

# 1180 Peachtree TENANT MANUAL

On the following pages, you will find a general overview of the policies and operations of **1180 Peachtree**. This manual is designed to highlight all areas of building policies and procedures to help orient you to the building and the surrounding area. Your Hines property management team strives to provide the highest level of service to **1180 Peachtree**.

Material in this manual is prepared and supplied as general information to help tenants. Neither Management nor Ownership assumes any liability in connection with any of the information contained herein. Management also reserves the right to change any policy or procedure in this manual without notice, at any time, at its sole discretion. The Management Office welcomes your comments and suggestions to improve the material in this guide. If, at any time, you need more detailed information regarding these procedures, please call the Management Office at (404) 975-4180.



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# **SECTION B**

# **Building Operations**

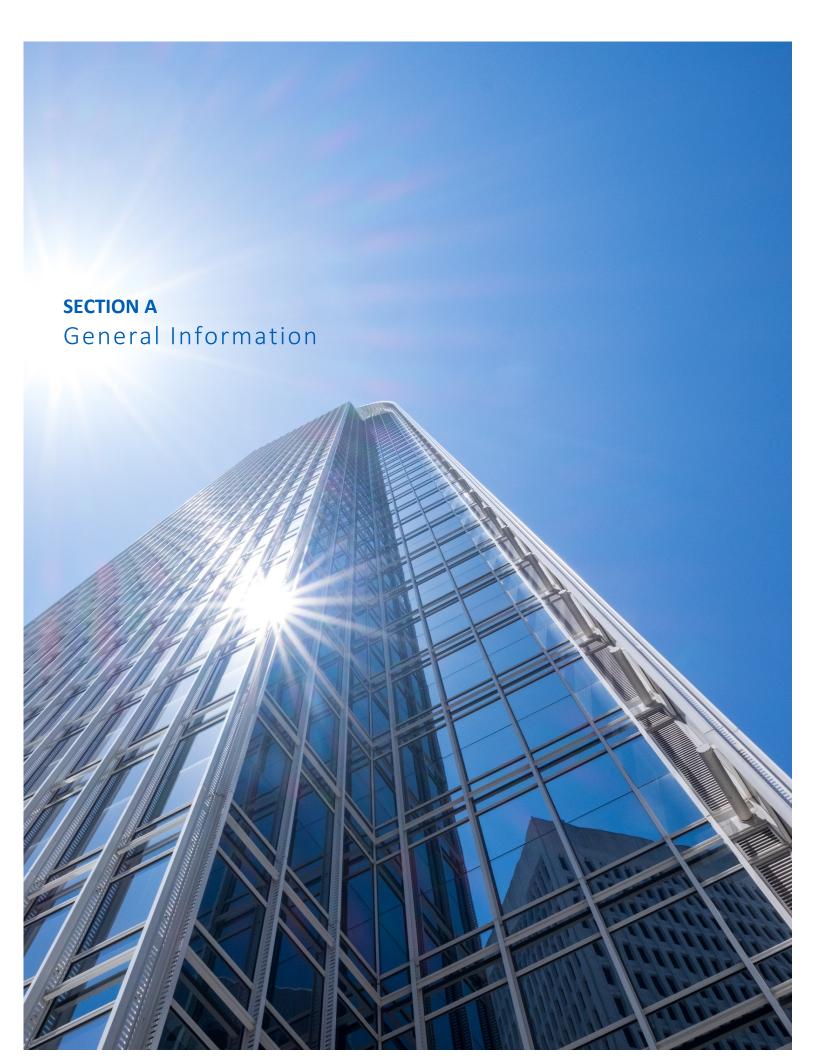
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#### Section A

# General Information

#### **MANAGEMENT OFFICE**

Location: 1180 Peachtree Street NE, Suite 2630, Atlanta, GA 30309

Telephone Number: 404-975-4180

Fax Number: 404-975-4181

Regular Office Hours: 8:00am - 5:00pm, Monday through Friday

We encourage you to contact us with any requests, concerns, or suggestions. Should you require assistance after business hours, please call building security at 404-879-2176 (command center) or 404-879-2169 (lobby security).

#### **BUILDING & MAILING ADDRESS**

The Building address is:

1180 Peachtree Street NE Atlanta, GA 30309

To ensure your mail is delivered to the proper suite, it must be addressed as shown below:

Tenant Name 1180 Peachtree Street NE Suite Number Atlanta, GA 30309

#### Mail Service Issues?



#### Simply contact:

- ✓ Your mail carrier;
- ✓ Building management office; or,
- ✓ The Post Office 1072 W Peachtree St NW, Atlanta, GA 30309 (404) 873-4813

## **HOURS OF OPERATION**

The building is open 24 hours a day, 365 days a year. For security reasons, an access card or visitor pass is required for anyone wishing to access the building beyond the lobby level. An access card is required to access the building outside of regular business hours.

# **Building Holidays:**

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day as well as other holidays observed by owners of other comparable buildings.

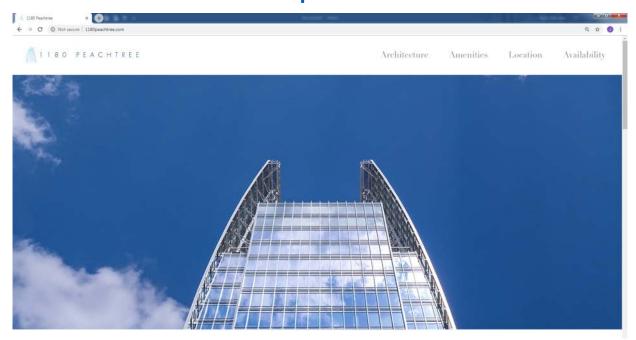


## **Section A**

# General Information

#### **BUILDING WEBSITE**

# www.1180peachtree.com



The Management Office has created a website, www.1180peachtree.com, for all building tenants. The website includes:

- ✓ Property Information and photos
- ✓ Contact Information
- ✓ Link to AWARE, the online work order system
- ✓ Link to Genea, the after-hours HVAC request system
- ✓ Link to Easy Lobby, the visitor registration system
- ✓ Leasing Information
- ✓ Tenant Manuals





www.1180peachtree.awareportal.com



#### **BUILDING ACCESS & EGRESS**

#### **Lobby Entrances:**

The principal means of entering and exiting the building is through two revolving doors either on 14<sup>th</sup> Street or off the Allee driveway at Peachtree Street. The entrances are open from 7am-7pm Monday - Friday.

# **Loading Dock:**

The dock is located off 14<sup>th</sup> Street & Crescent Street. This entrance is restricted and should not be used for routine tenant access to the building. Delivery personnel will be turned away after hours and on weekends if advance arrangements are not made with the Management Office. For additional information, please see the Building Operations – Tenant Deliveries section of this manual.



1180 Peachtree Allee Entrance

## **Handicapped Access:**

Handicapped doors are provided at both entrances on the south and north sides of the building. Handicapped individuals needing assistance up into the building will be escorted by a member of the Building Security Staff. If necessary, a security officer will operate all elevators needed by the handicapped individual.

# **Security Note:**

Building personnel are strictly forbidden to provide access into any tenant space for any tenant or contractor unless specifically directed by the Management Office and the access has been authorized by the tenant.

Persons representing themselves as tenants who have forgotten their keys will be denied access without proper authorization from one of the tenant contacts on the Emergency Contact List. The Management Office will contact you periodically throughout the year asking for updates to the Emergency Contact List to ensure we have the most current information, contact the Management Office with any changes or updates as they occur. Contractors or delivery personnel will be denied access if advanced notice and arrangements are not made with the Management Office by the tenant.



#### **COVID-19 Policies & Procedures**

## **Screening:**

Tenants of 1180 Peachtree are welcome to pre-screen their visitors prior to their arrival. Building management will not be pre-screening tenants or their visitors. In addition, 1180 Peachtree will not be performing temperature checks for tenants or visitors unless mandated by the Government. Tenants are welcome to perform temperature checks within their suites.

## **Mask Policy:**

Per Atlanta Executive Order 2020-113, all employees, visitors, vendors, contractors, and 1180 Staff must wear a mask/face covering upon building entry and within all common spaces. Common spaces include but are not limited to the elevator cabs, the elevator lobbies, the upper and lower lobbies, the fitness center, the parking garage, shared corridors, and shared restrooms/locker rooms. If an individual does not have a mask/face covering, individually wrapped masks are available at lobby security per request. Tenants of 1180 Peachtree can have their own mask policy within their designated suite.

# Signage:

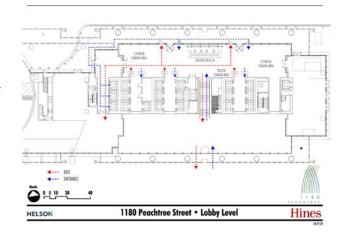
Signage and floor decals throughout the building have been installed promoting social distancing and showing tenants how to navigate entrances, exits and common areas. Signage located by the main lobby entrances indicate for individuals to refrain from entering if they're experiencing any symptoms of illness.

#### Path of Travel:

In order to maintain social distancing guidelines recommended by the CDC, a new path of travel has been created for the upper and lower lobbies. Please follow the stickers/decals to adhere to the path of travel.

## **Elevators:**

To maintain appropriate social distancing, only four (4) occupants per elevator at one time. Floor decals have been placed on each corner of the elevator cabs denoting where to stand.





#### **TENANT DELIVERIES**

The loading dock is open 7:00am - 6:00pm, Monday through Friday. Notification of all large deliveries or construction work need to be made to the Management Office by emailing a request to amanda.rizzo@hines.com. Dock access will not be allowed after hours or on weekends unless notice has been given to the Management Office.

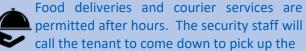
Advanced notice to the Management Office must be given for all shipments as listed:

- Oversized items
- 2. Extremely heavy items
- 3. Before or after normal business hours, including weekends
- 4. Large orders involving many items (e.g., move-in or move-out)

Each tenant must make the necessary arrangements to transport such items to their space at the time of delivery. Building personnel are not equipped for such tasks, and no item may be stored on the dock for removal later. Building Management reserves the right to stop any unauthorized deliveries and may request that they be rescheduled at an appropriate time.

#### **After-Hours Food & Courier Deliveries**





permitted after hours. The security staff will call the tenant to come down to pick up the delivery. The security staff will not escort delivery personnel to the floor/tenant requesting this service. The security staff will not sign and hold courier packages at the desk.

#### **LOADING DOCK**

The dock is located off 14th Street & Crescent Street and operates 7:00am - 6:00pm, Monday through Friday. It is equipped with two deep bay areas and two standard bay depth areas to facilitate vehicles. Please note that the height restrictions to the loading dock are 13'6". All trucks that are dispatched to the building must be able to fit beneath this height restriction to gain access to the loading dock. Any damage to the building from trucks that do not meet this height criterion will be the responsibility of the Tenant.

#### Delivery personnel must abide by the following rules:

- 1. Bay areas are available on a first come, first serve basis. Delivery vehicles must not occupy the bays for extended periods of time (over 30 minutes).
- 2. Courier parking spaces with a 10-minute limit are provided adjacent to the loading dock. Courier vehicles must not use loading dock bays for parking.
- 3. The freight elevators must be used for all deliveries made via the loading dock. Carts and hand-trucks are strictly prohibited in passenger elevators.



#### **LOADING DOCK**

# Delivery personnel must abide by the following rules (continued):

- 4. Mail bags and large package deliveries should be made via the loading dock entrance and freight elevators.
- 5. Delivery personnel must sign in at the loading dock entrance and present identification.
- 6. Delivery vehicle engines must be turned off while parked at the loading dock.

#### **ELEVATORS**

1180 Peachtree is equipped with four (4) banks of elevators, with a total of 15 passenger elevators for floor access, three (3) elevators for parking garage access, and two (2) freight elevators that service the loading dock. The high-rise freight elevator services all floors and the low-rise freight services the concourse floor to the 17<sup>th</sup> floor only. Passenger elevators are fully automatic and are available 24 hours daily for Tenant use.

# IN THE EVENT AN ELEVATOR MALFUNCTIONS, REMEMBER TO REMAIN CALM.

All elevators in the building are equipped with call buttons marked "Alarm" which are located under the rows of floor buttons. Should an elevator malfunction, press the Alarm button. The Alarm



immediately notifies Security of the problem. A Security Officer will be in constant communication with you while the situation is resolved. An elevator mechanic will assist in any elevator malfunctions or entrapments.

# **Freight Elevators:**

1180 Peachtree has two freight elevators located in the service corridor. Freight elevators are available on a first-come, first-served basis during normal business hours (7:00am to 6:00pm, Monday through Friday), as is the loading dock. Use of the freight elevator for deliveries or moves after normal business hours must be scheduled at least 24 hours in advance with the Management Office at (404) 975-4180.

Scheduled use of a freight elevator is required for any deliveries longer than 30 minutes and for tenant office moves. The Management Office must be notified of any tenant moving activity, moveins or move-outs, or any movement within the building which would require the use of the freight elevators. Moves must be conducted on weekends or between the hours of 6:00pm until 6:00am, Monday through Friday.

Freight Elevator Dimensions	Capacity	Depth	Width	Height
Low Rise Freight Elevator (floors Concourse – 17)	3,500 lbs.	5′5 ¾ ″	6'9 ½ "	10'0"
High Rise Freight Elevator (all floors)	4,500 lbs.	7′11″	5'6"	12'0"





#### Section A

# General Information

#### **ELEVATORS**

# **Freight Elevator Lobbies:**

The freight elevator lobbies are not to be used for storage and unwanted items. Additionally, these areas are also part of the primary route of access for emergency personnel and should be kept clean of trash and debris. Items found in the freight lobbies may be disposed of without notice at Tenant's cost.

#### **PHONE CLOSET ACCESS**



IMG Technologies has been contracted to maintain all telephone risers and satellite closets along with the base building Netpop. This means that this is a "closed building" and IMG is the only vendor that can extend circuits through the riser closets and will be the primary contact in providing your communications/network needs. IMG will identify and maintain all existing

cabling in the closets, catalog all connections from the closets to the tenant suite, remove any cabling not in use, and provide a single point of contact.

If you have any questions, or require access to the closets, or are in a communication emergency, please call IMG at (888) 464-5520 or the Management Office at (404) 975-4180.





# **BILLING/PAYMENT INFORMATION**

Rent is due on the first day of the month. There is no monthly billing for rent or recurring billing. Invoices for miscellaneous services (key requests, overtime HVAC requests, etc.) are billed by the end of the month for the previous month's services. These invoices are due within 30 days of receipt of the bill. Rent and miscellaneous invoice payments should be made payable to 1180 Peachtree Office Investors, LLC.

If Rents are paid by check, money order or other instrument, and sent by U.S. Mail, please mail to the following address:

1180 Peachtree Office Investors, LLC P.O. Box 936628 Atlanta, Georgia 31193-6628

If Rents are paid by check, money order or other instrument, and sent by overnight delivery or courier, please send to the following address:

1180 Peachtree Office Investors, LLC P.O. Box 936628 Atlanta, GA 31193-6628

Additionally, you may choose to remit by ACH or wire transfer to:

Depository Bank: Wells Fargo Bank, National Association

ABA Number: 121000248 Account Number: 4605143346

Account Name: Account of 1180 Peachtree Office Investors, LLC, for

the benefit of MetLife Real Estate Lending LLC

Please do not bring payment for rent or any invoice to the Management Office. This will only delay the processing of your payment.



#### **SMOKING - PUBLIC PLACES**

1180 Peachtree is a non-smoking building. Smoking is prohibited in all areas within the building. Smoking is prohibited within 25 feet of the building entrances.

Each tenant of the building will be responsible for enforcing the local indoor air ordinance. The designated smoking area is located on the exterior of the building in the plaza gardens off the Allee.



#### **SIGNAGE**

Signage outside of tenant space in not allowed unless approved in advance, in writing, by Building Management. Please email a proof of the sign(s) with the desired placement of the signs to **amanda.rizzo@hines.com** for Building Management review. All common corridor elevator lobby directional signage and common corridor tenant suite signage needs to be ordered directly through Building Management. Should you have any questions, please contact the Management Office at (404) 975-4180.

### **TENANT CONSTRUCTION**

Tenants desiring or contemplating the alteration or remodeling of their existing leased space must contact the Management Office for review and authorization. Landlord must approve all tenant plans and specifications prior to construction. The Management Office is prepared to offer construction management services. However, a fee may be charged for these services. The Management Office reserves the right to prohibit contractor's access to the building for any construction related work for which prior authorization has not been obtained and also retains the right to impose other reasonable restrictions (e.g., certificate of insurance) it deems necessary prior to commencement of construction.



Any Contractor working in 1180 Peachtree must review, agree to and sign the Contractor Regulations and Guidelines, which will be distributed upon notification of construction.

Further information about tenant construction can be found in the Tenant Design & Construction Manual. Tenants can request a copy by contacting the Management Office at (404) 975-4180.



#### **BUILDING FIRE SAFETY FEATURES**



#### **Fire Resistant Construction Material:**

The building is constructed of a concrete core and structural steel frame. All structural steel members are fireproofed. The floors are constructed of concrete slab over metal decking. Demising walls and fire separation walls are either concrete or flame-retardant gypsum board installed over metal studs.

# **Sprinklers:**

All tenant and public areas of the building are protected by ceiling mounted automatic sprinklers that are heat activated. The building is fully equipped with sprinklers.

#### **Smoke Detectors:**

Smoke detectors are in public building locations. By law, these devices are inspected at least once a year.



# **Fire Extinguishers:**

All fire extinguishers are wall mounted in cabinets throughout tenant spaces, common areas and stairwells. These extinguishers are used on fires involving wood, paper, plastic, grease, oil and electrical. Tenants should become familiar with the location of extinguishers within their space and the proper use of these devices.

#### **Automated Smoke Management:**

In the automatic smoke management mode of operation, the tenant floor on which the fire alarm is actuated is automatically put in smoke management mode, and the floors immediately above and below are automatically put in 100% pressurization mode.

## **Stairwells:**

1180 Peachtree has three (3) emergency evacuation stairwells; Stair 1 runs from the Concourse to the 41<sup>st</sup> Floor, Stair 2 runs from the Lower Level to the Roof, and Stair 3 runs from the Lobby to the 18<sup>th</sup> Floor.

It is very important that all stairwell doors be kept closed at all times unless they are being used for an evacuation. Even then, they should be closed as soon as the last person has evacuated the floor.

All stairwell doors are generally locked on the stairwell side. During an alarm situation, however, all doors unlock allowing access to any floor during an evacuation. It is important that these doors not be held or blocked open as this allows smoke into the stairwell.



#### **PARKING**



There are three (3) garage entrances/exits; one (1) is located off Peachtree Street and two (2) are located off 14<sup>th</sup> Street. Parking spaces are located on levels 3-14 of the garage.

## **Tenant Parking:**

Unreserved tenant parking spaces are provided on levels 4-14 and are currently available for \$150/month/space. Reserved parking spaces are

subject to the provisions contained within the tenant lease and the monthly fees are subject to change. The parking garage operator's office is located on level 3 of the garage to service your parking contract needs.

There are parking spaces available to electric vehicles on level 14 with charging stations. These "Level 2" (208v) stations can fully recharge an EV in less than 4 hours, are UL listed for your safety, are currently available for your EV charging purposes at no extra charge and feature the now universal J-1772 connection plug for your EV. Please note that the parking spaces for these charging units are for EV charging purposes only; therefore, as a courtesy to others, please relocate your EV to an available space upon refueling.

#### **Visitor Parking (for Office Tenant Guests):**

Visitor parking spaces for office tenant guests are conveniently located on levels 4 & 6. Visitors will receive a parking ticket at the access gate located on level 5 and will present the ticket at the cashier booth, also located on level 5, to exit. Tenants who wish to validate their visitor's parking tickets may contact the Management Office to obtain validation materials.

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

- First 15 minutes--\$2.00
- Each additional 15 minutes--\$2.00 per 15-minute increment
- \$22.00 maximum daily rate



# **Visitor Parking (for Retail Tenant Guests):**

Visitor parking spaces for the Concourse retail tenants are designated on the Concourse level and are available only for the Concourse retail tenant customers.

# **Vanpool/Oversized Vehicles:**



Vanpool and oversized parking spaces are designated on the Concourse level. The parking garage clearance is 6'9".

# **Section A**

# General Information

#### **PARKING DRIVE ENTRANCES**





#### **PARKING POLICIES:**

## **Tow Away**

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

# **Vehicles Left Overnight**

Please notify the Management Office if you intend to leave your vehicle on the premises overnight. You will need to provide the make and model of your vehicle, license plate number, as well as the duration of your vehicle's stay and emergency contact information.

## **Vehicle Registration**

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

#### **Speed Limit**

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

#### **Loading/Unloading Passengers:**

A turnaround area, accessible from Peachtree Street, is provided on the plaza in front of the north side of the building. This area is used for brief pick-ups and drop-offs, not to exceed 15 minutes. When utilizing this area, drivers must always be in sight of the parked vehicle. In the event of an emergency, security or management may need to ask the driver to relocate their car. Neither tenants nor their guests/contractors are to leave their vehicles in the Allee unattended without prior approval from Building Management.



#### **RETAIL & AMENITY INFORMATION**

1180 Peachtree offers the following amenities and retail facilities:

ATM

An ATM is available for tenant convenience on 14th Street.

**BICYCLE STATION** 

The bicycle station is located on the concourse/loading dock level adjacent to the oversized parking area. You can access the bike station by entering through the 14<sup>th</sup> Street & Crescent Avenue entrance. Lockers, bike racks, and a bike repair station are available to tenants free of charge.

**CAR WASH** 

CLEAN TO THE MAX CAR WASH is conveniently located on the lower level of the 1180 Peachtree Parking Garage and offers a complete array of on-site automobile detailing services. For more information, please contact the car wash directly at (517) 391-8535.

#### **CONFERENCE CENTER**

The nearly 2,500 square foot Conference Center at 1180 Peachtree is located on the 26th floor. Fully equipped with all AV necessities, the conference center can hold meetings ranging from 8 through 50 attendants. The Conference Center can be reserved at no cost by contacting the Building Management office. \*

\*Due to COVID-19, a maximum of 12 people can be the large conference room at a time. A maximum of 3 people can be in the small boardroom at one time. Masks are required at all times within the conference center. Individuals who do not comply will have their conference center privileges revoked. Only the classroom configuration will be available for the large conference room. Individuals must bring their own supplies/equipment including cords, mics, dry erase markers, laptop, etc. No food or beverages are allowed in the conference center at this time.





#### **RETAIL & AMENITY INFORMATION**

#### **DROPBOXES**

FedEx, UPS and USPS dropboxes are located in the mailroom on the concourse level and are serviced once daily.

#### **FITNESS CENTER**

**CLUB 1180 FITNESS** is located on first floor and open to all tenants, free of charge. The fitness center is furnished with state-of-the-art cardio and weight equipment, including 2 Peloton bikes. A mask/face covering must be worn in the fitness center and locker rooms at all times, even when exercising. A new fitness center waiver must be completed and submitted to 1180lobby@securamericallc.com for gym access.

# **Hours of Operation**

Mon-Fri; Closed Sat & Sun "At Risk" Users: 6am – 7am All Users: 7am – 10am

Closed for Cleaning: 10am – 11am

All Users: 11am - 3pm

Closed for Cleaning: 3pm – 4pm

All Users: 4pm - 7pm

Closed for Cleaning: 7pm - 6am

#### **PARKING GARAGE**

The private parking garage can be accessed off 14th Street across from the Four Seasons Hotel, off 14th Street and Crescent Street, and from the Allee off Peachtree Street. For more information, please contact the parking garage manager at (404) 879-2137.

#### **RESTAURANT**

HIGHLAND BAKERY MIDTOWN, located on 14th Street, is an express version of the popular Old Fourth Ward location featuring breakfast sandwiches, soups, salads, sandwich lunch options, and an assortment of signature gourmet coffee drinks as well as fresh baked milled breads and pastries. Seating options include bistro tables, additional atrium lobby seating, and outdoor seating along 14th Street.



#### **RETAIL & AMENITY INFORMATION**

SHOE SHINE SERVICES The Glass Shoe Shop is located on the upper lobby adjacent to the mid-

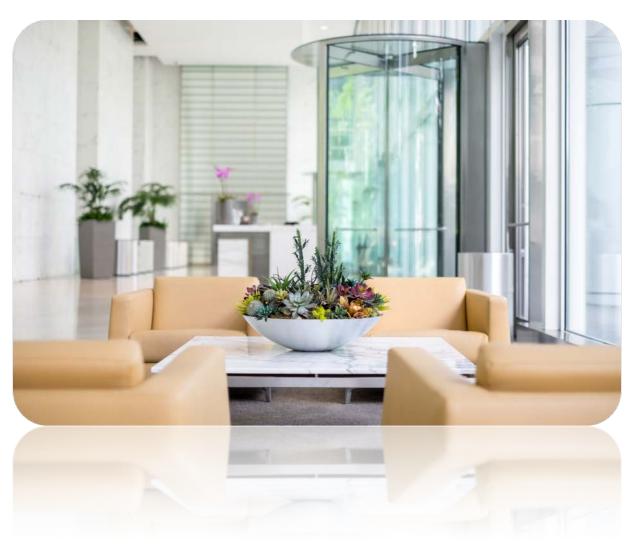
rise elevator bank.

UMBRELLAS Umbrellas are available for check-out during inclement weather at the

security desk.

WI-FI Complimentary wireless internet is provided for tenant use in the lobby,

conference center, and fitness center.





#### **BUILDING RULES & REGULATIONS**

## \*Rules & regulations may be updated or changed at any time at Building Management's discretion

The following rules and regulations shall apply, where applicable, to the Premises, the Building, the parking garage associated therewith, the land situated beneath the Building and the appurtenances thereto:

- 1. Per Atlanta Executive Order, a mask or face covering is required upon building entry and in all building/garage common areas. Common areas include but are not limited to the loading dock, lobbies, elevators, elevator lobbies, restrooms, the fitness center, the locker rooms, the mail area/concourse level, etc. This requirement extends to employees, visitors, vendors, contractors and 1180 Peachtree Staff (management, engineering, security, janitorial, parking).
- 2. If an employee tests positive of COVID-19 or suspects they have been exposed to COVID-19 please contact Property Management as soon as possible.
- 3. Sidewalks, doorways, vestibules, halls, stairways and other similar areas shall not be obstructed by tenants or used by any tenant for any purpose other than ingress and egress to and from the leased premises and for going from one to another part of the Building
- 4. Plumbing, fixtures and appliances shall be used only for the purpose for which designed, and no sweepings, rubbish, rags, Hazardous Material as defined herein, or other unsuitable material shall be thrown or placed therein. Damage resulting to any such fixtures or appliances from misuse by a tenant or such tenant's agents, employees or invitees, shall be paid by such tenant, and Landlord shall not in any case be responsible therefor.
- 5. No signs, advertisements or notices shall be painted or affixed on or to any windows or doors or other part of the Building except of such color, size and style and in such places as shall be first approved in writing by Landlord. No nails, hooks, or screws shall be driven or inserted in any part of the Building except as a part of the hanging of normal office art, and except by the building maintenance personnel nor shall any part of the Building be defaced by tenants. No curtains or other window treatments shall be placed between the glass and the Building standard window treatments.
- Landlord will provide and maintain an alphabetical electronic directory board for all tenants in the
  main lobby of the Building and no other directory shall be permitted unless previously consented
  to by Landlord in writing.
- 7. Landlord shall provide all locks for doors in each tenant's leased premises, at the cost of such tenants, and no tenant shall place any additional lock or locks on any door in its leased area without Landlord's prior written consent. A reasonable number of keys to the locks on the doors in each tenant's leased premises shall be furnished by Landlord to each tenant, at the cost of such tenant, and the tenants shall not have any duplicate keys made.



- 8. With respect to work being performed by tenants in any leased premises with the approval of Landlord, all tenants will refer all contractors, contractors' representatives and installation technicians rendering any service to them to Landlord for Landlord's supervision, approval and control before the performance of any contractual services. This provision shall apply to all work performed in the Building including, but not limited to, installations of telephones, telegraph equipment, electrical devices and attachments, and any and all installations of every nature affecting floors, walls, woodwork, trim, windows, ceilings, equipment and any other physical portion of the Building.
- 9. Movement in or out of the Building of furniture or office equipment, or dispatch or receipt by tenants of any bulky material, merchandise or materials which requires the restricted use of elevators or stairways, or movement through the Building entrances or lobby shall be restricted to such hours as Landlord shall designate. All such movement shall be under the supervision of Landlord and in the manner agreed between the tenants and Landlord by prearrangement before performance. Such prearrangement initiated by a tenant will include determination by Landlord, and subject to its decision and control, as to the time, method, and routing of movement and as to limitations for safety or other concern which may prohibit any article, equipment or any other item from being brought into the Building. The tenants are to assume all risks as to the damage to articles moved and injury to persons or public engaged or not engaged in such movement, including equipment, property and personnel of Landlord if damaged or injured as a result of acts in connection with carrying out this service for a tenant from the time of entering the Project to completion of work; and Landlord shall not be liable for acts of any person engaged in, or any damage or loss to any of said property or persons resulting from, any act in connection with such service performed for a tenant.
- 10. All deliveries (including messenger deliveries) to a tenant's leased premises shall be made through the service elevators. Passenger elevators are to be used only for the movement of persons. Delivery vehicles shall be permitted only in such areas designated by Landlord, from time to time, for deliveries to the Building. Absolutely no carts or dollies (except for light-weight luggage carriers) are allowed through the main entrances of the Building or on passenger elevators without the prior written consent of Landlord (or Landlord's property manager). Tenants may obtain prior written consent of Landlord (or Landlord's property manager) for any exception to this provision.
- 11. Landlord shall have the power to prescribe the weight and position of safes and other heavy equipment or items, which shall in all cases, to distribute weight, stand on supporting devices approved by Landlord. All damages done to the Building by the installation or removal of any property of a tenant, or done by a tenant's property while in the Building, shall be repaired at the expense of such tenant. Landlord shall have the right to employ, at Tenant's sole cost, structural engineers to evaluate Tenant's compliance with this rule.
- 12. A tenant shall notify the Building manager when safes or other heavy equipment are to be taken in or out of the Building, and the moving shall be done under the supervision of the Building manager, after written permission from Landlord. Persons employed to move such property must be acceptable to Landlord.
- 13. Corridor doors, when not in use, shall be kept closed.
- 14. Each tenant shall cooperate with Landlord's employees in keeping its leased premises neat and clean. Tenants shall not employ any person for the purposes of such cleaning other than the Building's cleaning and maintenance personnel. Landlord shall be in no way responsible to the



- tenants, their agents, employees, or invitees for any loss of property from the leased premises or public areas or for any damages to any property thereon from any cause whatsoever.
- 15. To ensure orderly operation of the Building, no water, newspapers or the like shall be delivered to any leased area except by persons consented to by Landlord.
- 16. Should a tenant require telegraphic, telephone, annunciator or other communication service, Landlord will direct the electrician where and how wires are to be introduced and placed and none shall be introduced or placed except as Landlord shall direct.
- 17. Tenants shall not make or permit any improper, objectionable or unpleasant noises or odors in the Building or otherwise interfere in any way with other tenants or persons having business with them.
- 18. Nothing shall be swept or thrown into the corridors, halls, elevator shafts or stairway.
- 19. No birds, fish or other animals or aquariums shall be brought into or kept in, on or about the Building (except for seeing-eye dogs) without Landlord's consent.
- 20. Tenant's shall not tamper with or attempt to adjust temperature control thermostats in their leased premises. Landlord (or Landlord's property manager) shall promptly respond to each tenant's notices to adjust thermostats as required to maintain the Building standard temperature. Each tenant shall use reasonable efforts to (a) keep all window blinds down and tilted at a 45-degree angle toward the street, or (b) adjust other permitted window coverings, to help maintain comfortable room temperatures and conserve energy.
- 21. No heavy machinery of any kind shall be operated by any tenant in its leased premises without the prior written consent of Landlord, nor shall any tenant use or keep in the Building any inflammable or explosive fluid or any other Hazardous Material.
- 22. No portion of any tenant's leased premises shall at any time be used or occupied as sleeping or lodging quarters.
- 23. Landlord reserves the right to rescind any of these rules and regulations and to make such other and further rules and regulations as in its sole judgment shall from time to time be deemed appropriate for the safety, protection, care and cleanliness of the Building, the operation thereof, the preservation of good order therein and the protection and comfort of the tenants and their agents, employees and invitees, which rules and regulations, when made and written notice thereof is given to tenant, shall be binding upon it in like manner as if originally herein prescribed.
- 24. Landlord will not be responsible for lost or stolen personal property, money or jewelry from tenant's leased premises or public or Common Facilities regardless of whether such loss occurs when the area is locked against entry or not.
- 25. Any additional services, not required by lease to be performed by Landlord, which Tenant requests Landlord to perform and which are performed by Landlord shall be billed to Tenant at Landlord's cost plus fifteen percent (15%) or as stated in lease.
- 26. Smoking is prohibited in all areas of the Building except where expressly permitted by Landlord, if any. Landlord reserves the right to relocate or eliminate any such areas where smoking is permitted, at any time.

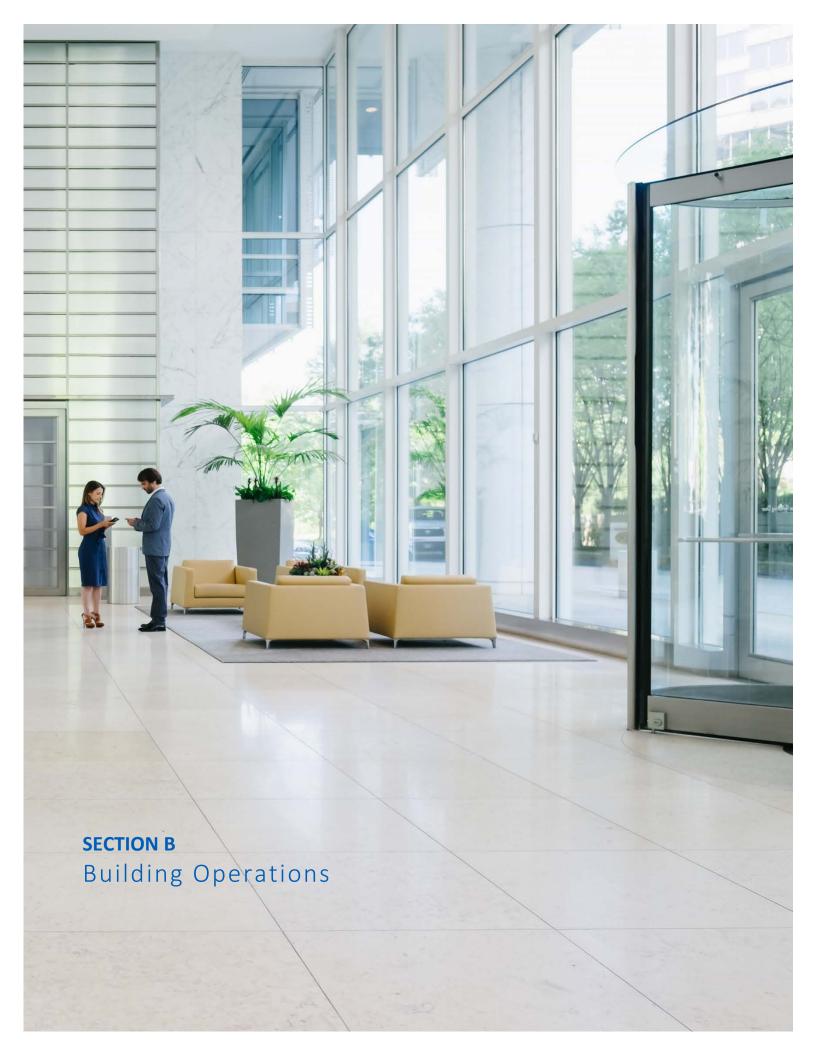


- 27. All tenant modifications resulting from remodeling on or to the Premises must conform to the City of Atlanta and Fulton County Building and Fire Codes in addition to base building specifications. Tenants shall obtain prior approval from Landlord for any such modifications and shall deliver "As Built" plans to the Management Office upon completion except as otherwise permitted in the Lease. The contractor conducting the renovation is subject to the 1180 Peachtree Contractor Rules and Regulations while performing work in the Building.
- 28. Tenants may not place any items on the exterior balconies of the Building without obtaining Landlord's prior written consent.
- 29. Space heaters and other portable heating and cooling devices are prohibited.
- 30. Tenants and their approved contractors may only use copper piping lines in the connection of kitchen/breakroom appliance to the Building's domestic water system.
- 31. No firearms are permitted in the Building or Parking Facilities, except firearms carried by licensed Federal, State of Georgia or local personnel while on duty.
- 32. Each tenant will comply with all security procedures (as reasonably determined by Landlord) necessary both during business hours and after hours and on weekends. Landlord will provide each tenant with prior notice of such security procedures and any changes thereto promptly.
- 33. Tenants are requested to lock all office doors leading to corridors and to turn out all lights at the close of their working day; provided, however, that no tenant shall be responsible to ensure that Landlord's cleaning contractor locks doors and turns out lights after cleaning the tenant's leased premises.
- 34. All locks for doors in each tenant's leased areas shall be Building Standard except as otherwise permitted by Landlord and no tenant shall place any additional lock or locks on any door in its leased area without Landlord's (or Landlord's property manager's) written consent except as otherwise permitted in such tenant's lease. All requests for duplicate keys shall be made to Landlord (or Landlord's property manager).
- 35. All requests for overtime air conditioning or heating must be submitted via the Genea system. A list of persons authorized to request overtime services (and any amendments thereto) will be furnished by the tenant to Landlord and Landlord shall be entitled to rely thereon and provide login credentials for authorized users.
- 36. Canvassing, peddling, soliciting and distribution of hand bills in the Building (except for activities within a tenant's leased premises which involve only such tenant's employees) are prohibited. Each tenant is requested to notify Landlord (or Landlord's property manager) if such activities occur.
- 37. An Authorized Activity Form to be supplied by Landlord (or Landlord's property manager) will be required for the following:
  - i. Access to Building mechanical, telephone or electrical rooms (e.g., telecom company employees).
  - ii. After-hours freight elevator use.



- iii. After-hours building access by tenant's contractors. Please note that the tenant will be responsible for contacting Landlord's property manager in advance for clearance of such tenant contractors.
- 38. Each tenant shall provide Landlord's property manager with names, email addresses and telephone numbers of individuals who should be contacted in an emergency.
- 39. Tenants shall comply with the Building life safety program established by Landlord (or by Landlord's property manager), including without limitation fire drills, training programs and fire warden staffing procedures, and shall exercise all reasonable efforts to cause all tenant employees, invitees and guests to comply with such program.
- 40. Smoking is not permitted on the Property except in the areas specifically designated by Landlord.
- 41. Tenant use of electrical current should never exceed the capacity of existing feeders, risers or wiring installation.
- 42. No tenant shall interfere in any way with other tenants' (or their visitors') quiet enjoyment of their leased premises.
- 43. Landlord reserves the right to control and obtain access to, and use of, and monitor and supervise any work in or affecting, the wire or telephone, electrical, plumbing or other utility closets, the risers, the plenums, the ceilings, the Building systems and equipment, and any changes, connections, new installations, and wiring work relating thereto (or Landlord may engage or designate an independent contractor to provide such services) and Landlord will be entitled to access any premises within the Building for purposes of such work, whether such work is for the benefit of a tenant's premises or a neighboring tenant's premises. Landlord will use reasonable efforts to minimize any disruption caused to any tenant during the performance of such work.





# **Building Operations**

#### **BUILDING ACCESS**

#### **Keys & Locks**

All key and lock requests or questions must be sent to the Management Office via AWARE Systems. Please note that there is a charge for additional keys and turnaround is 48 hours.

## **Access Cards & Card Requests**

All tenant employees working at 1180 Peachtree are required to have an access card issued to them. This card is always needed to enter the lobby turnstiles.

New tenants to the building will be issued an access card at \$20.00 per card. A \$20.00 fee will be charged for new, lost or damaged replacement cards.

Request for new or replacement cards, access level changes and deletion due to terminations or employee leaving the company need to be submitted to the Management Office via e-mail to mwatson@securamericallc.com by the Designated Tenant Contact.



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

#### **VISITOR REGISTRATION**

All visitors requiring access to a tenant space must be registered with EasyLobby, a web-based visitor registration software that will be provided to all tenants upon moving into 1180 Peachtree. Guests are required to provide identification to the Security team member located in the upper lobby of the building. A temporary badge will be printed, and the visitor will be directed to the specified floor.

Unregistered guests will be asked to wait as Security will call the tenant to ask permission for the visitor to access the space. To ensure timely access, please have all visitors registered in advance.

Easy Lobby can be accessed by visiting <a href="www.1180peachtree.com/tenants">www.1180peachtree.com/tenants</a>. Go to the Tenant Resources section of the page and click "Register a Visitor". Log in information can be requested with the Building Management office.



# **Building Operations**

#### **JANITORIAL SERVICES**

Offices, restrooms, and public areas are cleaned nightly, five times per week (excluding Holidays), per the Cleaning Specifications noted in your lease. During the day, porter and janitorial service is provided for the restrooms, elevators, elevator lobbies, and public areas of the building. Any other special cleaning request or trash removal services will be billed to the tenant on a time and material basis.

Please call or email the Management Office to request any additional cleaning services you may require. These additional services are billed to the tenant upon completion of the work. Day porters are not available for large moves during the day.

## **Large Trash Removal Services:**

Dumpsters are available from the Management Office for large amounts of trash you may wish to remove from your office. Open boxes (20 yard or 30 yard) are also available to tenants for removal of large items such as desk, file cabinets, etc. A request submitted in advance to schedule use of an open box. A charge is assessed to the tenant for dumpster pickups. A charge is also assessed for open box usage. Please call the Management Office for rate information.

#### **Small Trash Removal Services:**

When tenants are looking to throw away small packages and boxes they should clearly be marked with "Please Throw Out" stickers to avoid any misunderstanding. These stickers can be provided to the tenant by calling the Management Office. All trash items should be kept within the office. No items should be placed in the hallways, stairwells or lobbies as required by local fire ordinances. If trash is excessive it will be billed back to the tenant for cleaning staff's time.



#### **COVID-19 CLEANING PROCEDURES**

## **Cleaning Procedures:**

Since March 2020, the Janitorial Contractor has reprioritized its duties to ensure the building is properly sanitized daily. The Janitorial Team uses EPA registered disinfectants to sanitize and clean all areas of the building. Daily sanitization of common areas, elevators, restrooms, break rooms, high touch points, etc. will remain a priority. Common restrooms are disinfected 3 times per day. The night staff focuses on sanitizing offices including desks, door handles, light switches, etc. Additional cleaning services may be requested and coordinated through the Property Management team.

# **Cleaning Cards:**

A card system has been implemented to allow the janitorial team to focus on their efforts appropriately. If you are in need of more cleaning cards, please contact Property Management.





### **Additional Enhanced Cleaning Services:**

Enhanced Cleaning Services are offered upon request. To coordinate and receive a quote for services please contact Property Management.

#### **Fitness Center Cleaning:**

The Fitness Center is closed twice a day for cleaning. An electrostatic sprayer is used to spray an EPA registered disinfectant in the fitness center and locker rooms. The fitness center undergoes another cleaning every weekday evening.



#### **RECYCLING**

1180 Peachtree has a single stream recycling program. To participate in the building's recycling efforts, please place all office paper, envelopes, Post-It notes, and cardboard items into the dedicated receptacle at your desk side or work/break area. Recycling containers are identified by clean can-liners. Please note: Sensitive or confidential paper should not be placed in the recycling containers. The recycling materials are not shredded.

While some bins read 'Paper Only,' all other recyclables can be deposited in these containers as well. Recyclable items include all plastic bottles, plastic containers, magazines, catalogs, newspapers, and metal containers, such as aluminum cans. Please note: Any contaminated items cannot be recycled. Please put all food waste in the black plastic lined trash bins. Night cleaning will dispose of the recycling items on a nightly basis in a dedicated recycling compactor located at the loading dock. These items are then taken to a recycling center where they are sorted and then processed into reuseable materials.

All wet waste, including food, paper towels, Kleenex, etc. are to be placed in the desk side trash container which will contain a plastic can liner. Trash is also picked up on a daily basis and disposed of in a separate container located at the loading dock.

Electronic recycling is available upon request.

Each tenant employee is responsible for properly dispensing both recyclable materials and non-recyclable materials into their respective proper collection device.

Each copier room/pantry/conference room should contain one recyclable container to collect paper and recyclables as well as one gray or black trash container for solid waste trash material. To order recycling containers, please contact the Management Office for product and pricing information.

# What is Recyclable?

Recyclable paper is defined as ANY mixed office paper that can be torn or ripped and includes the following:

- ✓ Paper white, letterhead, colored, coated, computer, photocopy, facsimile, Post-It notes, loose leaf and legal pads
- ✓ Envelopes plain, window, labels
- ✓ Folders manila, colored, coated
- ✓ Junk Mail pamphlets, brochures
- ✓ Posters and training manuals
- ✓ Carbonless forms, receipts, shipping invoices
- Manuals and paper backed books, magazines, newspapers and newspaper inserts

Please note that paper clips, rubber bands, staples, tape, adhesive labels, and plastic tabs DO NOT have to be removed from the recyclable paper.



#### **TELECOMMUNICATION PROVIDERS**

1180 Peachtree hosts several telecommunication and networking options for our Tenants. These providers include:















# **Building Operations**

#### **MAIL**

For all incoming or outgoing mail, the delivery personnel are permitted to use ONLY the freight elevator. Please instruct all delivery services to use the loading dock and the freight elevator. Building Management and Security cannot sign for deliveries.



# Private Mail Service/Express Mail Couriers (FedEx, DHL, etc):

Tenants contracting directly with private express mail couriers will be served per individual agreement reached with the courier(s). These couriers will be allowed access to the building through the loading dock to your space during regular business hours.

#### **U.S. Postal Service:**

The U.S. Postal Service will deliver mail Monday through Saturday. Delivery times are subject to adjustment by the U.S. Postal Service. Tenants will be assigned a mailbox prior to your move in. You may bring outgoing mail to the mailroom located in the concourse level.

#### **HEATING, VENTILATION & AIR CONDITIONING**

# **Air Conditioning and Heating:**

Air conditioning and heating will be provided during the hours of 8:00 a.m. through 6:00 p.m., Monday through Friday and 8:00 a.m. to 1:00 p.m. on Saturday (or as per the requirements of your lease).

## **Overtime HVAC Requests:**

Heating and air conditioning requests outside normal business hours shall be entered in Genea by authorized tenant users at https://platform.geneaenergy.com/.





# **Building Operations**

#### **HOUSE CALLS – AWARE SYSTEMS**

All work order requests should be entered into AWARE Systems. AWARE gives tenants the ability to submit work orders online 24/7.



www.1180peachtree.awareportal.com

When you enter a request on AWARE, please be prepared to give the following information:

- √ Floor location of problem
- ✓ Specific location on the floor (e.g. NW corner, John Doe's cubicle, Room #2095, Ladies Restroom)
- ✓ Description of the problem in as much detail as possible
- ✓ Details of any equipment or supplies needed to fix (if known)









<u>ALL</u> **SPACE HEATERS ARE STRICTLY FORBIDDEN** in the building, as they are a safety hazard and against City fire codes. Also, space heaters disturb the accuracy of the building thermostats causing surrounding fellow employees to be cold.

EMERGENCIES: IF YOU HAVE A SITUATION THAT DEMANDS IMMEDIATE ATTENTION, PLEASE FOLLOW THE EMERGENCY PROTOCOL DETAILED IN THE EMERGENCY PROCEDURES MANUAL.



<sup>\*</sup>Please contact Building Management to create a login account for AWARE.

#### **SECURITY**



1180 Peachtree Security Officers are on duty 24 hours a day 7 days a week.

The contracted Building Security is responsible for security in the lobbies, dock area and all common areas within the building. Individual tenants of 1180 Peachtree are each responsible for the security of their respective areas and may call upon the Building Security to assist them at any time.

Building Security Officers are not armed and are only intended to serve as protection for the building and as a deterrent to crime. Actual enforcement of local laws is the role of the Atlanta Police who should be contacted along with Building Management if a crime or situation requiring the use of force occurs.

#### **Tenant/Service Persons Access:**

If you have lost your access badge or an unauthorized individual requests entry into your space, the tenant representative will be contacted to request permission to provide such access. Security officers are not allowed to provide access to unauthorized contractors, vendors or visitors without instruction from a tenant representative or Building Management.





## **MOVING PROCEDURES/DELIVERIES**

All Tenant moves, whether into or out of the Building, must be coordinated with the Management Office. The moving contractor should contact the Management Office to ensure the use of a designated freight elevator and to coordinate insurance certificate submission.

# Scheduling/Access:

All Tenant moves must take place after 5:00 p.m. on weekdays or anytime on weekends. This policy is required to simplify access to the Building for moving contractors and to minimize inconvenience to other Tenants. The exact date and time of any building move must be scheduled with the Management Office at least two weeks in advance. It is advisable for the Tenant to discuss the anticipated move date with the Management Office as early as possible to avoid conflicts with other tenant moves. No moving contractors will be allowed into the building or use of the loading dock and service elevators without prior written confirmation of loading dock reservation by the Management Office.



## **Loading/Unloading:**

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

#### **Property Protection:**

The moving contractor must make every effort to thoroughly protect all Building fixtures and finishes with appropriate materials to safeguard them from damage. Service elevator lobbies, multi-tenant corridors, and common areas of the building must have floor, wall and door protection in every move with specific attention paid to corners of walls and door frames. Building access will be discontinued if the moving contractor is not taking proper precautions.

## Clean-Up:

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

#### **Property Damage:**

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

#### **Tenant Access:**

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



#### **CERTIFICATES OF INSURANCE GUIDELINES**

1180 Peachtree 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 (COI). Updated certificates must be submitted upon expiration or change in policy.

# **Insurance Requirements:**

The moving contractor must provide and deliver a Certificate of Insurance to the Management Office at least 5 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 cannot allow access if the limits on the certificate do not meet the following criteria:

Evidence of Coverage Must Include:

Worker's Compensation \$1,000,000

Comprehensive General Liability \$2,000,000

(not less than \$1M per occurrence)

Automobile Liability \$1,000,000

Certificate Holder Must Be Listed As:

Hines Interests Limited Partnership as agent for 1180 Peachtree Office Investors, LLC 1180 Peachtree Street NE Suite 2630 Atlanta, Georgia 30309

Additional Insured Must Be Listed EXACTLY As: "1180 Peachtree Office Investors, LLC, Hines Interests Limited Partnership, their collective officers, agents and employees, and Metropolitan Life Insurance Company, its Affiliates and/or Successors and Assigns (ATIMA). Commercial general liability is primary to, and not contributing with, any policy carried by the additional insureds."

# **EMERGENCY CONTACT LIST**

When a tenant moves into the building, the Management Office will send an email requesting a list of emergency contact names. This list provides us with names and telephone numbers of persons who we can contact in case of an after-hours emergency.

Please note that it is important for tenants to keep their Emergency Contact List up to date. We ask that tenants contact Building Management whenever there are changes to their list.



#### **SUSTAINABLE POLICY**

#### **LEED®**

1180 Peachtree has been a LEED® certified building since its inception.



### **Green Building Features**

Hines has built or begun construction on more than 50 million square feet of LEED® certified buildings.

The Property environmentally-sound features include, but are not limited to:

- √ High efficiency air filters reduce indoor pollutants and improve air quality.
- ✓ Efficient, water consuming fixtures help with water conservation.
- ✓ Recycling Program
- ✓ Use of LEED® bulbs
- ✓ Light switches with motion sense controls which save energy and reduce operation costs.
- √ 100% outside air economizer allows up to 100% fresh air to be supplied during certain times of the year, which reduces the HVAC operational costs and increases indoor air quality.

#### **HINESGO**

GREEN OFFICE, or HinesGO, is a voluntary initiative adapted for Hines tenant spaces, which measures and rewards the "greening" efforts in your lease space.

The program will help you identify and implement no-cost and low-cost alternatives to operating in a standard indoor office environment. Scored on a scale of 100, you can evaluate your space in seven categories. When a specific strategy or improvement has been implemented from those categories, "Leaf Credits" are earned, which are weighted differently according to their relative sustainable value. If your office achieves 70 Leaf Credits and submits the attached form, it is then designated as a GREEN OFFICE.

We encourage you to establish a "green team" to conduct cost-benefit analyses for opportunities that require nominal cost to achieve a credit. Then a plan can be created for implementing those opportunities and measuring the results with an over-riding goal of reducing our collective environmental footprint and energy consumption.

Hines rolled out a similar program internally in December of 2008 and has since designated over 140 Hines GREEN OFFICES in the United States and Europe.

"Hines GREEN OFFICE expresses the sustainable approach we have used in our development and management services for decades. Encouraging tenants to make greener choices is just as important as designing healthy, productive and environmentally friendly space. We are pleased to offer this service to our tenants."

- Hines President and CEO Jeffrey C.

Contact Building Management for more information on the HinesGO initiative or if we can assist you with anything, and we look forward to hearing of your sustainability achievements.



# 1180 Peachtree - Additional Building Services Pricing

Hines is pleased to be able to provide the below additional services. To arrange any building service or to obtain a quote for services not listed herein, please call the Office of the Building. Invoicing for extra services will occur in the month following the month in which the work was performed. Some special services may require a letter agreement.

Description	Current Cost
Access Cards	New & Replacement Card: \$20.00 each
Housekeeping	Day Cleaning: \$13.33/hour
Large Trash Removal	Large Trash Bins: \$13.33/bin
Refrigerator Cleaning	Normal size one-time: \$75
	Commercial size one-time: \$100
Microwave Cleaning	One-time: \$15
Dishwasher Service	Collecting from sink to dishwasher nightly: \$25  Above service PLUS returning dishes in cabinets nightly: \$35  Collecting throughout suite and placing in dishwasher nightly: \$65
Engineering Labor	\$39.38 per hour  Overtime Rate: \$53.44 (4 hours minimum)
Lighting replacement	Materials: At cost
Key Replacements	Duplicate keys: \$5.00 per key
Overtime HVAC – Genea System	\$50.63 per hour, one floor
Security	\$18.58 per hour (4 hours minimum)
Umbrellas	Replacement Cost: \$25.00

Please note that services will be billed back to your company at an administrative fee agreed upon per your lease agreement with 1180 Peachtree Office Investors, LLC. To confirm your rate of administrative fees, please contact the Management Office of the Building at 404.975.4180.





