



# Tenant Information Manual



**Two Buckhead Plaza**

Managed by



## **INTRODUCTION**

As the recipient of this Tenant Manual, you have been named the designated contact for your company in correspondence with the Management Office. Communication is a vital element in implementing the policies and procedures contained herein, and we believe that channeling it through one designated representative enables us to provide you with the highest level of service possible. In addition, we ask that each Tenant designate 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 telephone numbers will be kept strictly confidential. As this information changes, please notify the Management Office.

We also ask that you submit an employee roster to the Management Office, providing updates as necessary. Any format is acceptable as long as the information includes printed first and last names of all employees. We appreciate your assistance.

### **The Two Buckhead Plaza Management Office may be contacted as follows:**

Stafford Properties, Inc  
3050 Peachtree Road NW  
Suite 550  
Atlanta, Georgia 30305  
Phone: 404.256.9100  
Fax: 678.904.2853  
[www.staffordprop.com](http://www.staffordprop.com)

Please call the Management Office at any time should you have questions or comments concerning the Building. Office hours are 8:30 a.m. to 5:30 p.m. Monday through Thursday and 8:30 a.m. to 5:00 p.m. on Friday. After business hours or on weekends, your call will be forwarded to the Lobby Console which is staffed by security personnel capable of reaching staff members in the event of an emergency.

We look forward to working with you!

# INDEX

GENERAL INFORMATION.....	4
BUILDING HOURS AND CALENDAR .....	5
AMENITIES & COMMUNITY INFORMATION.....	6
BUILDING SERVICES .....	8
Janitorial Services.....	8
Engineering and Maintenance .....	8
SAFETY AND SECURITY .....	11
Access .....	11
Safety .....	12
MOVE PROCEDURES.....	15
PARKING.....	18
MISCELLANEOUS .....	19
STANDARD RULES & REGULATIONS .....	22
EXHIBIT A.....	25
EXHIBIT B.....	26
EXHIBIT C.....	27
EXHIBIT D.....	28
EXHIBIT E.....	29
EXHIBIT F.....	30
EXHIBIT G.....	31
EXHIBIT H.....	32
EXHIBIT I.....	33
EXHIBIT J.....	34
EXHIBIT K.....	35
EXHIBIT L.....	36
EXHIBIT M.....	36
EXHIBIT N.....	37
EXHIBIT O.....	39

# GENERAL INFORMATION

## **Building Location**

3050 Peachtree Road NW, Atlanta, Georgia 30305

Two Buckhead Plaza is located within the Buckhead Village at the corner of Peachtree Road and Buckhead Avenue.

## **Project Description**

Two Buckhead Plaza was built in conjunction with a 21-story residential tower which created the first mixed-use development in Buckhead Village. Two Buckhead Plaza consists of a 7-story office building facing Peachtree Road along with a full service parking garage that contains a retail plaza at ground level. The office building contains approximately 167,300 rentable square feet of office space and 24,800 square feet of retail space. The parking garage also boasts approximately 16,600 square feet of additional retail.

Two Buckhead Plaza is managed and leased by Stafford Properties, Inc. Stafford Properties, Inc is a full service commercial real estate company specializing in the development, leasing and management of neighborhood centers and office properties throughout the Southeast.



## **BUILDING HOURS AND CALENDAR**

### **Building Hours of Operation**

Two Buckhead Plaza lobby doors are open for public access and building standard air conditioning is provided during the following hours:

Monday through Friday	7:00 AM to 6:00 PM
Saturday	8:00 AM to 1:00 PM
Sunday	Closed

### **Building Holidays**

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Day

Security is on duty during each of these holidays and can reach Property Management in the event of an emergency.

## AMENITIES & COMMUNITY INFORMATION

Two Buckhead Plaza and the surrounding community provide an abundance of business and personal services. The amenities **highlighted** are conveniently located within the Two Buckhead Plaza community.

### **Banking**

<b>Regions Bank</b>	<b>Two Buckhead Plaza</b>	<b>(800) 734-4667</b>
Wachovia	31 Pharr Road NW	(404) 842-2894
SunTrust	3330 Piedmont Road	(404) 869-7726

### **Hotels**

The Westin Buckhead	3391 Peachtree Road NE	(404) 365-0065
Crown Plaza Buckhead	3377 Peachtree Road NE	(404) 264-1111
Holiday Inn Express	505 Pharr Road	(404) 262-7880
InterContinental	3315 Peachtree Road NE	(404) 946-9000

### **Dining**

<b>Seasons 52</b>	<b>Seafood</b>	<b>Two Buckhead Plaza</b>	<b>(404) 846-1552</b>
<b>J. Christopher's</b>	<b>Breakfast and Lunch</b>	<b>Two Buckhead Plaza Retail</b>	<b>(404) 917-0350</b>
<b>Nava</b>	<b>Southwestern</b>	<b>Buckhead Village</b>	<b>(404) 240-1984</b>
<b>Chops</b>	<b>Steak and Seafood</b>	<b>Buckhead Village</b>	<b>(404) 262-2675</b>
Fadó Atlanta	Irish Pub and Dining	309 E Paces Ferry Rd NE # 800	(404) 848-8433
ESPN Zone	Sports Grille	3030 Peachtree Road	(404) 682-3776
Cheesecake Factory	Casual Dining	3024 Peachtree Road, NW	(404) 816-2555

### **Personal Services**

<b>Soft Tissue Chiropractor</b>		<b>Two Buckhead Plaza Retail</b>	<b>(404) 467-1278</b>
<b>Ideal Image</b>	<b>Laser Hair Removal</b>	<b>Two Buckhead Plaza Retail</b>	<b>(404) 214-0910</b>
<b>Buckhead Nails</b>	<b>Nail Salon</b>	<b>Two Buckhead Plaza Retail</b>	<b>(404) 816.2115</b>

### **Sports**

Atlanta Braves	Baseball	<a href="http://www.atlantabrades.com">www.atlantabrades.com</a>	(404) 557-9100
Atlanta Falcons	Football	<a href="http://www.atlantafalcons.com">www.atlantafalcons.com</a>	(404) 261-5400
Atlanta Hawks	Basketball	<a href="http://www.nba.com/hawks">www.nba.com/hawks</a>	(404) 681-3605
Atlanta Thrashers	Hockey	<a href="http://www.atlantathrashers.com">www.atlantathrashers.com</a>	(404) 878-3300
Georgia Force	Arena Football League	<a href="http://www.georgiaforce.com">www.georgiaforce.com</a>	(770) 965-4344

### **Arts and Entertainment**

Atlanta Ballet	<a href="http://www.atlantaballet.com">www.atlantaballet.com</a>	(404) 873-5811
Atlanta Symphony/Chastain	<a href="http://www.atlantasymphony.org">www.atlantasymphony.org</a>	(404) 733-4900
Cyclorama	<a href="http://www.webguide.com/cyclorama.html">www.webguide.com/cyclorama.html</a>	(404) 658-7625
Fernbank Museum and Science Center	<a href="http://www.fernbank.edu">www.fernbank.edu</a>	(404) 378-4311
Fox Theater	<a href="http://www.foxtheatre.org">www.foxtheatre.org</a>	(404) 881-1977
Georgia Aquarium	<a href="http://www.georgiaaquarium.org">www.georgiaaquarium.org</a>	(404) 581-4000
High Museum	<a href="http://www.high.org">www.high.org</a>	(404) 733-4400
Six Flags Over Georgia	<a href="http://www.sixflags.com">www.sixflags.com</a>	(770) 739-3400
Stone Mountain Park	<a href="http://www.stonemountainpark.com">www.stonemountainpark.com</a>	(770) 498-5600
Zoo Atlanta	<a href="http://www.zooatlanta.org">www.zooatlanta.org</a>	(404) 624-5678

## **Transportation**

Metropolitan Atlanta Regional Transit Authority	<a href="http://www.itsmarta.com">www.itsmarta.com</a>	
BUC (Buckhead Uptown Connector)	<a href="http://www.bucride.com">www.bucride.com</a>	
Buckhead Area Transportation Management Association	<a href="http://www.batma.org">www.batma.org</a>	

## **Government / Civic**

Atlanta City Hall	<a href="http://www.atlantaga.gov">www.atlantaga.gov</a>	(404) 330-6225
Atlanta Chamber of Commerce	<a href="http://www.metroatlantachamber.com">www.metroatlantachamber.com</a>	(404) 880-9000
Atlanta Public Library Buckhead Branch	<a href="http://www.af.public.lib.ga.us/">www.af.public.lib.ga.us/</a>	(770) 801-5330
Atlanta Weather Bureau		(770) 486-8834
Atlanta Parks and Recreation Department		(404) 653-7120
Buckhead Community Improvement District	<a href="http://www.buckheadcid.com">www.buckheadcid.com</a>	(404) 842-2686

# **BUILDING SERVICES**

## **Janitorial Services**

Night cleaning services are provided Monday through Friday evenings. During regular business hours, janitorial service is provided for the common areas of the Building. Tenants that require cleaning be performed during normal business hours for security or other reasons may do so through the management office. There may be additional expense involved.

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

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

*\*No large items such as palletes, furniture, or equipment may be thrown into the building trash containers. Tenants are responsible for removing and disposing of these items.*

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

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

## **Engineering and Maintenance**

The engineering department is here to assist tenants with any problems related to base building equipment.

Services that are provided to Tenant at no additional cost include:

- Light bulb replacement
- Temperature adjustments
- Bathroom issues

Please submit any questions or requests for engineering services either through the web site or via phone to the Management Office. Any emergencies should be reported immediately via the telephone. Some engineering requests are beyond the base building scope and will incur additional costs. These include lock and key work or replacement of non-standard lighting.

## **After Hours Heating, Ventilation, Air Conditioning (HVAC) Requests**

Base Building HVAC services are provided Monday through Friday during building operating hours (7:00 a.m. to 6:00 p.m.) and Saturdays from 8:00 a.m. to 1:00 p.m. If you are in need of additional HVAC please fill out our After Hours HVAC Form (Exhibit M). After Hours HVAC requests should be turned in to the property management office before 4:00 p.m. of the last full business day prior to the requested time. Requests made after this time will incur an additional charge.

**The hourly rate for After Hours HVAC is currently \$40.00 and is subject to change. HVAC requests submitted after 4:00 PM of the last full business day prior will be charged at an hourly rate of \$55.00.**

## **Lighting**

If you need “building-standard” light bulbs or ballasts replaced, please contact the Management Office. Building-standard lighting typically includes 2’ x 2’ or 2’ x 4’ fluorescent fixtures or any fixtures in common areas such as restrooms. All custom fixtures, including any associated with modular furniture units, are the responsibility of the Tenant. Tenants with non-building standard lamps & ballasts must order and stock these items within their suite. A member of the engineering staff will replace these items at no additional charge. Building Engineering will order and stock non-standard fixtures for the Tenants for a small management fee. Periodically, a building engineer will “patrol” your suite to check lighting as a courtesy. If you prefer to forego this service, please contact the Management Office.

## **Energy Management**

Energy costs are one of the largest expenses for Two Buckhead Plaza Tenants. In order to reduce these operating expenses for everyone, we request that Tenants turn off all lights in their suites as they leave in the evenings. The night cleaning staff has been instructed to use only the lighting levels necessary to perform their duties and turn off lights as they leave areas. All calculators, radios, coffee makers, printers and non-essential equipment should be turned off each evening as well.

## **Keys / Locks**

All keys in the Building are included in a property master key system. This enables Building staff to access all areas in the event of an emergency. When you move in, you will receive two keys per cylinder lockset as a courtesy. If additional locks or keys are needed, the request should be coordinated through the Management Office. Additional or replacement keys are \$10.00 each.

Tenants are not allowed to duplicate building keys under any circumstances. When employees leave or are terminated, it is important that the Tenant representative collect their keys to maintain access control. Should a Tenant not receive the keys from a former employee the affected locks will be changed and the Tenant will be billed for the cost. Standard procedure dictates that suites are re-keyed as tenancy changes.

## **Tenant Alteration Projects**

Any desired suite alteration, whether it involves actual remodeling or simply redecoration, requires the approval of the Management Office. These alterations may include (but are not limited to) drywall, paint, carpet, wall covering, electrical/circuitry, mechanical and plumbing work. All work must be performed

by a contractor approved by Property Management. An approved outside contractor is registered with the Management Office to ensure that quality workmanship is obtained and Building Construction Standards are properly communicated and understood. Depending on the scope of your project, the Management Office will provide you with working drawings and written specifications. Upon completion of the specifications, bids will be obtained, and you will be presented with a formal proposal. Please note that any and all architectural or consulting fees incurred by the Landlord on behalf of the Tenant during this process will be billed back to the Tenant at project completion.

# **SAFETY AND SECURITY**

## **Access**

A concierge desk is located in the Lobby where a trained, professional security staff member is on duty 24 hours per day. Periodically, security staff will patrol the buildings. Their function is to enforce Two Buckhead Plaza Rules & Regulations, maintain order and be on alert for any unusual activities within the Building. Security Staff are not permitted to provide Tenants or contractors access to suites in the absence of prior Management Office approval, and they are not permitted to accept deliveries on behalf of Tenants. Security personnel will not enter suites in non-emergency situations unless directed by Property Management.

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

## **After Hours Access and Visitor Sign-in**

All Tenants entering the Building outside normal hours or on weekends are required to use their access cards. Anyone without an access card must see security in the Lobby for further instructions.

Contractors must register with Security to gain admittance to the Building at all times.

Visitors, guests and contractors must be escorted by a tenant to gain access after normal building hours unless prior arrangements have been made with Property Management.

24-hour advance written notification to the Management Office is required if visitors, guests or contractors are to be permitted unaccompanied access to your suite. The visitor, guest or contractor must receive all necessary access from the tenant. That is, you must provide him/her with a key or meet him/her at the Building to provide access. The Security Staff is not able to provide access in this case.

## **Building Entrances**

During regular business hours, two main entrances serve the Building, the Plaza entrance and the Peachtree Road entrance. After normal business hours, all entry will require the use of an access card at the Plaza entrance.

## **Building Access Cards**

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

Replacement access cards may be purchased for \$10.00 each from the Management Office. The individual in need of a replacement may see the security personnel on duty at the concierge desk or the designated Tenant Contact may request cards from the Management Office. The individual may pay the management office for the card or the charge will be billed back to the Tenant on their rental statement.

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

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

## **Lost Key Policy**

An employee cannot be granted access to their suite by Security Staff. Only the Security Supervisor or a member of Property Management can grant access. There will be no exceptions to this policy as we strive to maintain the highest level of security for our tenants.

## **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, make note of the person's appearance and contact the Management Office immediately. A security staff member will be dispatched to escort the individual from the property.

## **Theft and Insurance**

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

## **Safety**

Your personal safety is important to us. Here are a few things you can do to help keep yourself safe:

- If you are working alone, please keep your suite doors locked. Security is on the property and available at all times at (404) 812-0249.
- Stay in well lit areas at night. If you see exterior lights that are not working please let Property Management know.
- Have your keys already in your hand when walking to your car. Car jackings and robberies can occur at any time of the day.

If at any time you feel that your safety is threatened there is a fire alarm pull station at each stairwell on each floor of both the building and the parking deck. Security will immediately respond to your location.

### **Office Security**

A few simple rules can protect both your company and your personal items:

- Please do not prop doors open. If it is necessary to prop a door open for moving or deliveries please do not leave it unattended. Never prop open stairwell or building exterior doors without Property Management permission.
- Keep unattended suite doors locked.
- Do not leave purses or other valuables out and unattended, even in your suite.
- Keep your car locked with the windows up at all times. Do not leave valuables in your car where they are visible.
- Building keys and access cards must be reported immediately if lost or stolen.

### **Medical Problems**

For all medical emergencies please call 911 first!

Call the Concierge Desk as soon as possible at (404) 812-0259. Security and Property Management will respond to the problem and escort emergency personnel directly to the scene.

Please report any trip hazards, fall hazards and other safety problems you might see.

### **Fire Alarms**

If you smell smoke on a floor please call the Concierge Deck at (404) 812-0249. Someone will respond to your location immediately.

If at any time you see a fire please go to the nearest stairwell and pull the fire alarm pull station.

Each stairwell has a fire extinguisher located next to it. Never put yourself at risk! If you would like to arrange training on the use of fire extinguishers please contact Property Management.

If the fire alarm goes off in your building please listen for a follow up announcement giving you information or instructions. It is not necessary to evacuate the building unless directed to do so by Property Management or your Office Manager, or if you feel your safety is in jeopardy.

If you are given the order to evacuate please proceed calmly to the nearest stairwell and exit the building. Each tenant should have a designated meeting area well away from the building.

### **Inclement Weather**

Property Management will monitor any weather that may affect the building operations or the safety of tenants. Tenant contacts will be notified of any change in building operations or any situation that may affect safety.

Property Management will make an announcement over the public address system for any problem requiring immediate action from tenants.

### **Power Outages**

Power outages do and will occur. If a power outage occurs at Two Buckhead Plaza the emergency generator will run to provide elevator service and emergency lighting.

We will be in contact with Georgia Power and will pass along an estimated time of restoration as soon as possible.

The fire life safety, security, and plumbing systems will remain operational during a power outage.

**PLEASE SEE THE EMERGENCY PROCEDURES MANUAL WHICH IS LOCATED IN THE REAR OF THIS BINDER. IT CONTAINS VITAL INFORMATION IN REGARDS TO THE SAFETY AND EMERGENCY PROCEDURES FOR TWO BUCKHEAD PLAZA.**

## **MOVE PROCEDURES**

All Tenant moves into, out of, or within the Building must be coordinated with the Management Office. Notification should be made as far in advance as possible and should include the proposed moving date and moving contractor. The moving contractor must contact the Management Office to schedule use of the freight elevators and submit a certificate of insurance. The Management Office should be advised in writing of any special requirements in connection with the move. Please fill out an Authorized Activity Report (Exhibit N) for any moves or large deliveries.

It is recommended that the moving company meet with a member of the Management Staff prior to the move to be aware of the required property protection. This will help to eliminate any lost time due to the moving company being unfamiliar with building management requirements at the time of the move. Suitable protection must be provided to protect walls, floors, doors, marble in lobbies and elevator walls.

### **Move Times**

All Tenant moves into, out of, or within the Building must take place before 6:00 a.m. or after 6:00 p.m. on weekdays or anytime on weekends. This policy is stated to simplify access to the Building for moving contractors and minimize inconvenience to other Tenants.

### **Elevator Use**

All items must be moved via the freight elevators. Regular passenger elevators will not be utilized for moving purposes unless approved by the Management Office. The elevators must be padded (pads available for check out through engineering).

### **Property Protection**

The moving contractor must make every effort to thoroughly protect all Building fixtures and finishes with appropriate materials to safeguard them from damage. Building access will be discontinued if it is observed that the moving contractor is not taking proper precautions. Corner boards must be provided on all doorjamb and walk off plates are to be used to protect door thresholds.

### **Common Area/ Lobby/Tenant Floor Protection**

The carpet from the elevator to the Tenant space as well as the marble floors in the building lobby must be protected either with plywood or masonite. Walls and doors must be covered as needed. Cover boards must be provided in lobbies and corridors. Walk off plates must be provided to protect door thresholds.

### **Clean-Up**

The moving contractor is responsible for leaving the Building and premises clean by removing all pallets, cartons and other trash generated by the move. The building compactor is for tenant and building management use only. All packing material must be removed from the property. If additional cleaning services are needed 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 it employees or agents cause will be the responsibility of the Tenant. The Management Office will accomplish the required repairs and assess the charges directly to the responsible Tenant.

**Freight Elevator Dimensions**

Loading Dock Freight Elevator:  
Door Width: 47 ¾”  
Door Height: 96”  
Inside Dimensions: 69 ¾” wide  
93 ¾” deep  
112” height

Building Freight Elevator:  
Door Width: 48”  
Door Height: 96”  
Inside Dimensions: 69 ½” wide  
94 ¾” deep  
108” height

**Insurance Requirements**

The moving contractor must provide and deliver a Certificate of Insurance to the Management Office at least five days prior to the move. The moving contractor must, at its sole cost and expense, obtain, maintain and keep in full force and effect insurance as described below. The Management Office will refuse to allow access if the limits on the certificate do not meet the following criteria:

**Evidence of Coverage must include:**

Workmen’s Compensation \$1,000,000  
Comprehensive General Liability \$2,000,000 (not less than \$1,000,000 per occurrence)  
Automobile Liability \$1,000,000

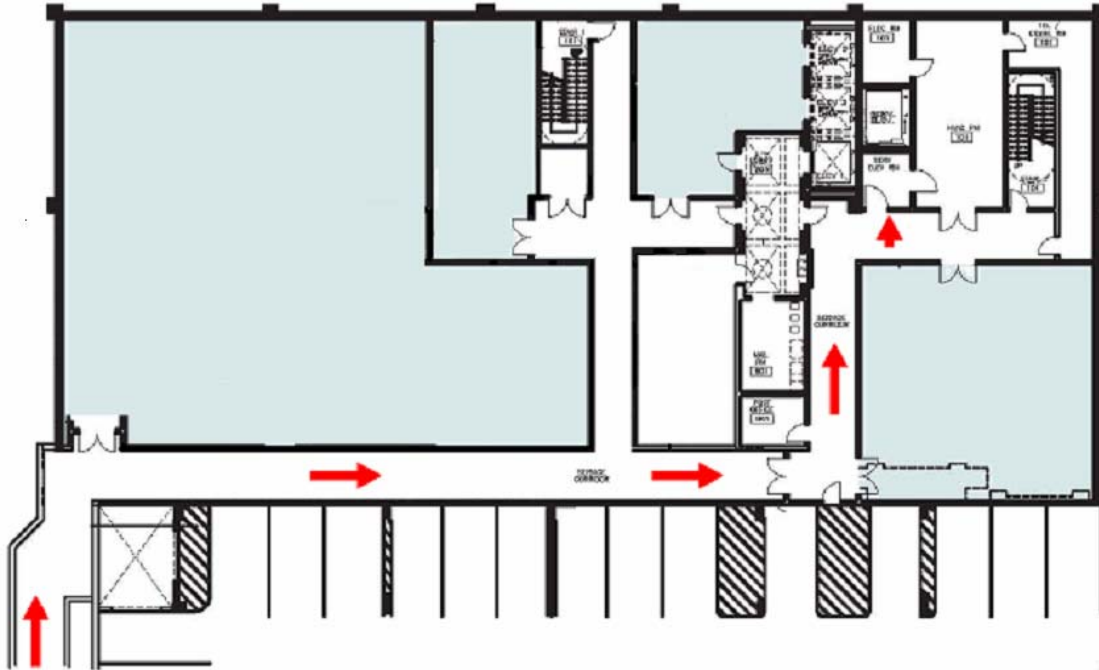
**Certificate Holder:** Stafford Plaza, LLC, c/o Stafford Properties, Inc.  
3050 Peachtree Road, NW  
Suite 550  
Atlanta, Georgia 30305

**Additional Insureds:** Stafford Plaza, LLC  
Stafford Properties, Inc.

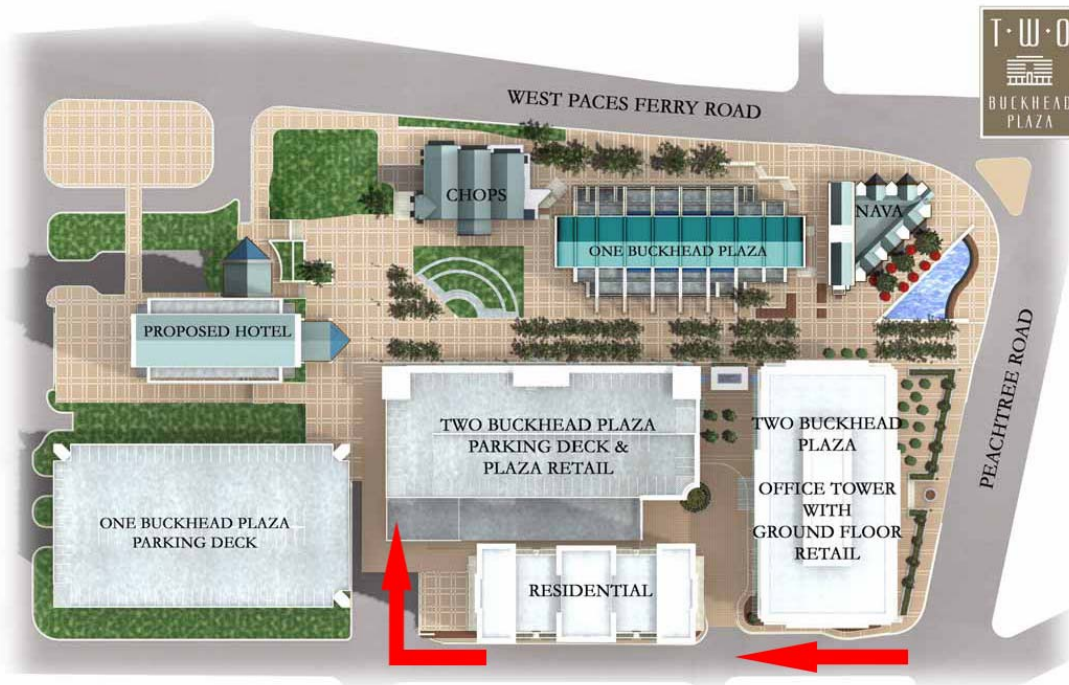
**Loading Dock Directions**

Enter the property at the intersection of Peachtree Road and Buckhead Avenue. Follow the driveway between ESPN Zone and Two Buckhead Plaza. Turn in between Ovation Condominium Tower and the One Buckhead Plaza parking deck. The Two Buckhead Plaza loading dock is back and on the right.

All delivery vehicles and personnel must sign in with security. Vehicle motors, radios and coolers must be shut off.



From Loading Dock



## **PARKING**

Parking for Two Buckhead Plaza is provided in the parking garage behind the Plaza Entrance. Please note that Two Buckhead Plaza's gate is the second entrance on the right and is clearly marked.

### **Tenant Parking**

The parking garage at Two Buckhead Plaza is managed by Laz Parking. Upon signing your Lease Agreement, a member of the Laz Parking Staff will contact you regarding your Parking Agreement. All Tenant Parking is dictated by your Lease Agreement and your subsequent Parking Agreement. Each Tenant is allowed a determined number of spaces in the Parking Garage which is based upon your number of employees and may or may not include reserved spaces and/or parking validators.

With your Parking Agreement, you will receive your parking access cards. Please note these are also your building access cards and will need to be programmed at the Concierge Desk before they will allow entry into the Office Building.

**Exhibit O of this Manual contains a complete list of contacts for Laz Parking.**

### **Visitor Parking**

Two Hour Visitor Parking is available on the Plaza Level of the Parking Deck. This is strictly enforced and violators will be towed/booted at owner's expense. Visitors may also park in any other area of the garage that is not marked Reserved or Valet.

### **Parking Policies**

#### **Tow away/Boots**

Illegally parked vehicles may be towed/booted at the owner's expense. This includes unauthorized vehicles parked in reserved spaces. The minimum charge is \$50.00. Please report to the Management Office or Lobby console for the phone number to call if your vehicle is towed/booted.

#### **Vehicles left on premises overnight**

If your vehicle is to remain on the premises overnight, please notify the Management Office in advance to relate the make, model and tag number of your vehicle and the duration of your vehicle's stay.

#### **Vehicle registration**

We request that all employees register their vehicle via Exhibit K attached. As a security precaution only, this will allow us to attempt to advise you of any observed incidents involving your car while it is parked (lights left on, vehicle struck by another, etc.) The information we require for registration is included on the request form for building access keys (Exhibit K attached).

#### **Speed limit**

A 10-mph speed limit must be observed in the parking area at all times.

## **MISCELLANEOUS**

### **Mail Service**

The mail center, located in the basement level of Two Buckhead Plaza. Each tenant has a mailbox in the mail center. For mailbox assignment and keys please contact the Management Office.

#### **Incoming Mail**

Mail is distributed to mailboxes each day. The actual time may vary from day to day depending on the volume of mail. Large packages will be placed inside of the parcel boxes and a key left in your mailbox for access.

#### **Outgoing Mail**

The outgoing mail chute is located at the mail center. There is also a large parcel and bundle drop box located just outside of the mailroom to the right for your convenience. Please note that the Management Office is not responsible for shipments, packages, envelopes or other items left unattended in the mailroom.

#### **Federal Express & UPS**

Drop Boxes for both Federal Express and UPS are located in the mailroom for your convenience. Current pickup time is 7pm Mon-Fri. These times are subject to change.

### **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 a monthly rent statement on or around the 25<sup>th</sup> of each month which reflects the upcoming month's rental charges as well as any charges for special services (e.g. keys, extra HVAC).

All checks should be made payable to Stafford Plaza, LLC and remitted to the following address:

Stafford Plaza, LLC c/o  
Stafford Properties, Inc  
P.O. Box 535092  
Atlanta, GA 30353-5092

**Payments will not be accepted at Management Office.**

### **Certificates of Insurance**

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

## **Smoking Policy**

In compliance with the local Indoor Air Ordinance, smoking is prohibited in all areas of the Buildings including the lobbies, elevators, hallways, restrooms, stairwells and suites. Benches and ashtrays have been provided in the loading dock area for your convenience.

**Smoking is not permitted in the courtyard area or immediately outside of Building entrances. Any individual violating this policy will be asked to refrain from this activity.**

## **Tenant Function Guidelines**

If you're planning a function (e.g. party, reception), please notify the Management Office in advance. The Management Office maintains certain policies and procedures, which limit the liability of the Building while maintaining safety for all visitors and guests. The Management Office may request: date and time of the event, number of guests, presence of alcohol, parking requirements, additional HVAC requirements, janitorial needs and verification of insurance. No tenant-sponsored function may be held in any Building common area or on the grounds without the prior approval of the Management Office.

## **Lost & Found**

Any items found on the property should be turned in to the security officer on duty at the lobby console on the Lobby Level of Two Buckhead Plaza. These items will be transferred to the Management Office and maintained for 30 days. Any lost items should be immediately reported to the Management Office or Security Staff.

## **Floor Load**

Local code requirements call for design live floor loads to be 80 pounds per square foot or less at Two Buckhead Plaza. Should necessity dictate the use of equipment exceeding this rating, it must be approved by the Management Office. In most cases, the certification services of a structural engineering firm will be required and performed at the Tenant's expense.

## **Service Request Response Times**

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

Emergency	Immediate response required	Leak, flood, power outage
High Priority	Respond within 1 hour	Hot & cold calls
Medium Priority	Respond Same Day	Light out
Low Priority	Respond within 24 hours	Billable work orders

## **Signs**

The Building maintains a sign standard that must be observed by all occupants. Signs, advertisements and notices may not be displayed in any Building common area by any Tenant except for approved tenant suite plaques. In an effort to maintain uniformity in color, size and style of the Building signs, any approved sign must be ordered through the Management Office. When requesting a new Tenant suite plaque or alterations to an existing one, please use the form attached as Exhibit L.

## **Vending Machines**

There are two vending machines located in the Mailroom Lobby on the Basement level of the building. The machines offer Coke products including juices, water and carbonated beverages as well as an array of snack choices.

## **STANDARD RULES & REGULATIONS**

1. The sidewalks, walks, plaza entries, corridors, concourses, ramps, staircases, and elevators shall not be obstructed or used for any purpose other than ingress and egress to and from the Premises. No bicycle or motorcycle shall be brought into the Building or kept on the Premises without the consent of Landlord.
2. No freight, furniture or bulky matter of any description will be received into the Building or carried into the elevators except in such a manner, during such hours and using such elevators and passageways as may be approved by Landlord, and then only having been scheduled in advance. Any hand trucks, carryalls or similar appliances used for the delivery or receipt of merchandise or equipment shall be equipped with rubber tires, side guards and such other safeguards as Landlord shall require.
3. Landlord shall have the right to prescribe the weight, position and manner of installation of safes or other heavy equipment which shall, if considered necessary by Landlord, be installed in a manner which shall insure satisfactory weight distribution. All damage done to the Building by reason of a safe or any other article of Tenant's office equipment being on the Premises shall be repaired at the expense of Tenant. The time and manner of moving safes or other heavy equipment shall be subject to prior approval by Landlord.
4. Only persons authorized by Landlord will be permitted to furnish ice, drinking water, towels, barbering, shoe shining, floor polishing and other similar services to Tenant, and only at hours and under regulations fixed by Landlord. Tenant shall use no other method of heating or cooling than that supplied or approved by the Landlord.
5. No animals or birds shall be brought or kept in or about the Building.
6. Landlord shall have the right to prohibit any advertising by Tenant, which in Landlord's opinion, tends to impair the reputation of the Building or its desirability for offices, and upon written notice from Landlord, Tenant will refrain from or discontinue such advertising.
7. Tenant shall not place, cause or allow to be placed any sign or lettering whatsoever, at, in, about or upon the Premises, except in and at such places as may be designated by Landlord and consented to by Landlord in writing. All lettering and graphics on corridor doors shall conform to the standard prescribed by Landlord.
8. Canvassing, soliciting or peddling in the Building is prohibited and Tenants shall cooperate to prevent same.
9. Landlord shall have the right to exclude any person from the Building other than during customary business hours, and any person in the Building will be subject to identification by the employees and agents of Landlord. All persons in or entering the Building shall be required to comply with the security procedures of the Building. Landlord will provide all security services for the Building, provided that if Tenant desires any additional security service for the Premises, Tenant shall have the right (with the advance written consent of Landlord) to obtain such additional service at Tenant's sole cost and expense.
10. Only workers employed, designated or approved by Landlord may be employed for repairs, installations, alterations, painting, material moving and other similar work which may be done in the Premises.
11. Tenant shall not do any cooking or conduct any restaurant, luncheonette or cafeteria for the sale or service

of food or beverages to its employees or to others, or permit the delivery of any food or beverage to the Premises, except by such persons delivering the same as shall be approved by Landlord and only under regulations fixed by Landlord; Tenant may, however, operate a coffee, tea and soft drink bar and microwave by and for its employees and invitees.

12. Tenant shall not bring or permit to be brought or kept in or on the Premises any inflammable, combustible, corrosive, caustic, poisonous or explosive fluid, material, chemical or substance, or cause or permit any odors to permeate in or emanate from the Premises.
13. Tenant shall not mark, paint, drill into, or in any way deface any part of the Building or the Premises. No boring, cutting or stringing of wires shall be permitted, except with the prior written consent of Landlord, as Landlord may direct. Tenant shall not install any resilient tile or similar floor covering in the Premises except with the prior approval of Landlord.
14. No additional locks or bolts of any kind shall be placed on any door in the Building or the Premises and no lock on any door therein shall be changed or altered in any respect. Landlord shall furnish two keys for each lock on doors in the Premises and shall, on Tenant's request and at Tenant's expense, provide additional duplicate keys. All keys and access cards shall be returned to Landlord upon the termination of this Lease. Landlord may at all times keep a pass key to the Premises. All entrance doors to the Premises shall be left closed at all times, and left locked when the Premises are not in use.
15. Tenant shall give immediate notice to Landlord in case of accidents in the Premises or in the Building or of defects therein or in any fixtures or equipment, or of any known emergency in the Building.
16. Tenant shall not use the Premises or permit the Premises to be used for photographic, multilith or multigraph reproductions except in connection with its own business and there only with Landlord's prior permission.
17. Tenant shall not use or permit any portion of the Premises to be used as an office for a public stenographer or typist, offset printing, the sale of liquor or tobacco, a barber or manicure shop, an employment bureau, a labor union office, a doctor's or dentist's office, a dance or music studio, any type of school, or for any use other than those specifically granted in this Lease.
18. Tenant shall not advertise for laborers giving the Premises as an address, nor pay such laborers at a location in the Premises.
19. The requirements of Tenant will be attended to only upon application at the offices of the Building. Employees of Landlord shall not perform any work or do anything outside of their regular duties, unless under special instructions from the offices of Landlord.
20. Tenant shall not place a load upon any floor of the Premises which exceeds the load per square foot which such floor was designed to carry and which is allowed by law. Business machines and mechanical equipment belonging to Tenant which cause noise, vibration or any other nuisance that may be transmitted to the structure or other portions of the Building or to the Premises, to such a degree as to be objectionable to Landlord or which interfere with the use or enjoyment by other tenants of their premises or the public portions of the Building, shall be placed and maintained by Tenant, at Tenant's expense, in settings of cork, rubber or spring type vibration eliminators sufficient to eliminate noise or vibration.
21. No draperies, shutters or other covering may be installed by Tenant between the building standard window covering and the exterior windows or walls. Installation and use of lighting which is visible from

the exterior of the Building, except for building standard lights, are subject to the prior written approval of Landlord.

22. Tenant shall not place, install or operate within the Premises or any other part of the Building any engine, stove or machinery, or conduct mechanical operations therein, without the written consent of Landlord.
23. No portion of the Premises or any other part of the Building shall at any time be used or occupied as sleeping or lodging quarters.
24. Except as allowed and contained in the Plans, Tenant shall not (without the Landlord's express prior written consent) install or operate any computer other than desk top personal computers or other large business machine, equipment, steam engine, boiler, other machinery, or stove upon the Premises, or carry on any mechanical business thereon, or do any cooking thereon, or use or allow to be used in the Premises oil, burning fluids, camphene, gasoline or kerosene for heating, warming or lighting. No article deemed extra hazardous on account of fire and no explosives shall be brought into said Premises. No offensive gases or liquids will be permitted in the Project.
25. Landlord will post on the directory of the Building one name to be designated by the Tenant at no charge. All additional names which Tenant shall desire put upon said directory must be first consented to by Landlord, and if so approved, a charge will be made for such additional listing as prescribed by Landlord to be paid to Landlord by Tenant.
26. The smoking of any cigar, cigarette, pipe or other smoking equipment is strictly prohibited within the Building.
27. Upon occupancy, Tenant shall determine the physical location for emergency evacuation of Tenant's employees around the perimeter of the Building and shall communicate the same to Tenant's employees.
28. Tenant shall comply with Building Fire Safety procedures and shall participate in all Fire Safety and Emergency Training and Drills in accordance with applicable Fire Codes.
29. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular lessee, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other lessee, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the other lessees of the Building.
30. These Rules and Regulations are supplemental to, and shall not be construed to in any way modify or amend, in whole or in part, the terms, covenants, agreements and conditions of any lease of any premises in the Building.
31. Landlord reserves the right to make such other and reasonable Rules and Regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of the Building and/or the Project, and for the preservation of good order therein.

**EXHIBIT A**

**TWO BUCKHEAD PLAZA**

**Designated Tenant & Emergency Contacts**

Please return to Management Office at your earliest convenience.

Company
---------

Daily Operations Contact/Title	Work Phone Number	Fax Number

Secondary Operations Contact/Title	Work Phone Number	Fax Number

After-Hours Emergency Contacts (please list 2)	Home Phone Number	Pager/Cell Phone Number

Lease Decision Maker/Title	Work Phone Number	Fax Number

**EXHIBIT B**

**TWO BUCKHEAD PLAZA**  
**Emergency Phone List**

All Emergencies.....911

Atlanta Fire Department.....404.699.8907

Atlanta Police Department Buckhead Mini Precinct.....404.467.8061

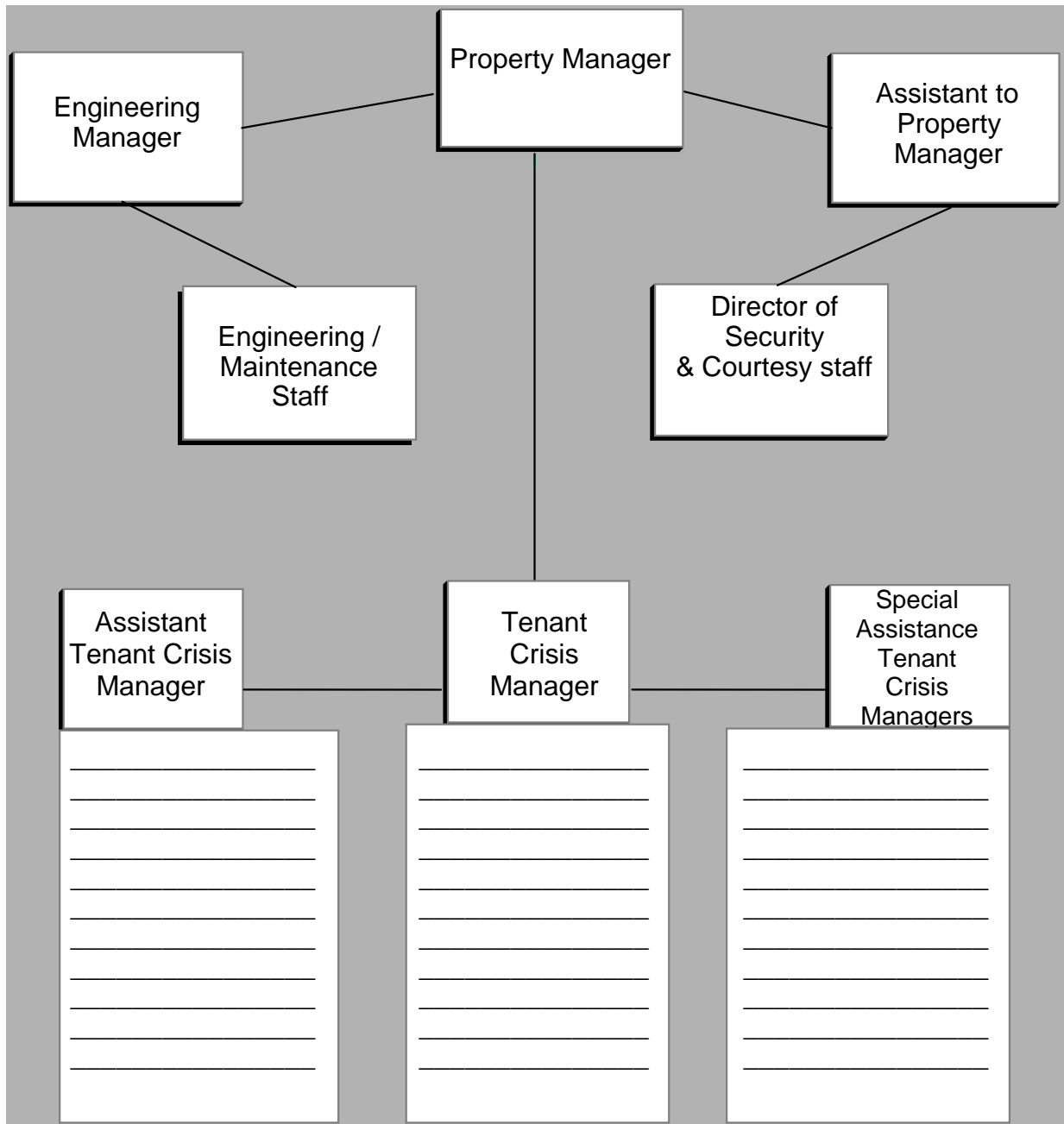
Two Buckhead Management Office.....404.256.9100

After Hours Building Emergency/Security Console.....404.812.0249

EXHIBIT C

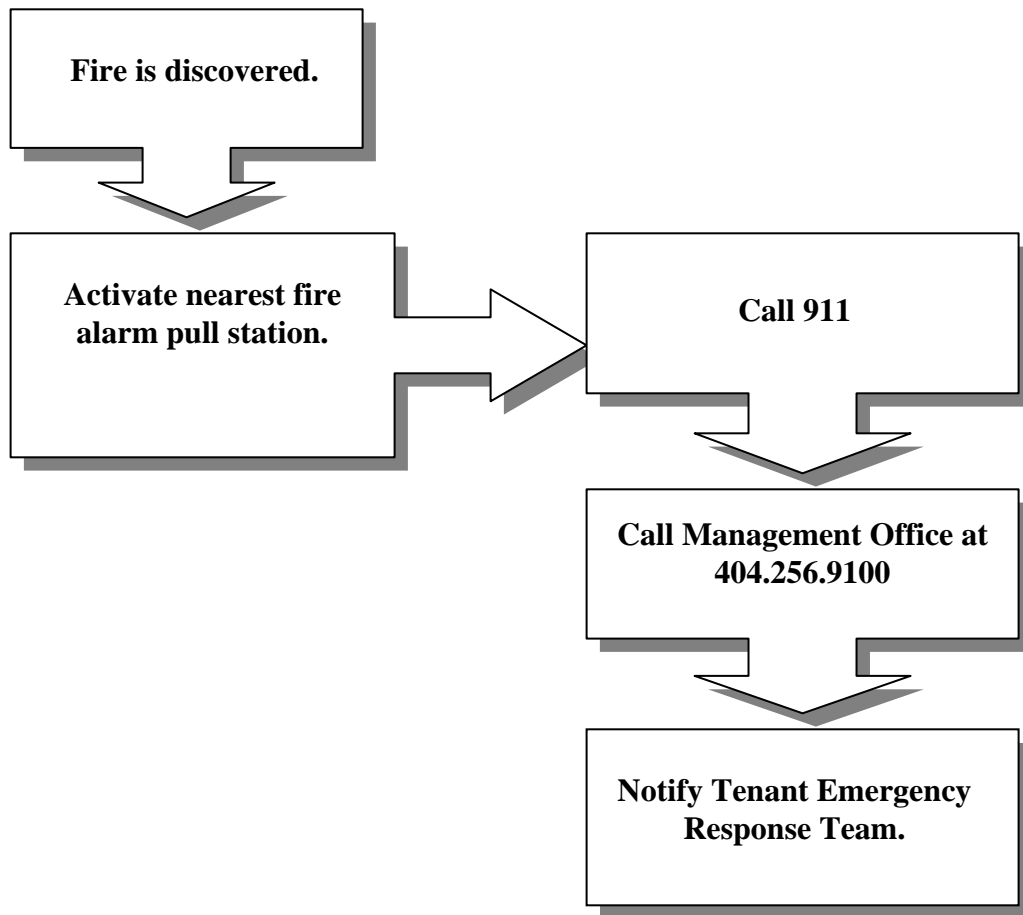
# TWO BUCKHEAD PLAZA

## Emergency Response Team



**EXHIBIT D**

**TWO BUCKHEAD PLAZA**  
**Fire Notification**



**EXHIBIT E**

**TWO BUCKHEAD PLAZA**  
**Tenant Crisis Manager Assignment Sheet**

Please return to Management Office at your earliest convenience.

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_  
Suite #: \_\_\_\_\_

Tenant Crisis Manager & Assistant Crisis Manager

---

---

---

---

---

---

---

---

---

---

Special Assistance Crisis Managers:

---

---

---

---

---

---

---

---

---

---

**NOTE:** One Tenant Crisis Manager should be assigned for each floor or suite. Each person assuming this role should have a Assistant Crisis Manager. The Assistant Crisis Manager will assume the role of Tenant Crisis Manager in the event that the primary warden 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**

**TWO BUCKHEAD PLAZA**

**Persons with Disabilities**

Please return to Management Office at your earliest convenience.

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Disability: \_\_\_\_\_

Special Assistance Tenant Warden: \_\_\_\_\_

Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Disability: \_\_\_\_\_

Special Assistance Tenant Warden: \_\_\_\_\_

Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Disability: \_\_\_\_\_

Special Assistance Tenant Warden: \_\_\_\_\_

Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Disability: \_\_\_\_\_

Special Assistance Tenant Warden: \_\_\_\_\_

Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Disability: \_\_\_\_\_

Special Assistance Tenant Warden: \_\_\_\_\_

Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Disability: \_\_\_\_\_

Special Assistance Tenant Warden: \_\_\_\_\_

Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Disability: \_\_\_\_\_

Special Assistance Tenant Warden: \_\_\_\_\_

Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Disability: \_\_\_\_\_

Special Assistance Tenant Warden: \_\_\_\_\_

NOTE: As changes in personnel or physical conditions occur, please forward an updated copy of this form to the Property Management Office.

EXHIBIT G

TWO BUCKHEAD PLAZA

Bomb Threat Checklist

Time and Date 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: \_\_\_\_\_

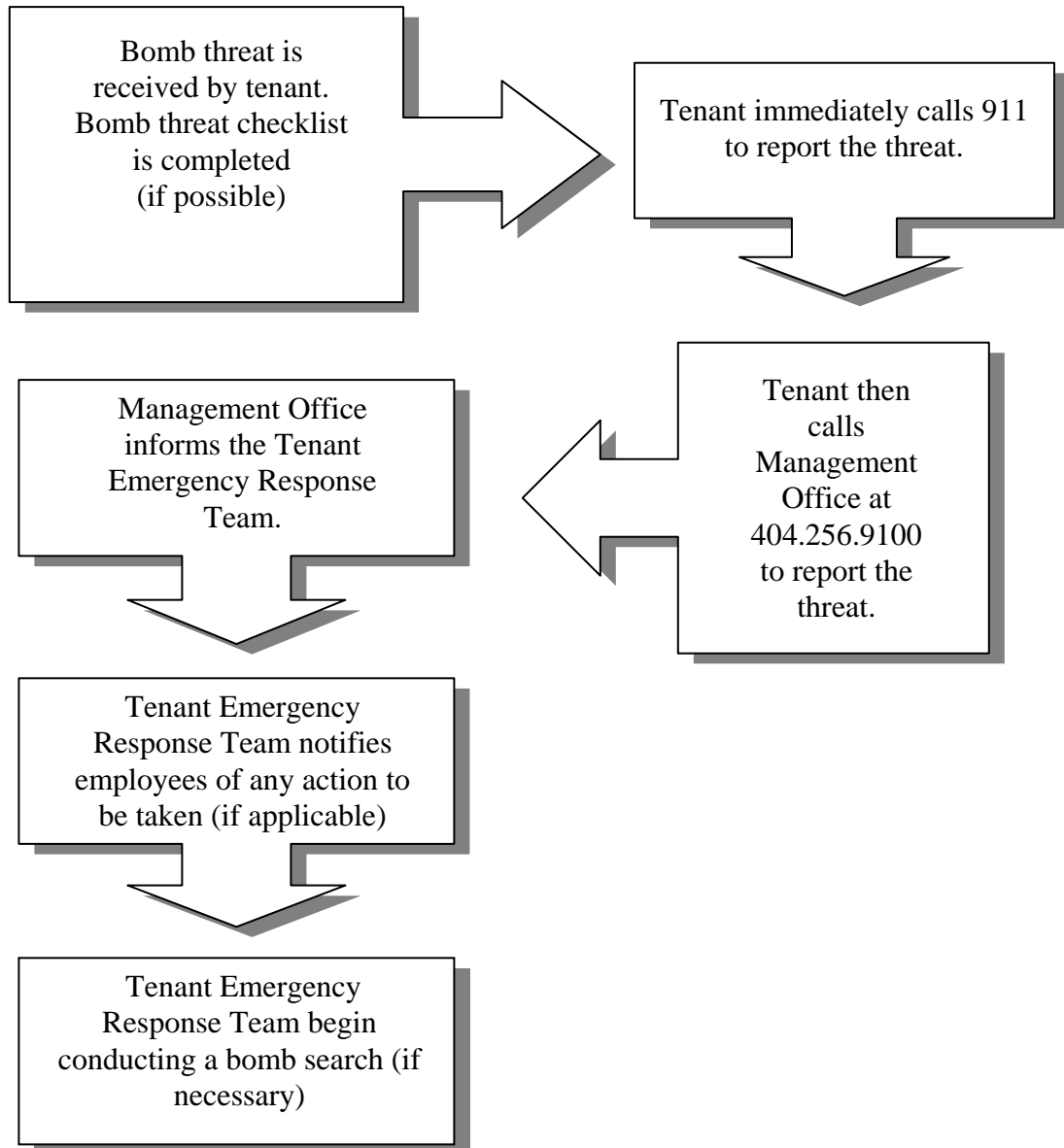
Telephone number that call was received at: \_\_\_\_\_

**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**

**TWO BUCKHEAD PLAZA  
Bomb Threat Notification**



**EXHIBIT I**

**TWO BUCKHEAD PLAZA  
CPR Certification Holders**

**Please return to Management Office at your earliest convenience.**

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone #: \_\_\_\_\_ CPR Expiration Date: \_\_\_\_\_

Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone #: \_\_\_\_\_ CPR Expiration Date: \_\_\_\_\_

Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone #: \_\_\_\_\_ CPR Expiration Date: \_\_\_\_\_

Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone #: \_\_\_\_\_ CPR Expiration Date: \_\_\_\_\_

Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone #: \_\_\_\_\_ CPR Expiration Date: \_\_\_\_\_

Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone #: \_\_\_\_\_ CPR Expiration Date: \_\_\_\_\_

Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone #: \_\_\_\_\_ CPR Expiration Date: \_\_\_\_\_

Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone #: \_\_\_\_\_ CPR Expiration Date: \_\_\_\_\_

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

**EXHIBIT J**

**TWO BUCKHEAD PLAZA  
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:**

- ◆ Hat: \_\_\_\_\_
- ◆ Coat: \_\_\_\_\_
- ◆ Shirt: \_\_\_\_\_
- ◆ Tie: \_\_\_\_\_
- ◆ Pants/Skirt: \_\_\_\_\_
- ◆ Belt: \_\_\_\_\_
- ◆ Gloves: \_\_\_\_\_
- ◆ Shoes: \_\_\_\_\_

**Distinguishing Traits of Intruder:**

- ◆ Glasses: \_\_\_\_\_
- ◆ Eyebrows: \_\_\_\_\_
- ◆ Baldness: \_\_\_\_\_
- ◆ Nose: \_\_\_\_\_
- ◆ Teeth: \_\_\_\_\_
- ◆ Mustache: \_\_\_\_\_
- ◆ Scars or Marks: \_\_\_\_\_
- ◆ Ears: \_\_\_\_\_
- ◆ Neck: \_\_\_\_\_
- ◆ 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**

**TWO BUCKHEAD PLAZA**  
**Access Card Request Form**

DATE: \_\_\_\_\_ COMPANY: \_\_\_\_\_

TENANT CONTACT \_\_\_\_\_ SUITE #: \_\_\_\_\_

***ADD***

NAME: _____
SIGNATURE: _____
AUTO & TAG #: _____

***CHANGE***

FROM: _____	TO: _____
AUTO & TAG #: _____	SIGNATURE: _____

***DELETE***

NAME: _____	CARD #: _____
SIGNATURE: _____	
REASON FOR DELETION: _____	

All cards will allow access seven (7) days a week including holidays. If you prefer to restrict entry of an employee (i.e. no weekends, holidays, etc.), please list those restrictions below:

I understand there will be a \$10 charge for any replacement. \_\_\_\_\_  
Authorized Signature

---

**DO NOT WRITE BELOW THIS LINE**

Card #: \_\_\_\_\_ Access Code: \_\_\_\_\_

Date Issued: \_\_\_\_\_ By: \_\_\_\_\_

**EXHIBIT L**

**TWO BUCKHEAD PLAZA**  
**Signage Request Form**

Date: \_\_\_\_\_

Tenant: \_\_\_\_\_

Suite Number: \_\_\_\_\_

**Tenant Plaque**



**Please write in this section above exactly how you want your plaque to read (including upper & lower case letters)**

Tenant name indented from \_\_\_\_\_ left side or \_\_\_\_\_ right side

Suite Number Sign if needed \_\_\_\_\_

Tenant Signature \_\_\_\_\_

Two Buckhead Plaza \_\_\_\_\_

**EXHIBIT M**

# TWO BUCKHEAD PLAZA

## Overtime HVAC Request

Base Building HVAC services are provided Monday through Friday during building operating hours (7:00 a.m. to 6:00 p.m.) and Saturdays from 8:00 a.m. to 1:00 p.m. Overtime HVAC requests should be turned in to the property management office by 4:00 p.m. of the last full business day prior. Requests made after this time will incur an additional charge.

**The hourly rate for overtime HVAC is currently \$40.00 and is subject to change. Overtime HVAC requests submitted after 4:00 p.m. of the last full business day prior will be charged at an hourly rate of \$55.00.**

Company Name: \_\_\_\_\_ Building/Suite Number: \_\_\_\_\_

Requested by: \_\_\_\_\_ Authorized by: \_\_\_\_\_

Tenant Contact Telephone Number: \_\_\_\_\_

**HVAC Run Times:**

Date	Day	Suite	Time On	Time Off

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Received at Management Office by \_\_\_\_\_ Date / Time \_\_\_\_\_

Programmed By: \_\_\_\_\_ Date / Time \_\_\_\_\_

**EXHIBIT N**

# TWO BUCKHEAD PLAZA

## Authorized Activity Report

All activities not a part of the daily routine of the building will require a Building Activity Report be filled out and filed with the Management Office. These activities include, but are not limited to furniture moves, construction, large deliveries, after-hours access for vendors or contractors, special loading dock access or any activity that may affect other tenants. All Building Activity Reports should be submitted to the Management Office at least one full business day prior to the event.

**Tenant**

\_\_\_\_\_

**Phone Number**

\_\_\_\_\_

**Suite Number**

\_\_\_\_\_

**Date Submitted**

\_\_\_\_\_

**Contact Person**

\_\_\_\_\_

**Date and Time of Activity**

\_\_\_\_\_

**Name of Vendor**

\_\_\_\_\_

**Vendor Contact and Phone Number**

\_\_\_\_\_

**Type of Activity**

- Furniture Move
- Large Delivery
- Construction
- Other

- Maintenance
- Vendor Access
- Company Event

All noisy operations must be performed before 7:00 a.m. or after 6:00 p.m. on weekdays and must be authorized by Property Management.

**Description of Activity**

\_\_\_\_\_  
\_\_\_\_\_

**Tenant Authorization**

\_\_\_\_\_

**Property Management**

\_\_\_\_\_

**Engineering** \_\_\_\_\_

**Security** \_\_\_\_\_

**Cleaning** \_\_\_\_\_

**Certificate of Insurance on File** \_\_\_\_\_

**Expiration Date** \_\_\_\_\_

EXHIBIT O

# LAZ Parking

## LAZ Contact List

<u>Position</u>	<u>Name</u>	<u>Office</u>	<u>Cell</u>	<u>E-Mail</u>
Fax Machine		404-841-5734		
Parking Manager	Baba Jallow	404-841-5733	404-391-0579	bjallow@lazparking.com
Director of Operations	Getu Kidane	404-262-1587	404-787-2076	gkidane@lazparking.com
Accounting	Dellen Traub	404-266-9391 Extension 104		dtraub@lazparking.com
Collections	Abi Oyenekan	404-266-9391 Extension 100		aoyenekan@lazparking.com
Parking Administrator	Cathy Walker	404-266-9391 Extension 303		cwalker@lazparking.com