

All persons entering the building after business hours will be required to show identification and sign-in at the security desk. Tenants should carry their access card and key to their suite at all times. Security Personnel does not provide access to suites or other building areas without proper identification. If you have forgotten your access card, security requires two forms of identification: (1) one being your license and (2) your Company business card.

PROMINENCE IN BUCKHEAD



OCCUPANT HANDBOOK

PROMINENCE IN BUCKHEAD

Crocker Partners

PROMINENCE IN BUCKHEAD

Welcome to Prominence in Buckhead

We have designed this comprehensive Prominence In Buckhead Occupant Handbook to provide you with as much information as possible concerning the property. Should you have any questions or need additional information, please contact the Management Office at 404-760-7100. Outlined below is a brief description of the Occupant Handbook as well as information regarding the management of Prominence In Buckhead.

Prominence In Buckhead Occupant Handbook is usually most utilized by the person who is responsible for managing your office and is likely to be a key decision maker regarding your office space needs. Please review each section and the table of contents.

Prominence In Buckhead Occupant Handbook is organized in three sections.

Section I, General Information, describes the management and operational procedures for the building.

Section II, Tenant Services, outlines the quality services available to tenants, with suggested guidelines for your office.

Section III, Occupant Life Safety Emergency Response Procedures, reviews all of the safety procedures in place throughout the building.

Crocker Partners, serving as a real estate advisor to major institutions throughout the country, offers a complete range of corporate real estate services and strategies that directly assist clients in reaching their real estate objectives.

The property staff at Prominence In Buckhead is a highly motivated management and leasing team that takes full responsibility for the coordination of resources. The objective of the Prominence In Buckhead Management Team is a smooth, efficient and safe operation of the buildings.

We utilize proven standardized systems and approaches at Prominence in Buckhead and all other properties managed by Crocker Partners. Thus, a consistently high level of management service is provided to both tenants and clients.

Please call on any of us at any time.

Sincerely,

Tim Ricker
Property Manager

Prominence In Buckhead Tenants
Prominence In Buckhead
3475 Piedmont Road
Atlanta, GA 30305

Re: Occupant Handbook and Occupant Life Safety Emergency Response Procedures
Training Requirements

Dear Tenant:

We have compiled and designed comprehensive documentation, procedures and training information for our tenants. We have provided our tenants with the latest safety, security and operational information as required and as recommended by local, state and national organizations and governing authorities. This information is provided to you in the Prominence In Buckhead Occupant Handbook and in the Occupant Life Safety Emergency Response Procedures section to provide you with as much information as possible concerning the property, your safety, security and general well being. Should you have any questions or need additional information, please contact the Management Office at 404-760-7100.

Maintain this manual in your office and bring it with you to the annual Occupant Handbook and Emergency Procedures meeting so that the information contained therein can be updated and revised as needed in the future.

The Prominence In Buckhead Occupant Handbook and the Occupant Life Safety Emergency Response Procedures will be utilized by the person who is responsible for managing your office and training your personnel and who is most likely to be a key decision maker regarding your office operations.

It is the responsibility and obligation, of each company and tenant to designate Tenant Safety Coordinators and or Fire Wardens to provide the necessary training, recordkeeping and documentation to maintain and provide a safe and secure workplace at Prominence In Buckhead.

It is the responsibility and obligation, of each company and tenant to provide the necessary training and information to their personnel so that all normal and emergency operational procedures are well know by all personnel at Prominence In Buckhead.

It is the responsibility and obligation, of each company, tenant and employee / occupant to utilize the training and information provided to support and implement safety

3475 PIEDMONT ROAD, SUITE 100, ATLANTA, GA 30305. 404.760.7100

and security practices that are a part of the training and information provided to all personnel so that all normal and emergency operational procedures are effective in protecting all personnel at Prominence In Buckhead.

The property staff at Prominence In Buckhead is a highly motivated management and leasing team that takes full responsibility for the coordination of resources. The objective of the Prominence In Buckhead Management Team is the safe, efficient and effective operation of Prominence In Buckhead. We utilize proven standardized systems and approaches at Prominence In Buckhead and all other properties managed by Crocker Partners. Thus, a consistently high level of management services and support are provided to both tenants and clients.

Thank You for your time and consideration.

Please call on any of us at any time.

PROMINENCE IN BUCKHEAD

Welcome to Prominence In Buckhead

We have designed this comprehensive Prominence In Buckhead Occupant Handbook to provide you with as much information as possible concerning the Prominence In Buckhead Property.

The Prominence In Buckhead Occupant Handbook is organized into three sections.

Section I, **General Information** describes the Management and Operational procedures of the building.

Section II, **Tenant Services**, outlines the quality services available to the Tenants, with suggested guidelines for your office.

Section III, **Occupant Life Safety Emergency Response Procedures**, reviews all of the safety procedures in place throughout the building.

This section is designed so that the information may be utilized as a separate document or manual for use in safety and emergency preparedness training at Prominence In Buckhead.

Please sign and date below in acknowledgment of receipt of the Prominence In Buckhead Occupant Handbook and return the acknowledgement to the Management Office.

Maintain this manual in your office and bring it with you to the annual Occupant Handbook and Emergency Procedures meeting so that the information contained therein can be updated and revised and needed in the future..

Sign _____

Date _____

OCCUPANT HANDBOOK

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PROMINENCE IN BUCKHEAD

INTRODUCTION

SECTION I

This section of the Prominence In Buckhead Occupant Handbook reviews specific information relating to the management and operation of the building.

In this section, you will find a listing of Building Personnel as well as guidelines concerning hours of building operations, temperature control, scheduling of deliveries, mail and express mail services, keying and access cards, moving and billing processes, and Building Security.

We appreciate your careful reading of this section to familiarize you with the building operations and building regulations here at Prominence In Buckhead. Many of the building operations and building regulations are specific to the tenant and owner lease terms and conditions. If you have any questions after reviewing this section of the handbook, please call a member of the Crocker Partners Team in the Building Management Office at 404-760-7100.

THE PROMINENCE IN BUCKHEAD MANAGEMENT TEAM

The Building Management Office is located in Suite 100 of Prominence In Buckhead. It is open from 8:00 a.m. to 5:00 p.m. Monday through Friday, and is closed Saturdays, Sundays and holidays. To contact the Building Management Office, please call (404) 760-7100. During non-business hours, an answering service is available to take your message. We will respond to your inquiry at the earliest opportunity. On-site security may be contacted through the management office (404) 760-7100 or at the security desk at (404) 760-7119.

The Management Team of Prominence In Buckhead is comprised of the following individuals, all of whom can be reached through the Building Management Office:

Title	Responsibilities
Property Manager	Provides on-site management; coordinates all Building activities.
Assistant General Manager	Assists the General Manager in the execution of building projects, operations and management functions.
Chief Engineer	Provides on-site infrastructure and operations management; coordinates all building infrastructure, operations activities, and regulatory compliance and construction projects.

KEY EMERGENCY RESPONDENT PERSONNEL

(Also see “Section Three” of this Handbook)

Emergency Manager

Tim Ricker – Property Manager

The Emergency Manager primary responsibility is to coordinate and implement an effective evacuation of the building's occupants in case of a serious fire or other situations that might require evacuation. Further responsibilities include the preparation, monitoring and implementation of a training program for tenant Fire/Safety Wardens. The Emergency Manager also is responsible for the implementation and coordination of the emergency procedures during and emergency condition.

Incident Commander

Charles Stokes - Chief Engineer

The Incident Commander is responsible for all on going incidents and in the implementation of the fire evacuation plan and actions taken by the building's emergency assistance team prior to the arrival of the Cobb County Fire Department. The Incident Commander will coordinate with and assist the responsible municipal emergency services (Fire Department, emergency services personnel, EMS) in briefing as to seriousness, location, access and type of emergency condition while explaining actions taken prior to the arrival of the municipal emergency services (Fire Department, emergency services personnel, EMS).

Emergency Respondent Team

Michael Hoover- Lead Engineer

Roy McAllister – Operating/Building Engineer

Tim Ricker - Property Manager

Casey McKissick – Assistant General Manager

Lisa McCorvey – Property Administrator

Melanie Harris - Security Supervisor

On Duty Security Officer – Security Officer

The Emergency Respondent Team consists of management team emergency respondent volunteer personnel who would assist the Incident Commander, the Safety Director and Fire Department personnel in the event of an emergency condition at the property.

Tenant Fire Safety Wardens

To Be Appointed by Tenant Management on each floor:

Tenant Fire Wardens are responsible for implementing the orderly and safe evacuation of their space and personnel upon notification from the building Fire Alarm System, Emergency Notification System, the Public Address System, building Emergency Respondent Personnel or Fire Department Personnel. Tenant Fire Wardens should attend the annual Fire Warden's Meeting. They must also be responsible for appointing Deputy or Alternate Fire Wardens to assist them in an emergency condition and to serve in the capacity of Fire Warden if the designated Fire Warden is not in the office.

There must be a Fire Warden and an Alternate or Deputy Fire Warden appointed to manage personnel and emergency procedure operations for every fifty (50) tenant occupants.

PROMINENCE IN BUCKHEAD OPERATIONS

Managed By: Crocker Partners
Address: 3475 Piedmont Road
Suite 100
Atlanta, Georgia 30305
Telephone: 404-760-7100
Fax: 404-760-7150

Office Hours: 8:00am to 5:00pm Monday thru Friday
Building Access Hours: 6:30am to 6:30pm without access card

*Security Hours Prominence In Buckhead
7:00 am to 3:00 pm Monday thru Friday
3:00 pm to 7:00 am Monday thru Friday
24 hours (Roving) Saturday - Sunday

Building HVAC Hours: 7:00 am to 6:00 pm Monday thru Friday
8:00 am to 1:00 pm Saturday
Off Sunday

Service Loading Dock Hours: Normal Deliveries:
8:00 am to 5:00 pm Monday thru Friday

Furniture or Unusually Large Deliveries: 5:00 pm to 11:00 pm Monday thru Friday
7:00 am to 3:00 pm Saturday - Sunday

No oversized deliveries may be made between the hours of 8 am and 5:00 pm, Monday through Friday due to the shared use of the loading dock by all tenants during business hours.

All furniture and large deliveries must be coordinated with the Management Office to reserve the loading dock space. See Deliveries page of this section.

BUILDING HOURS AND HOLIDAYS

Normal hours of operation at Prominence In Buckhead are 6:30 a.m. to 6:30 p.m., Monday through Friday. Access to the Building at other times is monitored by the Building's security personnel and surveillance systems.

To provide you with the most effective security, all tenants entering the building outside of normal operating hours are required to identify themselves, sign-in and sign-out with the security guard at the security desk before accessing the Building. Anyone leaving the Building after normal hours will also be required to sign-out at the security desk. Security procedures are reviewed in detail in a later section of this manual.

All contractors and vendors must have after hour access and or property access forms completed prior to entering the premises.

Prominence In Buckhead will be officially closed on the following holidays:

**New Year's Day
Memorial Day
Independence Day
Labor Day**

**Thanksgiving Day
Friday after Thanksgiving Day
Christmas Day**

A security guard will be on duty during each of these holidays. Should you require any cleaning, heating, ventilating, air conditioning or other special services on any of the above holidays or after hours, please contact the Building Management Office at least 48 hours in advance because the Building Staff and contractors also observe these days. We will be glad to provide you with a prior estimate for these services.

BUILDING DELIVERIES

No oversized deliveries may be made between the hours of 8am and 5:00pm, Monday through Friday. All furniture and large deliveries must be coordinated with the Management Office to reserve the loading dock space.

All oversized deliveries must be made between the hours of 5pm and 11pm, Monday through Friday. All furniture and large deliveries must be coordinated with the Management Office to reserve the loading dock space.

All oversized deliveries must be made between the hours of 7am and 3:00pm, Saturday and Sunday. All furniture and large deliveries must be coordinated with the Management Office to reserve the loading dock space.

Please provide “After Hours Access Forms” and or “Property Access Forms” as specified in other sections of the Occupants/Life Safety Emergency Procedures Handbooks.

NO Parking is allowed in front of either building. These are designated “Fire Lanes”.

ALL deliveries are to be made at the loading dock.

ALL deliveries are to be made through the service corridors to the service elevators.

All deliveries not scheduled with the Management Office AT LEAST 24 HOURS IN ADVANCE ARE SUBJECT TO REFUSAL.

HEATING, VENTILATING, AND AIR CONDITIONING SYSTEMS

General Services

Heating and Base Building air conditioning, in season, are provided Monday through Friday from 7:00 a.m. to 6:00 p.m. and Saturday from 8:00 a.m. to 1:00 p.m. Your office temperature is maintained per your lease specifications and terms at a comfortable level and centrally controlled. Should the temperature level become uncomfortable in your suite, or in a particular office, please call the building management office or service center at (404) 760-7100.

Heating and Base Building air conditioning are not regularly provided on holidays or after normal business hours. If you need HVAC service at these times, please contact the building management office at least 24 hours in advance to schedule this service and inquire about the current charge.

HVAC Systems Overview

The Prominence In Buckhead HVAC cooling system is powered by two Carrier centrifugal chillers and a central chilled water system. During the summer, cool air is delivered by dedicated floor air handling units and fans. The air conditioned air is delivered through a system of variable air volume units and distributed to occupied spaces with diffusers located above the ceiling. During the winter months, the building is heated by warm water economizer operations and electric heating elements located above the ceiling at the perimeter of the Building. The heat is controlled by thermostats, which are located in various offices and occupied spaces. This heat is delivered to your offices by plenum fans also located above the ceiling.

HEATING, VENTILATING, AND AIR CONDITIONING SYSTEMS

HVAC After Hours Request

HVAC provided after normal building hours is provided upon request and submittal of an “HVAC After Hours Request Form”. After hours HVAC is billable at the rate specified in your lease.

SPECIAL OR AFTER HOURS DELIVERIES

The Building maintains a loading dock located on the side of the Building. The loading dock / service entrance door is open between 6:30 a.m. and 6:30 p.m., Monday through Friday. The freight elevator is located adjacent to the loading dock down the service corridor.

As we do not allow deliveries to be made through the lobby doors, all tenant deliveries must be directed to the loading dock area.

Delivery personnel are required to use the freight elevator ONLY. The passenger elevators may not be used.

Please advise all carriers, armored car personnel, package delivery services, contractors and vendors. We need the cooperation of all of our tenants to enforce these regulations. Please instruct all delivery services to use the loading dock and the freight elevators.

The main lobby entrances may not be used for deliveries.

The emergency exit corridors may not be used for deliveries.

All contractor and vendors that are scheduled to enter the buildings and property **must have a current Certificate of Insurance on file in the building management office** and be compliant with the building insurance requirements.

Deliveries, which cannot be scheduled during regular operational hours, may be scheduled through the Building Management Office. An “**Above Standard Form**” must be provided to the management office to notify management and security of these scheduled operations. Since security personnel must be present for these deliveries and operations, please allow at least **48 hours notice** for these special delivery and operation times.

SPECIAL OR AFTER HOURS DELIVERIES

No oversized deliveries, furniture, bulk materials, construction materials, mechanical / electrical equipment or any delivery that may occupy the loading platform, service elevator or corridors may be made between the hours of 8 a.m. and 5:00 p.m., Monday through Friday. All furniture and other large deliveries and operations must be coordinated with the Building Management Office to reserve the loading dock space.

No oversized deliveries may be made between the hours of 8:00 am and 5:00pm, Monday through Friday. All furniture and large deliveries must be coordinated with the Management Office to reserve the loading dock space.

All oversized deliveries must be made between the hours of 5pm and 11pm, Monday through Friday. All furniture and large deliveries must be coordinated with the Management Office to reserve the loading dock space.

All oversized deliveries must be made between the hours of 7am and 3:00pm, Saturday and Sunday. All furniture and large deliveries must be coordinated with the Management Office to reserve the loading dock space.

Please provide “Above Standard Forms” as specified in other sections of the Occupants Handbook.

NO Parking is allowed in front of either building. These are designated “Fire Lanes”

ALL deliveries are to be made at the loading dock and service entrance areas.

ALL deliveries are to be made through the service corridors to the service elevators.

All deliveries not scheduled with the Management Office AT LEAST 48 HOURS IN ADVANCE ARE SUBJECT TO REFUSAL.

MAILING ADDRESS AND SERVICE

U.S. Mail

For best mail service, use the following address format according to the appropriate Building and suite number.

The ABC Company
Prominence In Buckhead
3475 Piedmont Road
Suite 000
Atlanta, GA 30305

The Mail Room is located on the first floor level of the building. The mailroom contains the tenants' mailboxes and the mail drop off chute. Fed ex and UPS service drop boxes are also available for the tenants' use. Supplies for these services are the tenants' responsibility.

US Postal Service makes one stop at Prominence In Buckhead at approximately 11:00am. Key for mail boxes must be coordinated directly with the post Office.

You can reach the post office at **800-275-8777 or 404-233-7768**

➤ **Post Office Keys: \$28.00 fee for replacement**

The post office responsible for the Prominence In Buckhead is the Roswell Road.

Roswell Road Carriers Facility

3840 Roswell Road

Atlanta, Georgia 30305

The Management Office is not responsible for postal keys.

EXPRESS MAIL

Express Mail

For your convenience, the following express mail services have drop boxes in the Mail Room on the first floor with pick-ups as listed:

Federal Express	7:30 p.m.	M – F
United Parcel Service	7:00 p.m.	M – F
U.S Postal Express	1:00 p.m.	M – F
	11:00 a.m.	Saturday

Couriers and Deliveries

Some tenants of the Building have couriers who bring mail or express mail to their offices at times other than regular delivery times. We ask that these couriers abide by the Building's delivery policies and procedures. Mailbags and large package deliveries should not be brought through the lobby doors into the lobby area. The loading dock entrance and the freight elevator should be used for these deliveries.

Please notify and inform your service providers in advance.

KEYS AND ACCESS CARDS

Keys

Several days before your move-in date, five keys to your main suite door will be ready for you at the Management Office. Additional keys replacement keys are available at an additional charge of \$7.50 (prices are subject to change without notice). Requests should be made with the Management Office at 404-760-7100. *See Access Card and or Key Request forms at the end of this handbook.*

All keys in the building are included in a Building Master Key System. This key system is necessary so that the building staff and emergency and law enforcement personnel have access to all areas in the event of an emergency. **The building security lock system is proprietary and must remain so through a specified keying system and locksmith. Please DO NOT compromise this security system.** For these reasons, we require that no locks be changed or additional locks or bolts be added to any door within your suite. If additional lock work for your office is necessary, it must be coordinated with the Tenant Service Coordinator through the Management Office. This includes your own internal security monitoring, surveillance and access systems.

If replacement locks are needed because keys have not been collected from the individual, the cost for the locksmith service will be charged to the tenant.

KEYS AND ACCESS CARDS

Access Cards

All persons entering the building between the hours of 6:30 pm and 6:30 am, Monday through Friday, between 2:00 pm and 8:00 am on Saturdays, and all day on Sundays and holidays, are required to use a valid Prominence In Buckhead access card and are required to sign the log at the security desk in the lobby. *See Access Card and or Key Request forms at the end of this handbook.*

Prior to your move-in date, please let us know the number of access cards required. The Management Office will issue five cards without charge. Additional cards will cost \$10 per card fee for each access card (prices are subject to change without notice). Lost or stolen access cards should be reported immediately to the Management Office to maintain security for all occupants. The Management Office will provide the appropriate forms for our security operations records.

When an employee is terminated, his/her access card and suite key should be collected to prevent further access to your suite. It is the tenant's responsibility to collect the keys and access cards of all terminated employees in order to maintain the security of your suite and others.

It is the tenant's responsibility to notify building management to delete non active access cards and to provide the required information for building management to re-assign access cards to new employees through the management office and building security system. Simply passing out a terminated employee access card to another employee is not an acceptable security procedure due to the incorrect information still residing in the building security access system.

KEYS AND ACCESS CARDS

If replacement locks are needed because keys have not been collected from the individual, the cost for the locksmith service will be charged to the tenant.

Non-Building Employees

Tenants of our Building may have visitors come to the Building after hours and on weekends. The guest(s) must check in with the security guard on duty to gain admittance to the Building.

If visitors are to be permitted unaccompanied access to your suite, we must receive notification in writing 24 hours in advance listing the individual's name, company affiliation, and the purpose of visit and approximate time of arrival. Your visitor will be required to show picture identification and sign the Building's Log Book. You will have to provide actual access to your suite by giving the visitor a key or meeting the visitor. *Security guards will not provide access to tenant suites unless written authorization is provided by the tenant and approved by the Management Office.*

Vendor/Contractor Access

There may be special instances where vendors or contractors need to perform work in your suite during non-business hours. In such instances, please provide written notification to the Building Management Office that states the name(s) of the individual(s), the company, and the date they will be coming and the approximate time. A brief description of the work to be done should also be included. We also ask that you request the individual/company to provide some form of identification when signing in with the security guard on duty. See "Authorization for Access to Tenant Space" form.

Special Keying

All keys in the Building are included in a Building Master Key System. This key system is necessary so that the building staff, Law Enforcement and Emergency Response Personnel have access to all areas in the event of an emergency.

KEYS AND ACCESS CARDS

Special Keying (continued)

For this reason, we require that no locks be changed or additional locks/bolts added to any door within your suite. If additional lock work for your suite is necessary, this service must be coordinated through the Building Management Office. **All non-compliant and or non-proprietary keying by the tenant shall be corrected at the sole and complete expense of the tenant including any additional service or administrative fees.**

As standard Building policy, we re-key each suite before new tenants move in. This insures the security of that space for the new tenant. If you would like additional keys to any of the locks in your suite, they can be obtained through the Building Management Office.

In response to your internal security needs, we can provide additional services which include:

- Separate keying of individual offices
- Re-keying the entire suite
- Installation of security systems throughout the space

See Access Card and or Key Request forms at the end of this handbook.

MOVE IN / OUT PROCEDURES

INTRODUCTION

The actual relocation of your company's business begins with your ideas on how you would like your space to function and ends with the Tenant Services Representative providing you with the related property safety, security and operations information and handing you the keys to your front door. In between, there is a tremendous amount of planning, estimating, and decision making that must be done, all within the time frame set forth in the lease. Many different people are involved in the process. We will assist you in every way possible to ensure a smooth and comprehensive relocation.

This section will cover the following tenant moving specification procedures:

1. Tenant Relocation Checklist
2. Use of Building Facilities/Elevators
3. Tenant Charges
4. Instructions to Tenants and their Movers
5. Certificate of Insurance

We request that you read this section carefully as it pertains to all aspects of your move, in or out, of Prominence In Buckhead. These procedures also apply to any move undertaken during the term of your lease. It is also important that your mover familiarize itself with this section thereby ensuring a timely, efficient and safe move. The Management Office requests that both tenants and movers adhere to these procedures.

Please review and utilize information in the Occupant Handbook. Please do not hesitate to contact the Management Office at (404) 760-7100 or any member of the Crocker Partners Management Team. We are ready to help you in any way we can.

MOVE IN / OUT PROCEDURES

TENANT RELOCATION CHECKLIST

This checklist is to be used as a preparation guide for your move.

- A. ____ Select move-in date.
Please refer to the "Instructions to Tenant and Movers" section for categories B through F.
- B. ____ Hire a mover and provide the company with information regarding building procedures and insurance requirements.
- C. ____ Obtain name of mover and person to contact.
- D. ____ Supply the Management Office with moving information by telephone at (404) 760-7100 and follow-up letter.
- E. ____ Send Certificate of Insurance to the Management Office for all contractors, vendors and moving contractor, by mail or facsimile (404) 760-7150, evidencing the moving company's insurance as required by the Management Office
- F. ____ Schedule loading dock and freight elevator for move.
- G. ____ Contact telecommunications and IT company (ies) to install telephone and data systems. Provide information and COI to Management Office.
- H. ____ Provide telephone number of your new suite to the Management Office.
- I. ____ Request keys for new suite from the Management Office.
- J. ____ Request after hours access cards from the Management Office.
- K. ____ Provide suite signage information to the Management Office.
- L. ____ Provide the Management Office with your emergency contact personnel information.

MOVE IN / OUT PROCEDURES

TENANT RELOCATION CHECKLIST

This checklist is to be used as a preparation guide for your move.

- M.** ____ Complete Fire/Life Safety Information Form.
- N.** ____ The names of handicapped or restricted mobility employees.
- O.** ____ Provide the Management Office with signage and list of names for the lobby directory board.
- P.** ____ Provide the Management Office with name of tenant representative responsible for approval of expenditures and setting of policy relative to your suite.
- Q.** ____ The names and addresses for rent billings and other tenant charges
- R.** ____ Schedule walk-through inspection of space with building management and general contractor.
- S.** ____ Meet with the Management Office to discuss outstanding matters throughout move.

MOVING PROCEDURES

Tenant Responsibilities Prior to Moving-In

Your move-in will be coordinated with the Management Office in order to facilitate a smooth, efficient relocation. Any arrangement for various trades such as telephone installation, copier installation, etc., should be set up through the Management Office. **(All moves must be scheduled prior to 8:00am or after 5:00pm and/or anytime on Saturday and Sunday.)**

Many of the items that need to be completed before moving in are listed below:

1. Notify the Management Office regarding the following:
 - a. Your needs regarding corridor identification plaques and main lobby directory strips.
 - b. The name of the tenant representative who will have responsibility for approval of expenditure and setting of policy relating to your suite.
 - c. The phone number of your new office.
 - d. The move-in date.
 - e. The name of person to contact with your firm's mover.
 - f. The date you desire to inspect your suite prior to occupancy.
 - g. The number of suite keys you desire. The first five are complimentary - there is a charge for additional keys.
 - h. The names of handicapped employees.
 - i. The names and addresses for rent billings and other tenant charges.

MOVING PROCEDURES

Tenant Responsibilities Prior to Moving-In

2. Provide the Post Office with change of address information.
3. Notify the telephone company to arrange for installation of new phones and equipment.
4. Moving Procedures
 - a. All items to be moved in must be taken into the building through the loading dock located on the side of the building.
 - b. Movers must contact the Management Office prior to moving tenant materials or furniture. The mover will be required to provide identification and state the name of the tenant being moved.
 - c. Movers will protect the walls and floors of any base building area used during the move. Failure to do so will halt the move.
5. Clean-up

The moving company and the tenant will be responsible for leaving the building and premises clean by removing all cartons and other trash generated in the move.
6. Property Damage

Any and all damage to the building, elevator areas, doors, corridors, tenant spaces, or grounds which the tenant, moving company or its employees or agents cause will be the responsibility of the tenant. Required repairs will be accomplished by the Landlord with the expense billed to the responsible tenant.

The following section defines specific information that your mover should be told. A copy of this section should be given to those moving companies bidding on your move.

Instructions to Movers

1. **Inspection of Premises**

The mover is responsible for inspecting the tenant suite prior to the move. The mover should acquaint himself with the conditions existing in the suite, so that he may furnish equipment. He should be aware of the facilities of the building and the conditions, including safety precautions, under which the work must be accomplished.

2. **Insurance**

The mover shall provide a **Certificate of Insurance** to the Management Office at least ten days prior to the move. All policies shall indicate that at least one (1) day's prior written notice be delivered to the Management Office by the insurer prior to termination, cancellation or material change of such insurance. **The Management Office can refuse to allow the mover access to the building if the limits provided on the Certificate of Insurance are not acceptable.**

The mover must, at the mover's sole cost and expense, obtain, maintain and keep in full force and effect, the following types of insurance and shall provide the Management Office with an appropriate Certificate of Insurance naming Certificate Holder: **Crocker Partners** at 3475 Piedmont Road., Suite 100, Atlanta, GA 30305 and Additional Insureds: **Crocker Partners V REIT LLC, CP Prominence LLC, Suntrust Bank, ACRC Lender LLC, CP Prominence Member LLC, Crocker Partners Property Management, LLC and Crocker Partners Management Company, LLC** as additional insured parties.

See separate COI Requirements document from Management Office.

Note that spelling of these parties must be exactly correct.

a. **Worker's Compensation and Employer's Liability**

This insurance shall contain a waiver of subrogation rights against "Crocker Partners" from any liability resulting from possible accidents occurring to mover's employees.

Instructions to Movers

b. **Comprehensive General Liability Insurance**

This insurance will cover bodily injury and property damage including, but not limited to, the following:

- Premises and Operations
- Products/Completed Operations
- Broad Form Property Damage
- Personal Injury
- Coverage for any Special Hazard or Operation not normally encountered

c. **Automobile Liability Insurance**

This insurance will cover claims for bodily injury or property damage arising out of the Ownership, maintenance, or use of any private passenger or commercial vehicle.

d. **Cargo Liability**

e. **Comprehensive Dishonesty Bond**

3. Use of Elevator

The freight elevator is to be used for moving. Passenger elevators may not be used to carry equipment or materials to or from tenant spaces.

4. Services to be furnished by Mover

a. **Supervision, Labor, Materials and Equipment**

The mover shall furnish all supervision, labor, materials, supplies and equipment necessary to perform all the services contemplated in an orderly, timely and efficient manner. Such equipment shall include, among other things, dollies, trucks, etc. as may be required. All material handling vehicles used in the interior of the building must have rubber-tired wheels and must be maintained and free from grease and dirt.

Instructions to Movers

b. **Crating, Padding and Packing Material**

The mover should take every precaution by means of crating and padding to safeguard property from damage. All padding and packing materials are to be removed by the mover. The mover shall also furnish, install and remove protective material wherever necessary to protect the building from damage (i.e. floor carpet, wall and glass) as requested by the Management Office.

c. **Permits, Franchises, Licenses or Other Lawful Authority**

The mover, at his own expense, will obtain and maintain any necessary permits, franchises, licenses or other lawful authority required for effecting the movement, handling and other services to be performed. Before the move is made, the mover may be required to produce evidence of such authorities to the Management Office.

5. **Removal of Furniture and Equipment**

Each tenant must provide advance written notice to the Management Office whenever furniture and equipment is to be removed from the property.

BILLING PROCEDURES

Payments/Billing Address

Rent and tenant charges are due and payable on the first day of each month. As a courtesy Tenant charge statements are sent to each tenant. The billing address should be established prior to move in and is listed among the “Tenant Responsibilities Prior to Move In”.

All payments should be made via wire transfer or ACH to:

Suntrust Bank.
ABA # 061000104
Acct # 1000130435406
Name: CP Prominence LLC

Or via mail to:
CP Prominence, LLC
P.O. Box 116586
Atlanta, GA 30368-6586

If you have questions regarding payment method, your statement or account, please contact the Management Office.

Insurance

Prominence In Buckhead leases include a provision requiring tenants to have public liability insurance and fire and extended coverage insurance for all tenant belongings located on the tenant premises. The insurance policy of Prominence In Buckhead will not cover the personal belongings of tenants. Evidence of coverage required in leases naming “Crocker Partners” as additional insured should be sent to the Management Office prior to move in.

Billing Procedures

Billing Procedures for tenant leases will be accrued and invoiced monthly with the lease invoice and supplemental tenant requested service charges. The lease charges as indicated in the lease terms and agreement will be invoiced and mailed monthly.

Billing Procedures for additional requested tenant charges will be accrued and invoiced monthly with the lease invoicing and identified in the lease invoice for the appropriate additional charges requested and incurred by the tenant.

BILLING PROCEDURES

Tenant Charges

Such charges may include, but are not limited to the following services.

1. Additional operating engineer labor charges for tenant requested services
2. Additional Access Card Requests
3. Additional Door Key Requests
4. Re-keying of tenant door locksets
5. Picture and wall board hanging
6. Furniture and filling storage relocations
7. Tenant interior painting
8. Tenant interior repairs not stipulated in the lease terms
9. Tenant interior carpet cleaning
10. Tenant interior specialty glass cleaning
11. Tenant interior specialty lighting repairs
12. Tenant interior break room and appliance cleaning
13. Tenant interior plumbing repairs as determined
14. Fire extinguisher replacement, inspections and certifications
15. Additional after hours Heating Ventilation Air Conditioning (HVAC)
16. Additional HVAC supplies or relocations
17. Additional electrical circuits
18. Specialty or auxiliary electrical or water metered utilities
19. Additional water supply, drain or filtration installations
20. Project and construction management services

BUILDING SECURITY

General Information

Security plays an extremely important role in the overall smooth operation of the building. Good security protects the building against carelessness, negligence, malicious mischief, theft, safety hazards, sabotage and fire.

Prominence In Buckhead maintains a security desk in the lobby of each building during non-business hours. Periodically, guards will patrol the buildings and the tenant floors. They are easily recognized by their uniforms. Our security personnel act as a deterrent to the would-be criminal, as well as enforce building regulations, maintain order and are on the alert for any unusual activities within the building.

As a theft preventive measure, each time you, one of your employees or your vendors or contractors remove any furniture, material or equipment from the building, you will be required to notify the building management office. **Provide a “Property Removal Form” and notification to confirm authorization of property removal.** See Forms at the end of the Handbook.

In ALL cases where you have vendors or contractors (caterers, food deliveries, carpet cleaning, installation of computer equipment, construction contractors, movers, furniture deliveries, etc.) coming in after hours or on the weekends, you must submit to the building management office a letter stating (or use the **“Authorization To Access Tenant Space”** form) who (name of the company and individual) will be coming, the date, and the approximate time. Also, give a brief description of what they will be doing. Request that the individual(s) have some form of identification to present to the guard on duty. Provide and confirm that a completed property insurance requirement “Certificate of Insurance” is on file with the building management office for the vendors or contractors. Provide or complete a Prominence In Buckhead **“After Hours Request Form”** for operations after building hours or a **“Property Access Form”** for operations during building hours. See Forms at the end of the handbook.

As hard as we try, there are still occasions when we may need to escort an unwanted visitor from the building or investigate a theft. The inconvenience caused by these situations can be minimized if the procedures above and on the following pages are observed. You must **ALWAYS NOTIFY THE SECURITY DESK FOR UNSCHEDULED AFTER HOURS DELIVERIES** or access will be denied.

BUILDING SECURITY

Tenant Security Responsibilities

Remember that the best way to improve security is for each tenant to take an active role just as you would in your home or in the neighborhood where you live.

1. ALWAYS make sure all doors to your offices are locked and secured at the close of your business day. This is extremely important on the weekends.
2. Do not hesitate to ALWAYS report any suspicious or disorderly individuals to the Management Office (404-760-7100). Security will escort them from the building.
3. Solicitation is not permitted in the building, and any individual who enters your office for this purpose should be reported to the Management Office. They will be escorted from the building.
4. Immediately inform the Management Office of any building keys or access cards, which are lost or missing.
5. Complete Property Access Forms for ALL contractors, vendors and functions and provide to the Management Office in advance of each event for security and management notification 48 hours prior to activity.
6. Complete After Hours Access Forms for ALL contractors, vendors and functions and provide to the Management Office in advance of each event for security and management notification 48 hours prior to activity.
7. Do not solicit or authorize unapproved vendors access to the property without notification to and approval of the management office. (This includes ALL contractors and vendors such as car wash, detail and window glass vendors.)
8. You must **ALWAYS NOTIFY THE SECURITY DESK FOR UNSCHEDULED AFTER HOURS DELIVERIES** or access will be denied

BUILDING SECURITY

Theft

Should you suspect that your offices have been broken into or if items are found to be missing, immediately contact the Management Office at 404-760-7100.

In addition, if the incident occurs after hours, our security staff submits a written report to the Management Office immediately following investigation of the matter. It is the tenants' responsibility to contact the local police department for reporting purposes.

Lost and Found

Any individual finding lost items should turn them in to the Management Office, Suite 100 in Prominence In Buckhead, or to the security desk in the lobby if it is found after normal business hours.

BUILDING SECURITY

Emergency Telephone Numbers

The Management Office	(404) 760-7100
Building Security After Hours:	
Security desk.....	(404) 760-7119
Security Mobile Phone.....	(678) 333-9985
Police Department (Emergency).....	911
Fire Department (Emergency)	911
Emergency Medical Services (Emergency).....	911
Area Hospitals:	
Piedmont Hospital.....	(404) 605-5000
.....	(404) 605-3297
Northside Hospital	(404) 851-8000
.....	(404) 851-8937
Kennestone Hospital	(770) 793-5000
Kennestone Hospital at Windy Hill	(770) 644-1000
Smyrna Hospital (Emory Adventist).....	(770) 434-0710

PROMINENCE IN BUCKHEAD

INTRODUCTION

SECTION II

This section of the Prominence In Buckhead Occupant Handbook reviews specific information relating to the management and operation of the building.

In this section, you will find a listing of cleaning, HVAC, remodeling / decorating, additional services, tenant service request procedures, miscellaneous information and building and area amenities.

We appreciate your reading this section very carefully to familiarize, yourself with our operations and regulations. If you have any questions after reviewing this section of the handbook, please call a member of the Crocker Partners Management Team in the Management Office at 404-760-7100.

BUILDING CLEANING SERVICES

Standard Services

We provide extensive daily cleaning as part of our standard building services. To provide you with thorough and comprehensive cleaning, we have developed schedules for different services on daily, weekly and monthly rotations.

Our daily building cleaning service includes:

- Sweeping or vacuuming all floors
- Emptying and wiping all ash trays
- Dust all reachable horizontal surfaces
- Sweeping all steps, sidewalks and plazas
- Spot clean trim work
- Wash glass doors and side lights, spot clean all other interior glass
- Clean all water fountains and sinks
- Dust and clean telephones
- Clean elevator cabs
- Empty all waste containers
- Cleaning all desk tops
- Dusting all desk tops

Our weekly building cleaning includes:

- Spot cleaning doors and surrounding areas
- Dust the tops of file cabinets and counters
- Sweep the stairwells
- Damp mopping the floors
- Wipe all waste containers

BUILDING CLEANING SERVICES

Every three months we:

- Clean all horizontal and vertical surfaces
- Dust all vertical surfaces of furniture
- Scrape all resilient floor areas

Special Services

Your offices represent a significant corporate investment of corporate dollars. Even with the extensive cleaning program that we offer you, there are many items that must be considered to protect that investment:

1. Carpets: Thorough carpet care requires a professionally organized program that includes deep shampooing in combination with power pile lifting as well as ongoing spot cleaning. Carpeting is the most expensive and most used appointment per square foot of your space. Instituting an ongoing maintenance program to keep carpeting free from grit will maintain the carpet in peak condition for many years. This type of program has the added advantage of enhancing the fresh, clean look in your space and contributes to employee satisfaction and productivity.
2. Floors: To prolong the life and beauty of any floor requires a combination of proper maintenance techniques, including sealing, waxing and buffing, and specialized equipment. Wooden and tile floors often require special care on a regular basis to preserve their natural appeal and life span.
3. Upholstery: Upholstery should be vacuumed and cleaned on a regular basis with spot cleaning done as necessary. Dirt in furniture retains odors and mutes the colors of the fabric. Stains make the furniture appear unsightly. This can be critical when considering the professional, first class image of your offices and the buildings.

BUILDING CLEANING SERVICES

Special Services

4. Drapes: As with upholstery, draperies should be cleaned on a regular basis. This helps to maintain color and a fresh, crisp appearance as well as removing any odors that might be trapped in the fabric.
5. Walls: We also recommend that you have your walls washed once a year and painted every three years. This will help to keep marks on the walls to a minimum and will also add to the fresh, clean look.
6. Kitchen: As an added convenience it is possible to set up a program to clean kitchen areas in the space on a daily or weekly basis. This frees up the time of any employee that might have been delegated this chore and helps to increase productivity by allowing everyone to concentrate on business rather than housekeeping.
7. Misc.: Other areas in your space might also have special cleaning needs. Private bathrooms, interior glass walls, wood furniture, etc., all have special cleaning and care needs to keep them in top condition. Putting a program into place to provide this specialized care will maintain your investment without involving your time and energy.

Please contact the Management Office at 404-760-7100 to discuss setting up a cleaning program specifically tailored to your business needs. You'll be surprised at how quick and easy it can be to maintain your investment in peak condition and you'll appreciate the benefits for years to come.

HEATING, VENTILATING AND AIR CONDITIONING SYSTEMS

General Services

Heating and air conditioning are provided in season Monday through Friday, 7:00 a.m. to 6:00 p.m. and Saturday, 8:00 a.m. to 1:00 p.m. To insure that proper settings for heating and cooling tenant spaces are maintained, the tenant **should not** attempt to reset the thermostat. If the systems do not seem to be functioning efficiently, you should call the Management Office and enter a service request. A trained building engineer will be dispatched to correct the problem.

Special Services

Heating and air conditioning are not regularly provided on Sundays, holidays, or after normal business hours. If you need heating or cooling service at these times, please contact the Management Office at least 48 hours in advance to schedule this service and inquire about the current charge.

Special air conditioning or ventilation may be needed for your computer facilities, conference rooms or personnel-intensive staff areas. We can aid you with the design and installation of additional vents or equipment to meet special needs. Please contact the Management Office for details concerning the requirements for this service.

Energy Management

As you may expect, energy costs are the single largest expense for Prominence In Buckhead. In an effort to reduce costs to all tenants, we developed and implemented an energy maintenance system. While the building is heated at all times, a lower temperature is maintained in the evenings and on weekends. In order to reduce operating costs for all tenants, **please turn off all of the lights in your suite** when you leave in the evenings.

TENANT SECURITY

Tenant Precautions

While one of the building staff's primary goals is to maintain a safe working environment, in public buildings such as Prominence In Buckhead, primary and substantial responsibility for security must rest with each tenant. All entrances and exits to your suite should be locked when you leave the building. During the day, offices, desks and entrance areas should never be left unattended. Valuables, such as purses and wallets and electronics should be locked up or taken along when an employee leaves his or her work station. Valuables should also be kept safe from public areas and elevators.

Solicitors are not permitted within the building. If a solicitor enters your suite, or if you notice a suspicious person within the building, please call the Management Office at 404-760-7100 at once and provide as much detailed information as possible regarding the person. The individual will be escorted off the premises. We also suggest that you require identification from repairmen who come to work in your office suite.

Theft and Insurance

Any suspected theft, no matter how small, should be reported to the Management Office immediately. A security report will be filed and the authorities will be notified if necessary by tenant filing a police report. Note that our insurance policy does not cover the personal belongings of tenants. Tenants are required, by the terms of their lease, to provide their own insurance to cover the personal property contained within their space.

Incident Reports

To provide an accurate record of every incident, the Prominence In Buckhead security staff is required to write an incident report for any accident, theft or other incident occurring on the property. We would appreciate your cooperation in

TENANT SECURITY

answering any questions the security guard may have. This helps us investigate patterns to incidents, and aids our building security efforts.

Special Keying

All keys in the building are included in a building master key system. This key system is necessary so that the building staff has access to all areas in the event of an emergency. For this reason, we require that no locks be changed or additional locks/bolts added to any door within your suite. If additional lock work for your suite is necessary, this service must be coordinated through the Management Office.

As standard building policy, we re-key each suite before new tenants move in. This insures the security of that space for the new tenant. If you would like additional keys to any of the locks in your suite, they can be obtained through the Management Office.

In response to your internal security needs, we can provide additional services which include:

- Separate keying for individual offices
- Re-keying the entire suite
- Install security systems throughout the tenant space
- Special internal security guard services

Emergency Telephone Numbers

In case of any emergency, such as theft, fire or other incident after normal business hours, we will notify a designated after hours emergency contact from your company. You should provide the Management Office with the name and home or mobile telephone number of the designated person and as many as two alternate contacts information. This procedure allows us to alert you as soon as possible in the case of any unforeseen circumstances.

CONSTRUCTION/REMODELING/DECORATING

The Management Team of Prominence In Buckhead will coordinate the remodeling or redecorating of your suite through every phase of construction. During the initial phases, we will meet with you to find out your exact requirements. Depending on the scope of the work, we will have working drawings prepared and/or will make written specifications of work.

When the specifications are complete, we will obtain bids from our in-house construction staff or from outside contractors. A formal proposal will then be prepared for the project.

Please call the Management Office to discuss the services you require. We will be happy to provide you with an estimate of the cost before the work begins.

All construction operations, renovations, equipment modifications, systems installations, reconditioning and remodeling of tenant spaces must be coordinated through and approved by the Management Office.

ADDITIONAL SERVICES

Prominence In Buckhead also offers special services to increase the convenience of our Building for our tenants. Please call the Management Office for further information regarding any services.

Window Washing

Prominence In Buckhead provides each tenant space with exterior window washing twice annually, depending on weather conditions.

Exterminating

Occasionally, some tenants who have paper products, lunchrooms or food storage in their suite have problems with insect pests. Prominence In Buckhead employs an exterminator that services the public building space. If you need an exterminator to come to your suite, please call the Management Office to schedule this service. Please be prepared to give us the exact location where the insects were discovered.

Directory Boards

Prominence In Buckhead has a directory board located in each building lobby. For new tenants, there is no charge for the original listing; however, there is a small charge for any subsequent changes. If you wish to make additions or corrections to your listing, please submit requests in writing to the Management Office, Suite 100, Prominence In Buckhead.

Tenant Plaques

The Management Office coordinates all tenant plaque services. If you wish to request for your tenant plaque, please submit them in writing to the Management Office, Suite 100, Prominence In Buckhead.

TENANT SERVICE REQUEST PROCEDURES

To facilitate a quick response, tenants should be familiar with the following procedures for requesting services:

1. Make a request through the work order system at <https://www.prominenceinbuckhead.com> and complete the appropriate information for the service request. The request will be dispatched immediately to the assigned management, engineering or operating personnel. The Management Office will respond to your request as soon as possible. Typically within 24 hours or sooner.
2. Call the Management Office at 404-760-7100 between the hours of 8:00 a.m. and 5:00 p.m. After normal business hours, calls to this number will be taken by the security department. The Management Office will respond to your request as soon as possible. Typically within 24 hours or sooner.
2. Be prepared to give the following information:
 - a. Tenant's name
 - b. Suite number
 - c. Contact telephone number
 - d. Name of the individual requesting service
 - e. Nature of request or problem (temperature, electrical, plumbing, etc.)
3. A tenant work order will be completed by the Management Office explaining the nature of the work involved. If the work order requires billing from the Management Office, the tenant will be required to sign the approval for the work order prior to the service being provided and an approval signature when the work order service or repair is completed.

TENANT SERVICE REQUEST PROCEDURES

4. The appropriate building personnel will be dispatched to service your request. Response time to the request will vary, but the request can usually be categorized in the following manner:
 - a. Emergency (water leak, electrical power loss) - immediate response
 - b. Comfort Call (HVAC temperature) - next available ops engineer
 - c. Cleaning Request - handled that evening by the night cleaning crew or by the day porter depending on request scope.
 - d. Special Service (hang pictures, moving furniture, etc.) - variable response time depending on the availability for operating engineers or day custodians. Calls are serviced in the order received.

MISCELLANEOUS

Structural Floor Plan

Code requirements prohibit placing loads upon floors which exceed the load per square foot limit for which the floor was designed. Prominence In Buckhead has a floor load of 60 pounds per square foot in office areas. Should you find it necessary to utilize equipment that exceeds this rating, you must receive prior written notice from the Management Office. We require adequate documentation from a licensed structural engineer verifying that such an installation at a specific location is safe to accompany your request. The architect and the manager of the building will review your request and accompanying documentation. When we receive confirmation from them that the installation is safe, we will send you a written approval.

Electrical/Telephone/CRT Line Installation

Access to space occupied by other tenants is sometimes required for the installation of electrical and telephone floor outlets and CRT conduits. We will try to contact you ahead of time to request access for the electrician at a convenient time. Work of this nature is usually scheduled in the evening or on weekends so as not to disrupt tenants during business hours. All auxiliary electrical equipment above building electrical design standards must be metered and billed to the tenant monthly. All tenant related installations and construction must be approved by the management office per lease terms.

AMENITIES

Prominence In Buckhead is a mixed-use development featuring quality Class A office suites.

Building Amenities

Cafeteria: The Market Cafe, is located on the first floor of Prominence In Buckhead, in Suite 120, serves breakfast, lunch and snack items. Hours are 7:00 a.m. to 3:00 p.m.

The Market Cafe, located on the first floor of Prominence In Buckhead, in Suite 120, provides a multitude of products and services including hot foods menu, fruits, salads, cold drinks, novelties and snack items. Hours are 7:00 a.m. to 3:00 p.m.

Covered Parking: For tenant convenience and efficient use of the property, Prominence In Buckhead enjoys multi-level parking decks providing sheltered access to the Building.

Parking garages are not built to be water-proof and typically have some water leaks at the expansion joints and at cracks in the concrete. The water does pick up some of the chemicals from concrete, which will cause a stain on the finish of an automobile.

The owners and management of the building are not responsible for any damage to any vehicle for any reason.

Auto Detailing: Auto Spa Car Wash is a convenient, private car cleaning and detail service which is available Tuesdays and Wednesdays. This service is available at the Prominence In Buckhead Building for use by tenants and visitors.

Auto Repairs: Office Automotive is an offsite convenient automotive service offering oil changes, brake service, tires and minor repairs.

Conference Center: A Conference Room is available to all tenants and tenant employees. The Conference Room is located on the twelfth floor of the Prominence In Buckhead building.

AMENITIES

Fitness Center: The building is equipped with a fitness center that is available for use to all tenants. If you would like to become a member of the fitness center, contact the management office to obtain a Fitness Center Waiver. This agreement must be filled out prior to fitness center access. Access is gained to the Fitness Center via your building access card. The fitness center is accessed through lobby level 5 from the parking deck elevators. The hours of operation are Monday – Friday from 5:00 a.m. to 8:00 p.m. and Saturday from 7:00 a.m. to 1:00 p.m.

Prominence In Buckhead Local Retail Areas

Restaurants: Prominence In Buckhead tenants have a wide variety and selection of close proximity restaurants and retail centers including Marriott Courtyard Hotel and Restaurants and the Lenox Mall.

Other Services

Scheduling the Conference Room or Seminar Room

Prominence In Buckhead has a **Conference Room** located on the 12th floor of Prominence In Buckhead, just off the elevator lobby in the southwest corridor. The Conference Room seats up to 60 people. It has wireless network access, projection screens and a serving area.

There is no charge for reserving the Conference Room. All reservations of the Conference Room are to be scheduled through the Prominence in Buckhead website at www.prominenceinbuckhead.com.

All reservations are accepted on a first come first served basis.

There are also charges for repairing and cleaning any damages to the serving area, Conference Rooms, dependent on the repair cost of the damages.

PROMINENCE IN BUCKHEAD

INTRODUCTION

SECTION III

This section of the Prominence In Buckhead Occupant Handbook reviews specific information relating to the Life Safety Emergency Response Procedures and Preparedness of the building.

In this section, you will find and be directed to the Occupant Life Safety Emergency Response Procedures.

The security and safety of our tenants are primary concerns for the management team at Prominence In Buckhead. By informing you of our buildings' emergency procedures, we hope to reduce the risk of threatening occurrences, and to coordinate quick, effective responses to emergency situations.

The OCCUPANT LIFE SAFETY EMERGENCY RESPONSE PROCEDURES section provides information to ensure the maximum protection for you and your employees. It is essential that these procedures are fully understood and that they are followed if an emergency situation arises.

We appreciate your reading the OCCUPANT LIFE SAFETY EMERGENCY RESPONSE PROCEDURES section of the OCCUPANT HANDBOOK. Please read very carefully to familiarize, yourself and your team with our operations and regulations. If you have any questions after reviewing any section of the OCCUPANT HANDBOOK or the OCCUPANT LIFE SAFETY EMERGENCY RESPONSE PROCEDURES, please call a member of the Crocker Partners Management Team in the Management Office at 404-760-7100.

This section is designed so that the information may be utilized as a separate document or manual for use in safety and emergency preparedness training at Prominence In Buckhead.