk side waste and increase our overall recyclables by 30%.

This program also eliminates the need for two receptacles at each desk. All waste, with the exception of food items, will be disposed of in one desk side trash can. Any food waste items are collected separately, typically in your break room containers.

Program Summary: Throw almost anything into your desk side trash receptacle. Carry your food waste and food containers to the break room waste receptacles.

RECYCLABLES

- * Office Paper - all colors
- * Envelopes - windowed & labeled
- * Junk Mail, Magazines, Newspapers
- * Cardboard
- * Phone Books
- * Soft & Hard Cover Books
- * File Folders
- * Brochures
- * Wrapping Paper, Greeting Cards
- * Aluminum Cans: (coke cans)
- * Tin, steel, bi-metal cans: (soup cans)
- * Lids from Jars
- * Frozen Food Packages
- * Carton Board (cereal or shoe boxes)
- * Paper Grocery Bags
- * All Plastic Containers w/ Recycle Codes 1-7

Please remember to rinse out any food remnants from recyclable containers.

BATTERIES CAN BE RECYCLED IN CONTAINERS LOCATED IN FREIGHT ELEVATOR VESTIBULES.

NON-RECYCLABLES

Please deposit these items in Break Room "Wet Trash" Receptacle

- Glass Containers
- Styrofoam Cups
- Wax Coated Coffee Cups (Starbucks cups)
- Tissues, Napkins or Paper Towels
- Food Contaminated Containers: (pizza boxes, wrappers, paper plates)
- Food Waste: (banana peels, tea bags, apple cores)
- Plastic Bags
- Window Glass or Mirrors
- Ceramics
- Light Bulbs
- 3-Ring Binders

**The EPA estimated that over 80% of desk side waste can be recycled.
The Single Stream Recycle Program will help One Atlantic Center do our part for the environment.**

Engineering/Maintenance

The One Atlantic Center Engineering team is staffed with highly trained and reliable engineers. Our engineers 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

The current hourly rate for billable engineering services is \$45.00 and may be subject to change. Engineering, janitorial, and courtesy staff members are not permitted to provide furniture moving services, however the management office is available to assist in identifying a moving company if this service is requested. Contact info for our engineers is included on Page 3, or you can enter a work order through the “Angus” work order system if you would like to meet and discuss a topic in person.

Heating, Ventilation, Air Conditioning (HVAC) schedule

Base Building HVAC services are provided Monday through Friday during normal operating hours (8:00 a.m. to 6:00 p.m.) and Saturdays from 8:00 a.m. to 1:00 p.m. HVAC services can be provided on holidays or anytime outside of these hours at an additional cost as indicated in the next section.

Overtime Air Requests

To avoid unnecessary start up fees, please note the following guidelines when making requests for additional HVAC services:

- *Weekday evening requests - contact the Management Office no later than **4:30pm**.
- *Holiday and Weekend requests - contact the Management Office no later than **12:00pm on the immediately preceding business day**.

Please refer to tenant lease for overtime HVAC rate.

Energy Management

Energy costs are one of the largest expenses for tenants. One Atlantic Center is managed in a manner that makes it very energy efficient and a leader in the market place. To minimize your expense, we request that tenants turn off all lights in their suites as they leave in the evenings. The night cleaning staff is instructed to use only the lighting levels necessary to perform their duties and turn off lights as they leave areas. All computers, printers, radios, and coffee makers should be turned off or placed into energy saver mode each evening as well.

Lighting/Electrical

If you need light bulbs or ballasts replaced, please contact the Management Office or place a work-order through the property website. Building Staff periodically “patrols” your suite to check for lights out and replace as necessary. Please be reminded that all custom fixtures and non-building standard re-lamping, including any associated with modular furniture units, will be billed separately on your monthly statement.

Keys/Locks

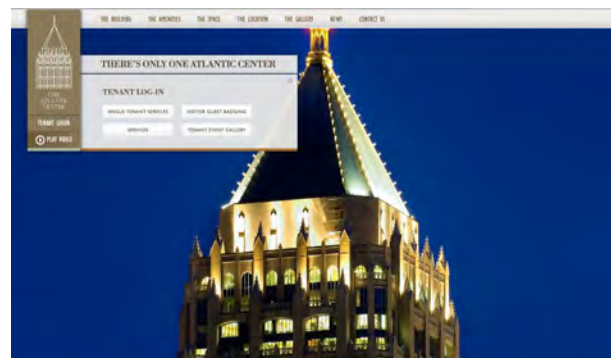
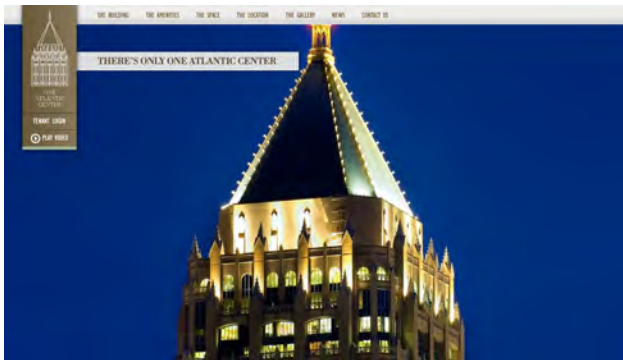
All keys in the Building are included in a master key system. This enables appropriate Management staff to access all areas in the event of an emergency. If additional locks or keys are needed, please coordinate your request through the Management Office. Standard procedure dictates that suites are re-keyed as tenancy changes. Keys are \$3.50 per copy and are 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.

Tenant Alteration Projects

Any desired suite alteration or remodeling requires the review of drawings and 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. All work must be performed by a Building approved contractor. All approved contractors are registered with the Management Office to ensure that quality workmanship is obtained, insurance is current, that Building Construction Standards are properly communicated and understood, and that all applicable building codes are followed. Please contact the Management Office for details regarding alterations and improvements. A list of approved contractors and construction coordination services can be provided upon request.

Core Property Capital: One Atlantic Center Angus Work Order Instructions

1. Go to: www.1ac.com
2. You will be taken to the OAC Web Site Home page.
3. Click on Tenant Log-In on the left side of screen.
4. Click Angus Tenant Services to log into the work order system.
5. To Log in, simply enter your email address and password.
6. ***NOTE: Your password is case sensitive***



Once you log into the site, you will see your current Open Work Requests. You also have the option to view Work Request History. History includes all work orders (of any status) entered in the last 30 days. To enter a new work order, click “New Service Request”.

To enter in a New Service Request:

1. The name of the person that is signed in will default.
2. Select the Floor from the drop down menu.
3. Select the Suite from the drop down menu.
4. Select your Request Type from the drop down menu.
5. Include a description of your request
7. Click on submit. You will receive a confirmation email when work has begun on your request and when it has been completed.

ACCESS CONTROL

Building Entrances

There are multiple pedestrian entry points into the Building, including the lobby doors off of West Peachtree, the east side of the building across from the water wall and on the north side of the building across from the outdoor gardens. Additionally, pedestrian access to the building is available through the Concourse tunnel under West Peachtree from the parking garage.

Building Access Control

A Courtesy Staff Officer is located in the main lobby to greet visitors, monitor access, provide information services and respond to emergencies. The Lobby Reception Desk is staffed 24 hours a day, 7 days a week. All tower CCTV monitors and emergency intercoms are monitored at this location.

In addition to the Building's stationed personnel at the Lobby Desk, a separate access control command center is located on the Concourse Level across from the parking garage elevators which is staffed 24 hours a day, 7 days a week. All garage CCTV monitors and emergency intercoms are monitored at this location.

The two service elevators are equipped with intercoms and CCTV surveillance. Each Parking Facility elevator vestibule door has an intercom and CCTV surveillance system. Tenants and visitors that park in the garage should take the garage elevators to the Concourse Level and then proceed through the tunnel into the Building lobby. The garage elevator lobby vestibule at the West Peachtree Street level and at the entrance to the Concourse Level from the tunnel is locked after-hours, thus separating the Building lobby from after-hours access to the garage for visitor parking patrons. These after-hours controlled doors have a card reader and an intercom for 24-hour communication with Building access personnel.

Access Clearance

All Tenants are required to use a building access card for access to the passenger elevators leading to the suites. Tenant representatives must authorize the registering of visitors with the Guest Badging System on the OAC tenant website, and this process should be performed prior to the guest's arrival to ensure minimal delay. Visitors must check in at the lobby console to receive a guest badge for admittance to the building.

Contractors must register at the loading dock or concourse security console to gain admittance to the Building at all times.

After hours Building Access

The after hours controlled entry door to the Building lobby is located off of West Peachtree. This door has a card reader and intercoms for after-hours use. These controlled doors are electrically locked after hours and have CCTV surveillance for monitoring by Courtesy Staff.

Building Access Cards

Upon commencement of occupancy, Tenants are issued an initial 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 Primary Tenant Contact should submit the completed request form (attached as Exhibit J) to the Management office. A courtesy staff member will deliver the cards to the Primary Tenant Contact.

The Management office must be 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 Primary Tenant Contact may be asked to review a list of all individual access card holders within their company to confirm accuracy.

Please note the following:

To maintain optimal access control within your suite, ensure that all entrances and exits to your suite are locked when you leave the Building. If coworkers are working late, it is important that they re-secure these doors. Laptop computers, cellular phones and other valuables 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.

Courtesy Staff Escort

During daytime or evening hours, you or your guests may call the lobby console to arrange an escort to your vehicle in the Building's parking garage. Please call at least 10 minutes in advance.

Lost/Forgotten Keys

If an individual employee desires access to his/her suite but does not have his/her key and/or access card, the courtesy staff will grant access ONLY if authorized by the Tenant Representative of the company. The Courtesy Staff cannot make exceptions to this policy in an effort to maintain the highest level of access control within the Building.

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. The Courtesy Staff will be dispatched to escort the individual from the property.

Theft and 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. Tenants are required by the terms of their lease to provide insurance covering property contained within their suite.

MOVING PROCEDURES/DELIVERIES

All Tenant moves, whether into or out of 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 to coordinate insurance certificate submission, as well as be advised in writing of any special requirements in connection with the move (see Exhibit K).

Scheduling/Access

All Tenant moves must take place **after 6:00 p.m. on weekdays or anytime on weekends**. This policy is required to simplify access to the Building for moving contractors and to minimize inconvenience to other Tenants. The exact date and time of any building move must be scheduled at least two weeks in advance with the Management office. It is advisable for the Tenant to discuss the anticipated move date with the Management office as early as possible to avoid conflicts with other tenant moves. No moving contractors will be allowed into the building or use of the loading dock and service elevators without prior written confirmation of loading dock reservation by the Management Office.

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. Service elevator lobbies, multi tenant corridors, and common areas of the building must have floor, wall and door protection in every move with specific attention paid to corners of walls and door frames. Building access will be discontinued if 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 coordinate the required repairs and assess the charges directly to the responsible Tenant.

Tenant Access

The Management office will not be responsible for opening doors for Tenant spaces or granting access to Tenant areas. All coordination with moving companies must be the responsibility of the Tenant.

Loading Dock Clearances

One Atlantic Center has the ability to accommodate any type of moving or delivery truck within the height clearance of the loading dock.

Freight Elevator Dimensions

Large Freight Elevator

Length - 8 ft. 8"

Width - 5'1"

Height - 12'

Door Height - 8'6"

Door Width - 48"

Small Freight Elevator

Length 5' 7"

Width 5' 8"

Height 12'

Door Height 8'5"

Door Width 48"

Deliveries

Located off of the Spring Street entrance to the parking garage, the loading dock is equipped with 4 deep bay depth areas and 3 standard bay depth areas to facilitate vehicles. Normal hours of operation are 7:00 AM to 6:00 PM, 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 executed after 6:00 PM. or prior to 8:00 AM. on weekdays and any time on weekends.

Delivery personnel must abide by the following rules:

1. 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)
2. The freight elevators must be used for all deliveries made via the loading dock. Carts and hand-trucks are strictly prohibited in passenger elevators
3. Mail bags and large package deliveries should be made via the loading dock entrance and freight elevators.

Delivery personnel must sign in at the loading dock entrance and present identification, and delivery vehicle engines must be turned off while parked at the loading dock.

PARKING

Parking spaces are available in the ten (10) stories of the parking garage (levels B3-7). Access to the Building occurs on the Concourse Level. There are Three (3) driveway entrances and exits, into and out of the garage, for visitors and tenants. They are located off West Peachtree Street, Spring Street and 14th Street. Tenants and visitors will access the garage from one of these three access points.

Tenant Parking

To inquire about monthly or reserved parking, please contact the parking garage management office located on Level 1, or you may call SPPlus at 404-870-2935

Visitor Parking (for Office Tenant Guests)

Visitor parking spaces for office tenant guests are conveniently designated and located on level 1.

Upon entry, visitors will receive a parking ticket at one of the access gates located at the West Peachtree, 14th Street and Spring Street entrances. To exit, the visitor will present the ticket at the self pay machines, also located at these entrances.

Visitors may expedite the departure process by paying for their parking at one of the Kiosks located in the Concourse Tunnel Elevator Lobby or Level 1 of the garage. Visitors may also receive a validation ticket from the tenant with whom they visited, and this “chaser ticket” should be inserted into the machine after the parking ticket.

All pay machines accept Credit/Debit card only; cash is no longer accepted.

Tenants who wish to validate their visitor’s parking tickets may contact the Garage Managers Office to obtain validation materials.

Visitor parking rates are subject to change and are scheduled as follows:

*\$2.00 every 20 minutes

*\$18.00 daily maximum rate

*\$6.00 per hour

Electric Vehicle Chargers

In an effort to improve sustainability, reduce our carbon footprint, and support electric vehicle owners, One Atlantic Center has installed wall mounted LCS-20 Electric Vehicle Chargers, located on Level 1 & B1 of the One Atlantic Center Parking Garage. We have designated these workplace charging parking spots specifically for those employees who drive electric powered vehicles.

Please note that these reserved spots are for charging electric cars only. We ask that tenants park in these spots only if they are using the charger and share with the neighboring electric vehicle as each charger shares a charger for two spaces.

In order to give everyone an opportunity to charge their car, please endeavor to charge your car from 8am to noon, or from noon to 5pm. Once the car is charged, the vehicle should be moved to a regular parking spot and the charger should be put back in the holder or switched to their neighbor's electric vehicle, allowing others to use the charger. Everyone's consideration in this effort is greatly appreciated.

There are a total of 22 car chargers. Three universal chargers are located on level 1 of the parking garage, the remaining 13 are on level B1.

In addition, there are 6 Tesla chargers for Tesla vehicles.

Some features of the LCS-20 Electric Vehicle Charger include:

- Fast Charging - Higher power means charging 60% faster than a standard 120V cordset
- Safety Certification: cETLus, Listed by Intertek
- Charge Circuit Interruption Device: Ground Fault protection with fully automatic self-check and restart assures a full charge every time
- Service Ground Monitor: Constantly checks for presence of proper safety ground

Parking Garage Clearance

The parking garage clearance is 6'8".

Parking Policies

Tow Away

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

Vehicles left in the garage overnight

If your vehicle is to remain in the garage overnight, please notify the Director of Security in advance to relay the duration of your vehicle's stay and emergency contact information.

Vehicle Registration

All pertinent vehicle and owner contact information is recorded at the time of issuance of reserved or unreserved parking contracts. As a courtesy only, this will allow us to attempt to advise you of any observed incidents involving your vehicle while it is parked in the garage (lights left on, vehicle struck by another car, etc.). The information we require for registration is included on the request form for parking access cards.

Speed limit

A safe speed limit must be observed in the parking garage at all times.

Bike Racks

We have 2 bike rack areas for tenants and guests to use. Two racks providing approximately 24 spaces are located next to the West Peachtree Exit Lanes on Level 1. Three racks providing approximately 36 spaces are located next to the Electric Vehicle Chargers on Level B1. Self-Repair stations can also be found in each bike rack area.



Tenant Manual



MAIL SERVICE

Mail Service

The mail center is located on the Concourse Level. Each tenant has a mailbox in the mail center. For mailbox assignment and keys, please contact the local post office.

Midtown USPS
1072 W Peachtree St. NW
Atlanta, GA 30309-9998
404-873-4813

Incoming Mail

Mail is distributed to mailboxes Monday - Friday between the times of 1:30 PM and 4:00 PM.

The actual time may vary from day to day depending on the volume of mail. Large packages will, in most cases, be hand delivered to your office by the mail center's U.S. Post Office employee.

Outgoing Mail

The outgoing mail is collected Monday - Friday at 4:15 PM.

Package Delivery

To safeguard all building occupants from potential security threats, proper handling and distribution processes have been established. Accordingly, staff members, including security officers, are prohibited from accepting/signing for delivery of a package on behalf of a tenant. Should an attempt be made to deliver a package to a tenant after building hours or on weekends/holidays, the following procedure will be in effect:

1. The security officer on duty will call the tenant's office. Provided an employee answers and is willing to accept the package, security will escort the delivery person to the tenant's suite. The tenant recipient must sign for the package personally.
2. In the event no one is available to answer security's call/sign for the package, the delivery will not be accepted. The delivery person will be instructed to return during standard business hours.

Drop Box

For your convenience, the following express mail service drop boxes are provided:

Federal Express	Pick up is at 8:00 PM, Monday through Friday
UPS	Pick up is at 8:00 PM., Monday through Friday

(Note - All couriers and pick up times are as posted on their boxes.)

BILLING

Rent is due and payable on the first day of each month. Your lease is your effective rental remittance invoice. In addition, each Tenant will receive an annual rent letter on or around the first of January of each year which reflects the monthly net rental amount plus monthly operating expense estimates for the following year. Subject to your specific lease terms, in March or April you will receive an operating expense reconciliation reflecting the previous years estimated expenses as compared to the actual building operating expenses incurred by the Landlord. This reconciliation will state either a credit owed to, or an amount owed by, the Tenant for the previous year's operating expenses.

Charges for special services (e.g. keys, extra HVAC) will appear on a separate invoice to be billed monthly by the Landlord.

All checks should be made payable to AC Property Owner, LP and remitted to the following address:

Lockbox Address (Mailed Checks
Overnight) AC Property Owner, LP
PO Box 931910
Atlanta, GA 31193

Lockbox Address (Checks Sent)
AC Property Owner, LP
ATTN: LOCKBOX 931910
3585 Atlanta Avenue
Hapeville, GA 30354-
1705 Lockbox Services
#931910

The remittance address above is a lock box at our banking institution. Payments sent to any other address or directly to the Management Office will delay credit to your account.

MISCELLANEOUS

Smoking Policy

In compliance with the local Indoor Air ordinance, smoking is prohibited inside of the building including the lobbies, elevators, hallways, restrooms & stairwells. Designated smoking areas are located outside the entrances of the building. 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, open house, reception), please notify the Management Office at least forty-eight (48) hours in advance. An After Hours Work Request Form (see Exhibit K) must be submitted for each event indicating approved visitors and contractors, as well as any security or parking needs.

Lost & Found

If you believe that you have lost or misplaced an item on the property, please notify a security officer. Building security maintains a Lost and Found with the Management Office and building staff will be alerted to watch for your item. Any items found on the property should be turned in to a security officer or you may deliver it to the Management office for safekeeping.

Floor Load

Local code requirements call for design live floor loads to be 50 pounds per square foot live load and 20 pounds per square foot for partition loading at One Atlantic Center. 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.

Signs

The Building maintains a sign standard that must be observed by all occupants. Accordingly, all signs, advertisements, and notices may not be displayed in any Building common area by any Tenant except for approved tenant suite plaques and signs approved in writing by the Management Office. To maintain uniformity in color, size and style of the Building signs, any approved sign must be ordered through the Management Office.

COI'S

Certificates of Insurance

One Atlantic Center leases include a provision requiring Tenants to maintain specified amounts 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.

The following are the One Atlantic Center COI requirements:

- 1) Certificate holder: AC Property Owner, LP
1201 W. Peachtree Street, Suite 1710
Atlanta, GA 30309
- 2) Additional insureds: Core Property Management, LLC
- 3) Coverage amounts: \$1,000,000 - General Liability, Per Occurrence

\$2,000,000 - General aggregate

\$1,000,000 - Automobile Liability all owned, hired and non-owned vehicles

\$5,000,000 - Umbrella

By Statute - Worker's Compensation

\$500,000 - Employer's Liability each accident

- 4) Waiver of Subrogation

Please e-mail a copy of the COI to oac@corepropertycapital.com

BUILDING RULES & REGULATIONS

- Sidewalks, doorways, entrances, vestibules, halls, stairways, courts, elevators and similar areas shall not be obstructed or encumbered by tenants or their officers, agents, servants or employees, or used for any purpose other than ingress and egress to and from the Premises and for going from one part of the Building to another part of the Building. Landlord shall have reasonable control over the use and operation of the public portions of the Building and the facilities furnished for the common use of the tenants, in such manner as Landlord deems best for the benefit of the tenants generally.
- Plumbing fixtures and appliances shall be used only for the purposes for which constructed, and no sweepings, rubbish, rags or other unsuitable material shall be thrown or placed therein. The cost of repairing any stoppage or damage resulting to any such fixtures or appliances from misuse on the part of a tenant or such tenant's officers, agents, servants, employees, visitors or licensees shall be paid by such tenant.
- No signs, posters, advertisements or notices shall be inscribed, painted, affixed or displayed on any window, door, or other part of the Building, except of such color, size and style, and in such places, as shall be first approved in writing by the Building manager. If any such sign, poster, advertisement or notice is exhibited without the required approval, Landlord or the Building manager shall have the right to remove the same and the tenant exhibiting the same shall be liable for any and all expenses incurred by Landlord or the Building manager by said removal. No nails, hooks or screws shall be driven into or inserted in any part of the Building, except by Building maintenance personnel.
- The Premises shall not be used for conducting any barter, trade, or exchange of goods or sale through promotional give-away gimmicks or any business involving the sale of second-hand goods, insurance salvage stock or fire sale stock, and shall not be used for any auction or pawnshop business, any fire sale, bankruptcy sale, going-out-of-business sale, moving sale, bulk sale or any other business which, because of merchandising methods or otherwise would tend to lower the first-class character of the Building.
- Tenants shall not place a load upon any floor of the Premises which exceeds the floor load per square foot which such floor was designed to carry or which is allowed by applicable building codes. Landlord may prescribe the weight and position of all safes and heavy installations which any tenant desires to place in the Building so as to properly distribute the weight thereof. All damage done to the Building by the improper placing of heavy items which overstress the floor will be repaired at the sole expense of the tenant responsible.
- A tenant shall notify the Building Management when safes, freight, furniture or other bulky matter of any description is to be taken into or out of the Building. Moving of such items shall be done under the supervision of the Building Management only after receiving written permission from the Landlord. All deliveries of such bulky items must be made via the service entrance and service elevators during such hours as directed or scheduled by Landlord or the Building manager. Landlord reserves the right to inspect all freight to be brought into the Building, except for government classified and confidential client materials, and to exclude from the Building all freight which violates any of these Rules and Regulations or the Lease to which these Rules and Regulations are attached.
- Corridor doors, when not in use, shall be kept closed.

- Prior approval must be obtained from Landlord or Building Management for any deliveries that must be received prior to or after normal business hours.
- Each tenant shall cooperate with Building employees in keeping its premises neat and clean.
- Nothing, including mats and trash, shall be placed, swept or thrown into the corridors, halls, elevator shafts, stairways or other common or public areas.
- No birds, animals, reptiles or other creatures, except small fish, shall be brought into or kept in or about the Building.
- No tenant shall make, or permit to be made, any disturbing noises, nor disturb or interfere with occupants of this or neighboring buildings or premises, whether by the use of any musical instrument, radio, talking machine or in any other way.
- Tenants, employees or agents, or anyone else who desires to enter or leave the Building after normal business hours, may use their building access card. Landlord reserves the right to exclude from the Building at all times any person who is not known or does not properly identify himself or herself to the Building management or security personnel on duty.
- No flammable, combustible or explosive fluid, chemical or substance shall be brought or kept upon in the Building, except those that are routinely used for standard office equipment
- No tenant shall cause or permit any gases, liquids or odors to be produced upon or permeate from the Premises. Smoking shall not be permitted in any Common Areas of the Building or within any Premises within the Building. Smoking is authorized in designated building smoking areas located outside of the Building. In all other areas of the Project except as hereinafter provided, smoking is prohibited. If Tenant believes that the air quality in the Premises is unsatisfactory, or if Tenant requests any air quality testing within the Premises, Landlord may elect to cause its consultant to test the air quality within the Premises and to issue a report regarding such air quality. If the report from such tests indicates that the air quality within the Premises is comparable to the air quality of other first-class office buildings in the Downtown and Midtown Business Districts of Atlanta, Georgia, or if the report from such tests indicates that the air quality does not meet such standard as a result of activities caused or permitted by Tenant in the Premises, Tenant shall reimburse Landlord within thirty (30) days after receipt of an invoice therefore for all costs of the applicable tests and report. If Tenant causes or permits any activity which shall adversely affect the air quality in the Premises, in the Common Areas of the Building or Project, or in any other premises within the Building, Tenant shall be responsible for all costs of remedying such problem.
- Each tenant shall be responsible for all persons for whom such tenant authorizes entry into the Building and shall be liable to Landlord for all acts of such persons.
- Landlord has the right to evacuate the Building in the event of emergency or catastrophe or for the purpose of holding a reasonable number of evacuation drills.

- Landlord may, upon request by any tenant, waive compliance by such Tenant with any of the foregoing Rules and Regulations, provided that: (a) no waiver shall be effective unless signed by Landlord or Landlord's authorized agent; (b) any such waiver shall not relieve such tenant from the obligation to comply with such rule or regulation in the future unless expressly consented to by Landlord; and (c) no waiver granted to any tenant shall relieve any other tenant from the obligation of complying with the foregoing Rules and Regulations, unless such other tenant has received a similar waiver in writing from Landlord.
- No drapes, blinds, shades or screens shall be attached to or hung in, or used in connection with, any exterior window or door of the Premises so as to be seen from the outside of the Premises without the prior written consent of Landlord.
- No bicycles or vehicles of any kind shall be brought into or kept in or about the Premises.
- No additional locks or bolts of any kind shall be placed upon any of the entrances to the Premises, nor shall any changes be made in existing locks or the mechanisms thereof. Each tenant shall upon the termination of its tenancy, return to Landlord all keys either furnished to, or otherwise procured by, such tenant and in the event of the loss of any such keys, such tenant shall pay to Landlord the cost of replacing the locks.
- Tenant shall notify Landlord or the Building manager of any person employed by it to do janitorial work within the Premises, except for full-time employees of Tenant prior to such person's commencing work, and such person shall, while in the Building and outside of the Premises, comply with all instructions issued by Landlord or its representatives. No tenant shall pay any employees of Landlord or Landlord's agent to perform any work or services in the Premises or the Building.
- Canvassing, soliciting and peddling in the building are prohibited and each tenant shall cooperate to prevent the same.
- There should not be used in the public or common areas of the Building, either by any tenant or by others, in the delivery or receipt of merchandise, any hand trucks except those equipped with rubber tires and side guards.
- Except while loading and unloading vehicles, there shall be no parking of vehicles or other obstructions placed in the loading dock area.
- Directories will be placed by Landlord, at Landlord's own expense, in conspicuous places in the Building. No other directories shall be permitted.
- Tenants shall not do anything, or permit anything to be done, in or about the Building, or keep anything therein, that will in any way increase the possibility of fire or other casualty or obstruct or interfere with the rights of, or otherwise injure or annoy, other tenants, or do anything in conflict with the valid pertinent laws, rules, or regulations of any governmental authority.
- Should a tenant require telegraphic, telephonic, annunciator, or any other communication service, Landlord will direct the electricians and installers where and how the wires are to be introduced and placed and no such wires shall be introduced or placed except as Landlord shall direct.

- Business machines and mechanical equipment belonging to Tenant which cause noise and/or vibration that may be transmitted to the structure of the Building or to any leased space so as to be objectionable to Landlord or any other tenants in the Building shall be placed and maintained by Tenant, at Tenant's expense, in settings of cork, rubber, or spring-type noise and/or vibration eliminators sufficient to eliminate vibration and/or noise.
- If any governmental license or permit shall be required for the proper and lawful conduct of Tenant's business, Tenant, before occupying the Premises, shall procure and maintain such license or permit and submit it for Landlord's inspection. Tenant shall at all times comply with the terms of any such license or permit.
- Only building standard lighting may be used in any fixture that may be visible from outside the building.
- Nothing may be placed on or about the balcony areas of the Building without Landlord's or the Building manager's prior written approval
- Landlord shall have the right to designate the company who will supply vending machines and service, if any, to the Premises; provided, however, that such company must supply such vending machines and service on terms and at rates reasonably comparable to the then market rate for supplying such vending machines and service in office space similar to the Premises in the Downtown and Midtown Business Districts of Atlanta, Georgia.
- Landlord reserves the right to rescind any of these Rules and Regulations and make such other and further rules and regulations as in the judgment of Landlord shall from time to time be needed 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 its tenants, their agents, employees, and invitees. Such Rules and Regulations, when issued and notice thereof is given to a tenant, shall be binding upon such tenant in like manner as if originally herein prescribed. In the event of any conflict, inconsistency, or other difference between the terms and provisions of these Rules and Regulations, as now or hereafter in effect and the terms and provisions of any lease now or hereafter in effect between Landlord and any tenant in the Building, Landlord shall have the right to rely on the term or provision in either such lease or such Rules and Regulations which is most restrictive on such tenant and most favorable to Landlord.

EMERGENCY PROCEDURES

INTRODUCTION

The safety of our tenants is a priority for the Management Staff at One Atlantic Center. 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 that is as safe as possible.
 - To comply with fire codes of the City of Atlanta, Fulton County and the State of Georgia.
 - To familiarize Building occupants with the emergency procedures.
- The scope of the emergency plan is to 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.

**For a list of emergency telephone numbers,
please refer to Exhibit B in the final section of the manual.**

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 SAFETY COORDINATORS and their alternates, **DEPUTY TENANT SAFETY COORDINATORS**, 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 SAFETY COORDINATORS and their Deputies may be called upon to 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). As a guideline, each company should assign at least one Tenant Safety Coordinator & Deputy Tenant Safety Coordinator for every 20 employees.

SPECIAL ASSISTANCE TENANT SAFETY COORDINATORS (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:

1. Read and understand the entire Emergencies Section of this manual and train fellow employees in emergency response procedures.
2. Be known by the Management Staff. See [Exhibit E](#) for the appropriate method of submitting names.
3. Participate in periodic training sessions.
4. Know the layout of their floor including the exits and location of fire equipment. Familiarize fellow employees with this information.
5. Know how to use fire equipment (e.g., fire extinguishers). Familiarize fellow employees with the use of the equipment.
6. Be knowledgeable about what is and is not commonplace in their area of responsibility (in the event of a bomb threat).
7. 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 SAFETY COORDINATORS 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

In building evacuation situations, Tenants are required to exit the building and assemble in a predetermined area designated by your respective firm's specific emergency plan.

Chain of Command

For an outline of the complete building evacuation team (Tenant Emergency Response Team & Management Staff members), please refer to Exhibit C.

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 Responsibilities

TENANT SAFETY COORDINATORS (or Deputies)

1. Assume full control of their areas of responsibility, advising all occupants of the emergency.
2. Begin the evacuation process. Calmly supervise and monitor the flow of people.
3. Instruct employees to form a single line and proceed on the right side of the stairwell for descent. Distribute employees evenly through the stairwells.
4. 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.
5. Make sure stairwell doors are closed after the last person has evacuated the area.
6. Keep the Management team informed of the means being employed for evacuation by the occupants of your area.
7. Upon exiting the stairwell on the ground floor, proceed to your companies 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 team.

SPECIAL ASSISTANCE TENANT SAFETY COORDINATORS

The identity and location of individuals requiring special assistance during an evacuation must be known by the Management office in advance. Please refer to Exhibit F for a sample form. Prior to an evacuation the Tenant Services Manager will email a form to gather the information.

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

ALL BUILDING OCCUPANTS:

1. 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.
2. Use the stairs. Allow visibly nervous or emotional individuals to exit first. Also give priority to the individuals requiring special assistance.
3. Remove high-heeled shoes to facilitate walking down stairs.
4. Remain quiet in the stairwells.
5. When outside, stay in your company's Safe Refuge Area away from the Building & wait for instructions.
6. Recognize that it is essential to voluntarily accept emergency instructions given by the Tenant Emergency Response Team to ensure safe and orderly response.

MANAGEMENT OFFICE RESPONSIBILITIES

In general, the Management office 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:

1. Reporting to the command station to ensure that local authorities have been contacted.
2. Using the public address system to make necessary announcements to direct evacuation flow.
3. Reporting to the lobby level of the evacuation stairwells to direct tenants and control movement of occupants to predetermined Safe Refuge Areas.
4. Directing 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 feedback. The reports should be collected by the Primary Tenant Contact and submitted to the Management office as soon as possible.

FIRE

General Information

If you discover fire, please refer to [Exhibit D](#) for procedures.

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 to 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, may only be operated by 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.

The *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 4 hours. A 5-second delay will occur during the transfer of power.

During an emergency, the freight elevators are 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 constructed with fire-resistant mineral fiber suspended on metal supports and grids.
- Stairwells with a two-hour fire rating.
- Separately housed Building mechanical and electrical areas.

Note: While significant safety steps have been employed in the construction of One Atlantic Center, it is equally important that Tenants exercise care by not installing hazardous materials in the Building. Hazardous equipment such as space heaters, toaster ovens and oscillating fans are 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: Use a fire extinguisher if a fire is small enough to be controlled; however, do not attempt to control a fire if it is a threat to your safety.

Evacuation Drills

Periodic evacuation drills will be held by the Management Staff in conjunction with the local fire department. All occupants should participate in the drill. The purpose of drills is to ensure the efficient and safe use of the Building’s egresses. Properly conducted drills ensure orderly exit under control and prevent the panic that has contributed to loss of life in the major fire disasters of history. While speed in emptying buildings is desirable, order and control are the primary objectives during the drill.

PROCEDURES

(Note: Many of these guidelines are identical to those in the “Evacuations” section earlier)

In the event of an emergency situation, 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:

1. Activate the nearest fire alarm pull station (located at each stairwell).
2. Dial 911 to report the fire.
3. Call the Management office at 404-870-2900 to report the location of the fire.
4. Notify the Tenant Emergency Response Team to begin the evacuation process.
5. Close all doors leading to the fire after the area has been evacuated but do not lock them.

TENANT SAFETY COORDINATORS (or their Deputies)

1. Assume full control of their areas of responsibility advising all occupants of the emergency.
2. Determine the evacuation route to be taken by employees. Before opening any door into the corridor, check the door hardware 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.
3. Inspect corridor for smoke. If smoke is present, stay low by crawling since clean air will be found nearest to the floor.
4. 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.
5. Begin the evacuation process. Calmly supervise and monitor the flow of people out of the office into the selected stairwell.
6. Instruct employees to form a single line and proceed on the right side of the stairwell for descent. Distribute employees evenly through the stairwells.
7. 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.
8. Make sure stairwell doors are closed after the last person has evacuated the area.
9. Keep the Management staff informed of the means being employed for evacuation by the occupants of your area.
10. Upon exiting the stairwell on the ground floor, proceed to your predetermined 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 SAFETY COORDINATORS

The identity and location of individuals requiring special assistance during an evacuation must be known by the Management Staff in advance. Please refer to [Exhibit F](#) for the appropriate method of submitting this information.

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

ALL BUILDING OCCUPANTS:

1. 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.
2. If evacuations become necessary, use the stairs. Allow visibly nervous or emotional individuals to exit first. Give priority to the evacuation of handicapped personnel.
3. Remove high-heeled shoes to facilitate walking down stairs.
4. Remain quiet in the stairwells. Do not run. Do not panic. All stairwells are constructed with fire resistant materials.
5. If smoke is present, stay low.
6. When outside, stay in your company's Safe Refuge Area & wait for instructions.
7. Recognize that it is essential to voluntarily accept emergency instructions given by the TENANT SAFETY COORDINATORS 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:

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

If Evacuation is Impossible...

1. Move as far away from the fire as possible.
2. Close all doors to provide a barrier against smoke.
3. Call 911 and then the Management Office with your precise location.
4. 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.
5. 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 Primary Tenant Contact and submitted to the Management office as soon as possible.

BOMB THREAT

General Information

If you receive a bomb threat, please refer to [Exhibit G](#) for the Bomb Threat Checklist

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:

1. Serious personal injury can result if an explosive or fire generating device is activated.
2. 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 using the bomb threat checklist (see [Exhibit G](#)),
- 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 listed in [Exhibit H](#) of the final section of this manual.

Safety Precaution

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:

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

After a Bomb Threat emergency

1. Ask your 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.
2. 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.

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 by 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:

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

TENANT EMERGENCY RESPONSE TEAM MEMBERS should:

1. 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.
2. 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.
3. Do not go to the Main Lobby where glass windows are prevalent.
4. Advise others to stay calm. Individuals trapped in exterior offices with windows should take cover underneath a desk or table.
5. After severe weather, notify the Management office of all leaks, fires, and structural or other damage during or after the storm.
6. 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 drinking water sources

Management Staff Responsibilities

1. Alert the access control staff, engineering staff and Tenant Emergency Response Teams for possible action.
2. Maintain communications with public utilities as appropriate. Monitor local news & weather reports.
3. Check the readiness of auxiliary power.
4. Secure or move unattached building items indoors.
5. 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 may 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. Please refer to the Armed Intruder Checklist included as Exhibit I. When possible, individuals are encouraged to complete this checklist while a visual picture of the intruder is still fresh in their mind. 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 FAILURE

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 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 when engaged cause them to stop 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.
- 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 relatives arrive.

PREVENTION/PREPARATION

Fire Prevention Tips:

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

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 is 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 services to any individual Tenant suite. Rather, contracts for access control services are on behalf of the building and are for the protection of its interests in common areas only. It is up to individual companies to discuss with their employees simple guidelines, such as securing laptops and desks at all times and keeping suite entrances attended. The Management staff is available to assist you in providing this training.

Exhibit A: Primary Tenant & Emergency Contacts

Office Tenant:	
Suite #:	
Main Phone Line:	
Fax Line:	

Key Contact:	
Key Contact Email:	
Key Contact Direct Line:	

Office Contact:	
Office Contact Email:	
Office Contact Direct Line:	

Tenant Contact:	
Tenant Contact Email:	
Tenant Contact Direct Line:	

AFTER HOURS EMERGENCY CONTACTS

Primary Contact:	
Primary Contact Cell Phone:	
Secondary Contact:	
Secondary Contact Cell Phone:	

Exhibit B: Emergency Phone List

All Emergencies.....911

Fire Department—City of Atlanta.....404-546-7000

Police Department—City of Atlanta.....404-614-6544

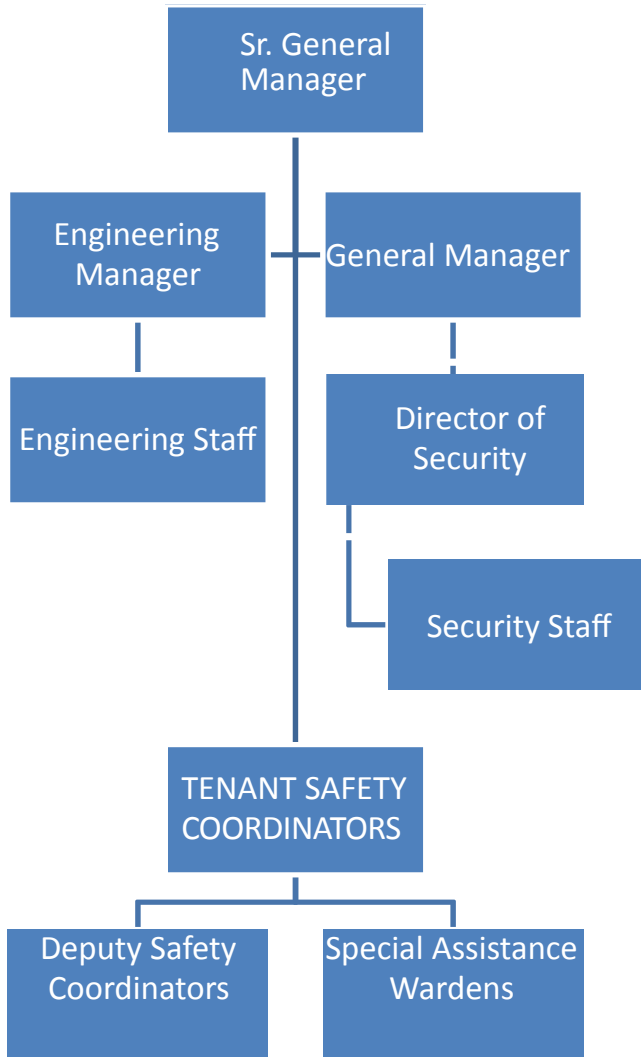
One Atlantic Center Management Office.....404-870-2900

After Hours Building Emergency / Security Console404-870-2930

Georgia State Patrol404-624-6077

Georgia Power888-660-5890

Exhibit C - Emergency Response Team



_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Exhibit D: Fire Notification

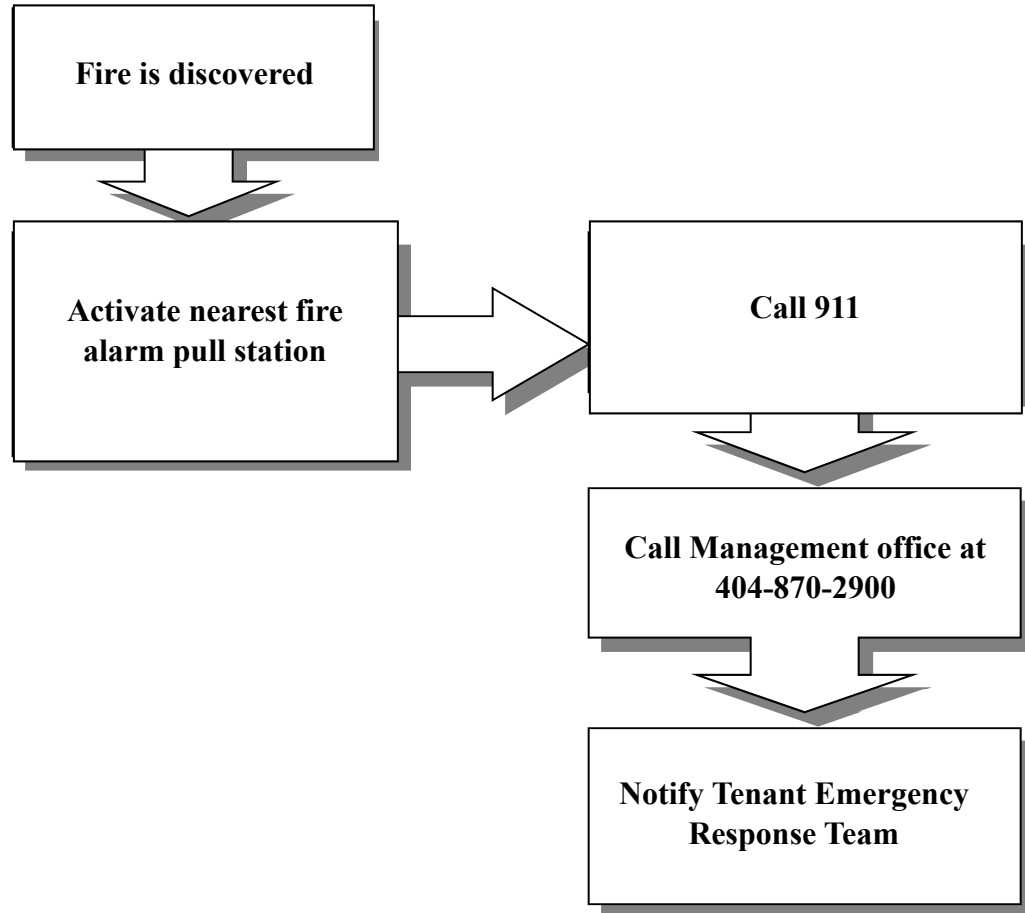


Exhibit E: Safety Coordinator Assignment Sheet

Company Name:

Primary Tenant Safety Coordinator

Name:	Floor #	Work Phone #	Cell Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Deputy Tenant Safety Coordinator

Name:	Floor #	Work Phone #	Cell Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Special Assistance Tenant Safety Coordinator:

Name:	Floor #	Work Phone #	Cell Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Deputy Special Assistance Tenant Safety Coordinator:

Name:	Floor #	Work Phone #	Cell Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: One Tenant Safety Coordinator should be assigned for every 20 employees. Each person assuming this role should have a Deputy. The Deputy will assume the role of Tenant Safety Coordinator in the event that the primary is absent during a real emergency or a practice drill. As changes in personnel occur, this sheet must be updated and forwarded to the Property Management Office.

Exhibit F: Persons with Disabilities

Company Name: _____

Name: _____

Suite #: _____ Floor: _____

Phone #: _____ Disability: _____

Special Assistance Safety Coordinator: _____

Name: _____

Suite #: _____ Floor: _____

Phone #: _____ Disability: _____

Special Assistance Safety Coordinator: _____

Name: _____

Suite #: _____ Floor: _____

Phone #: _____ Disability: _____

Special Assistance Safety Coordinator: _____

Name: _____

Suite #: _____ Floor: _____

Phone #: _____ Disability: _____

Special Assistance Safety Coordinator: _____

Name: _____

Suite #: _____ Floor: _____

Phone #: _____ Disability: _____

Special Assistance Safety Coordinator: _____

Name: _____

Suite #: _____ Floor: _____

Phone #: _____ Disability: _____

Special Assistance Safety Coordinator: _____

Name: _____

Suite #: _____ Floor: _____

Phone #: _____ Disability: _____

Special Assistance Safety Coordinator: _____

Name: _____

Suite #: _____

Phone #: _____ Disability: _____

Special Assistance Safety Coordinator: _____

NOTE: As changes in personnel or physical conditions occur, please forward an updated copy of this form to the property management office.

Exhibit G: Bomb Threat Checklist

Time and Date Reported: _____ How Reported: _____
Exact Words of Caller: _____

Questions to Ask:

1. When is bomb going to explode? _____
2. Where is the bomb right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why did you place the bomb? _____
8. When did you place the bomb? _____
9. Where are you calling from? _____
10. What is your name? _____
11. Where do you live? _____

Description of Caller's Voice:

Male/Female Young _____ Middle Age _____ Old _____ Accent _____
Tone of Voice: _____
Is voice familiar? _____
If so, who did it sound like? _____
Other Voice Characteristics: _____
Background Noise: _____
Time Caller Hung Up: _____
Remarks: _____

Name, address, and telephone number of recipient: _____

Telephone number that call was received at: _____

DO NOT HANG UP THE TELEPHONE ON WHICH THE CALL IS RECEIVED. TRACING CAPABILITIES MAY BE LOST ONCE THE LINE IS TERMINATED.

(A copy of this page should be distributed to all employees)

Exhibit H: Bomb Threat Notification

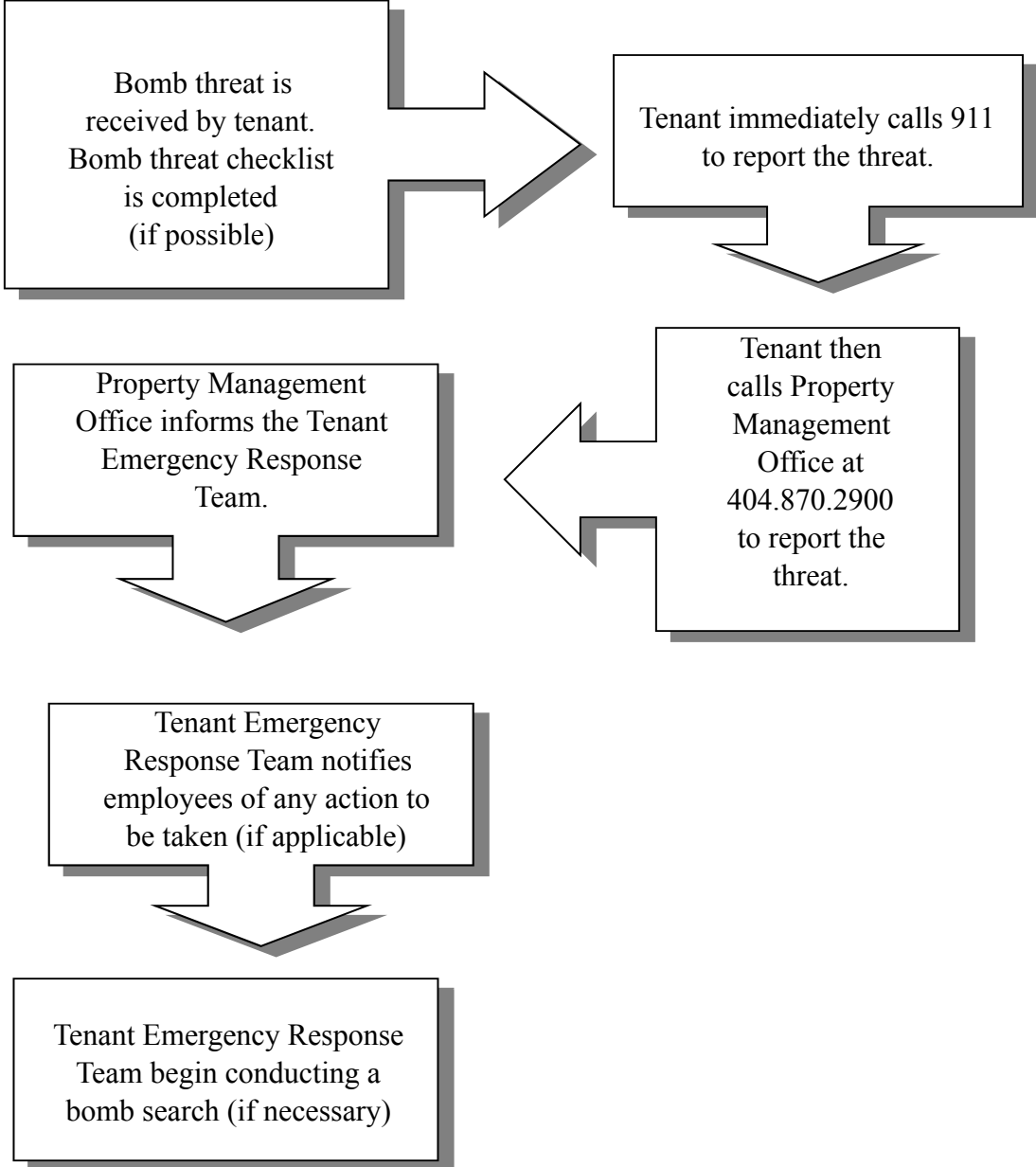


Exhibit I: Armed Intruder Description Checklist

Time and Date of Intruder: _____ Reported by: _____
Initial Location of Intruder: _____

Physical Description of Intruder:

- ◆ Name or alias, if known: _____
- ◆ Sex/Race: _____
- ◆ Height: _____
- ◆ Weight: _____
- ◆ Hair (color/texture/length/etc.): _____
- ◆ Eyes (shape/color): _____
- ◆ Complexion (dark/light/skin texture/etc.): _____
- ◆ Speech (accent/impediment/voice tone/ etc.): _____
- ◆ Build (heavy/slim/etc.): _____

Clothing of Intruder:

- ◆ Coat: _____
- ◆ Shirt: _____
- ◆ Tie: _____
- ◆ Pants/Skirt: _____
- ◆ Gloves: _____
- ◆ Shoes: _____

Distinguishing Traits of Intruder:

- ◆ Glasses: _____
- ◆ Voice: _____
- ◆ Baldness: _____
- ◆ Teeth: _____
- ◆ Mustache: _____
- ◆ Scars or Marks: _____
- ◆ Hands: _____
- ◆ Jewelry: _____

Description of Weapon:

- ◆ Gun (automatic or revolver/rifle/shotgun/etc.): _____
- ◆ Knife: _____
- ◆ Other: _____
- ◆ Size (large/small): _____
- ◆ Color/Distinguishing Marks: _____

Other Information about Intruder: _____

Exhibit K: After Hours Work Request

All after hours work requires the signed request documentation below.

ONE ATLANTIC CENTER
AFTER HOURS ACTIVITY REPORT

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

Tenant: _____ Floor: _____ Authorized Tenant Rep.: _____ Date(s) Work to be performed: _____ Time: _____	Contractor/Vendor: _____ Contact: _____ Phone #: _____ Fax #: _____ Mobile: _____ After Hours Emergency Contact: _____ Subcontractors: _____ Certificate of Insurance (required) <input type="checkbox"/> On file <input type="checkbox"/> Attached
---	---

Type of Work:

<input type="checkbox"/> Demolition	<input type="checkbox"/> Painting/Spraying	<input type="checkbox"/> Wall Construction
<input type="checkbox"/> Electrical	<input type="checkbox"/> X-Raying	<input type="checkbox"/> Furniture Move
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Sanding	<input type="checkbox"/> HVAC Installation
<input type="checkbox"/> Fire System Modification (Strobes, Smokes, etc)	<input type="checkbox"/> Carpet Installation	
<input type="checkbox"/> Other		

Description of work: _____

Do you need Security Assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time: Beginning _____:_____ Ending _____:_____
Do you require dock access?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time: Beginning _____:_____ Ending _____:_____
Freight Elevator Use?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time: Beginning _____:_____ Ending _____:_____

Tenant Authorization Signature: _____ **Date:** _____

Reviewed by Property Mgmt: _____ **Date:** _____

Core Property Capital
One Atlantic Center
Suite 420
Phone: 404-870-2900 Fax: 404-870-2975

Exhibit L: OAC Fitness Center Rules

1. Use of the Fitness Facilities is limited to tenants of One Atlantic Center only.
- 2. No guests are allowed.**
3. You may not use the Fitness Facilities unless you have read, understood and signed the Waiver and Release of Claims Fitness Facilities.
4. The hours of the Fitness Facilities are: Monday through Friday 5am to 9pm; Saturday 8am to 5pm; and Sunday 8am to 2pm.
5. Do not bring food or drinks into the Fitness Facilities (other than water bottles).
6. Wear shirts, appropriate shorts or sweat pants and athletic shoes when using the Fitness Facilities.
7. Please do not enter the Fitness Facilities with oil or grease on your shoes.
8. Bring a towel when using the equipment to wipe off your perspiration.
9. Observe the 20 minute maximum on cardio machines when others are waiting.
10. Return all weights to the racks after use.
11. IMPORTANT: do not use equipment unless you fully understand written instructions on proper use.
12. To protect your belongings, secure them in a locker while you are using the Fitness Center. Items left overnight may be removed by the building management. Neither Landlord nor building management will be responsible for any personal property left within the Fitness Facilities, including any items stored in lockers.
13. Report any injuries or problems immediately to building management.
14. Offensive behavior of any kind will NOT be tolerated in the Fitness Facilities. You may be removed from the Fitness Facilities for any such behavior and multiple instances of offensive behavior may result in the permanent loss of use of the Fitness Facilities. Any behavior you feel is inappropriate should be reported to building management immediately.

The Fitness Facilities are for the enjoyment of all One Atlantic Center tenants and their employees only. Please assist us in maintaining these facilities' cleanliness by disposing of all trash in the receptacles provided. Please report any problems immediately to the building management.