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TENANT MANUAL

2023



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 Piedmont 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 A
General Information



Section A

General Information

MANAGEMENT OFFICE

Location: 1180 Peachtree Street NE, Suite 100, 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
1075 Peachtree St
Suite 6
NW, Atlanta, GA 30309
800-275-8777

HOURS OF OPERATION

The building is open 24 hours a day, 365 days a year for tenants. 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:

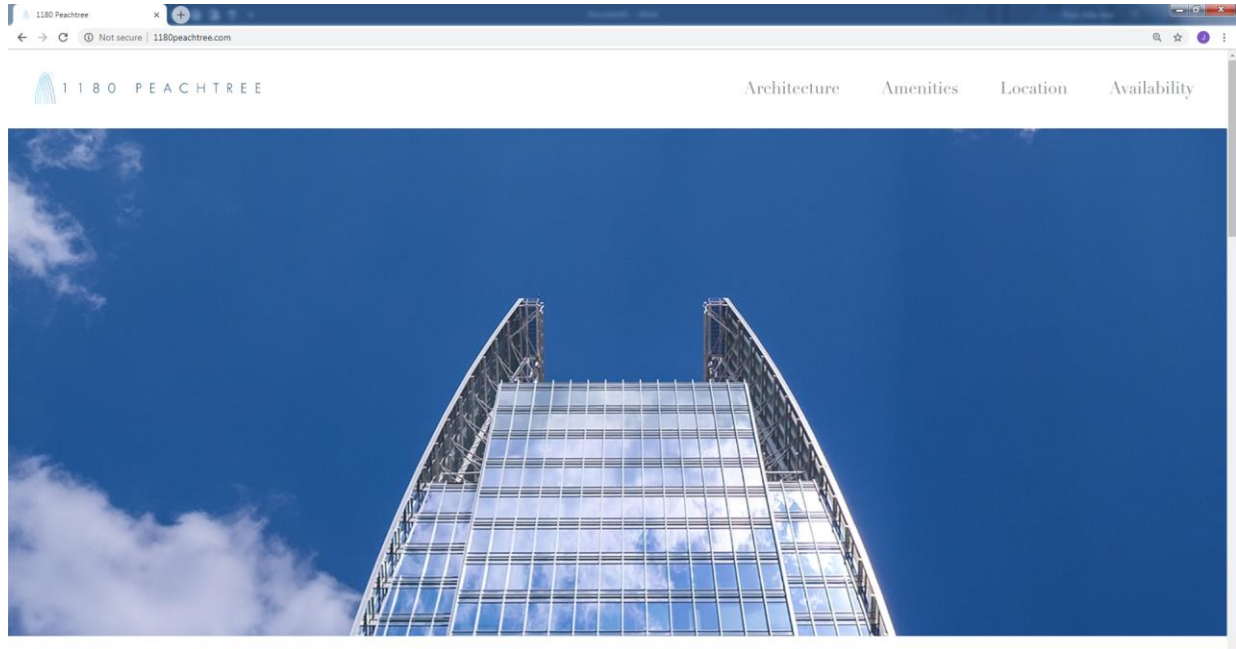
New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day as well as other holidays observed by owners of other comparable buildings.



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 Angus, the online work order system
- ✓ Link to Genea, the after-hours HVAC request system
- ✓ Link to NAVIGO, the visitor registration system
- ✓ Leasing Information
- ✓ Tenant Manuals



<https://www.ng1.angusanywhere.com/Tenant/Piedmont/Piedmontreit/home/home.aspx>



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General Information

BUILDING ACCESS & EGRESS

Lobby Entrances:

The principal means of entering and exiting the building is through two revolving doors either on 14th 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 14th 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. Please alert security and Management if an individual will no longer be working at the building so that building access is properly terminated.



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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 candice.dorris@pedmontreit.com or ricco.robinson@aus.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:

1. 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)
5. Construction/contractors

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. Property 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



Food deliveries and courier services are permitted after hours. The security staff will call the tenant to come down to pick up the delivery. Food deliveries will be placed in the shelving unit located in the lobby. 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.



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General Operations

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 17th 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 “Phone” which are located under the rows of floor buttons. Should an elevator malfunction, press the Phone button. The Phone button immediately dials 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. If you have cell service, you can call the security Command Center at 404-879-2176.



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, move-ins 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" |



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ELEVATORS

Freight Elevator Lobbies:

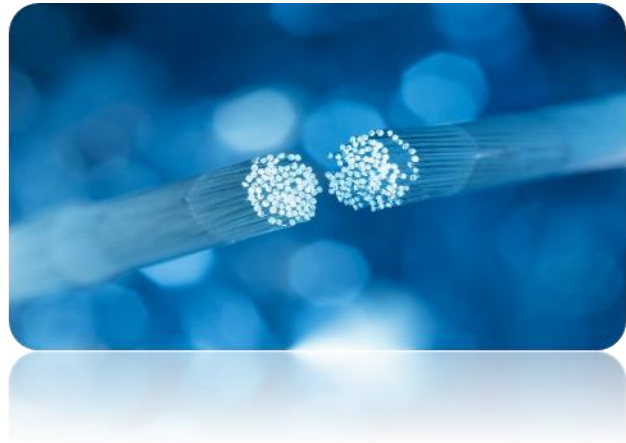
The freight elevator lobbies are not to be used for storage and unwanted items. Additionally, these areas are also part of the primary route of access for emergency personnel and should be kept clean of trash and debris. Items found in the freight lobbies may be disposed of without notice at Tenant's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



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BILLING/PAYMENT INFORMATION

Rent is due on the first day of the month. There is no monthly billing for rent or recurring billing. Please refer to the lease to notate when a rent escalation will occur. 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 Piedmont 1180 Peachtree, LLC.

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

Piedmont 1180 Peachtree, 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:

Lockbox Services 936628
 PIEDMONT 1180 PEACHTREE, LLC
 ATTN: LOCKBOX 936628
 3585 ATLANTA AVENUE
 HAPEVILLE, GA 30354-17

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

| | |
|------------------|--|
| Depository Bank: | Wells Fargo Bank, National Association |
| ABA Number: | 121000248 |
| Account Number: | 408924379 |
| Account Name: | Piedmont 1180 Peachtree, LLC |

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



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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.



SIGNAGE

Signage outside of tenant space is not allowed unless approved in advance, in writing, by Property Management. Please email a proof of the sign(s) with the desired placement of the signs to candice.dorris@piedmontreit.com for Property Management review. All common corridor elevator lobby directional signage and common corridor tenant suite signage needs to be ordered directly through Property 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 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.



Section A General Information



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 41st Floor, Stair 2 runs from the Lower Level to the Roof, and Stair 3 runs from the Lobby to the 18th 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.



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BUILDING FIRE SAFETY FEATURES CONT'D



ALL 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.



Section A General Information

PARKING



There are three (3) garage entrances/exits; one (1) is located off Peachtree Street and two (2) are located off 14th 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 per 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 (Legacy Parking Company) office is located on level 3 of the garage to service your parking contract needs.

Electrical Vehicle charging stations are located on level 3 of the parking garage before the entrance gate. These stations are available on the ChargePoint network and can be monitored on the app for availability. These charging spaces are only to be occupied while charging your vehicle. Your vehicle must be relocated inside the gated facility after 2 hours of charging. A discounted EV Charging rate is available for monthly parkers. EV Reserved Parking spots are also available in this area for \$225/month. Please contact Michael Hughey (mhughey@legacyparking.com) with Legacy Parking for more information.

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 4 and can pay via credit card upon exiting the garage or pre-pay at the kiosk located in the lobby. 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:

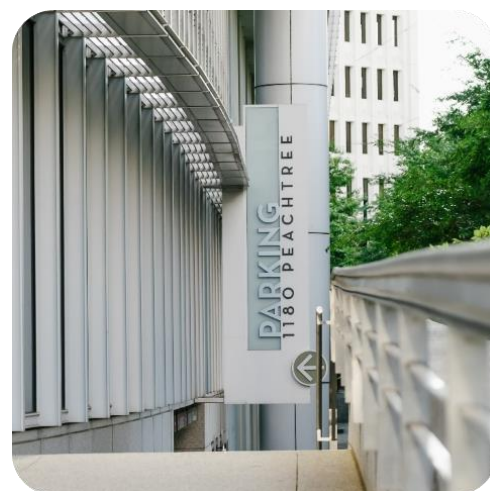
- 0 – 60 min = \$8.00
- 61 – 120 min = \$16.00
- 121min – 24hr = \$22.00

Visitor Parking (for Retail Tenant Guests):

Visitors of retail tenants must park on level 4 & 6 of the parking garage.

Vanpool/Oversized Vehicles:

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



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PARKING DRIVE ENTRANCES



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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 always observed in the parking garage.



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 Property Management.



Section A General Information

RETAIL & AMENITY INFORMATION

1180 Peachtree offers the following amenities and retail facilities:

ATM

An ATM is available for tenant convenience on 14th Street outside of Ameris Bank.

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 14th 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 40 attendants. The Conference Center can be reserved at no cost by contacting the Property Management office.



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RETAIL & AMENITY INFORMATION

DROP-BOXES

FedEx, UPS, and USPS drop boxes are located in the mailroom on the concourse level and are serviced once daily. Please contact security to have concourse level access added to a badge.

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 fitness center waiver must be completed and submitted to 1180lobby@aus.com for gym access.

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:

POUR TAPROOM & Mix'D Up Burgers, located on Peachtree Street, boasts over 80 rotating beer taps and a twist on American fare cuisine. It's the perfect place to grab an after-work drink or hold a gathering. The top level is equipped with a full bar to satisfy all taste buds. Email ATLevents@pourtaproom.com to inquire about reserving space for your next business meeting.



Section A General Information

RETAIL & AMENITY INFORMATION

SHOESHINE SERVICES The Glass Shoe Shop is located in the lower lobby. Please contact Fred Payton at 678-590-6231 for more information.

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.



Section A General Information

BUILDING RULES & REGULATIONS

***Rules & regulations may be updated or changed at any time at Property 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. 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
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.



7. 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.
8. In an effort to preserve the elevator tile, bicycles and scooters are not allowed in any of the Building elevators. Carts used for deliveries are only permissible in the freight elevators via the loading dock. The bike station located on the concourse level is a complimentary amenity for all tenants. Bike locks are not provided by the Building.
9. 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.
10. 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.
11. 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.
12. Corridor doors, when not in use, shall be kept closed.
13. 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.



14. 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.
15. 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.
16. 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.
17. Nothing shall be swept or thrown into the corridors, halls, elevator shafts or stairway.
18. 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.
19. Only trained service animals are allowed onto the premises per the American Disability Act. While certain accommodations have been made for emotional support animals in housing situations (per the Fair Housing Act), those accommodations do not extend to retailers, employers, or other businesses. Under federal law, a commercial Landlord is not required to grant an ESA entry.
20. Tenants 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:

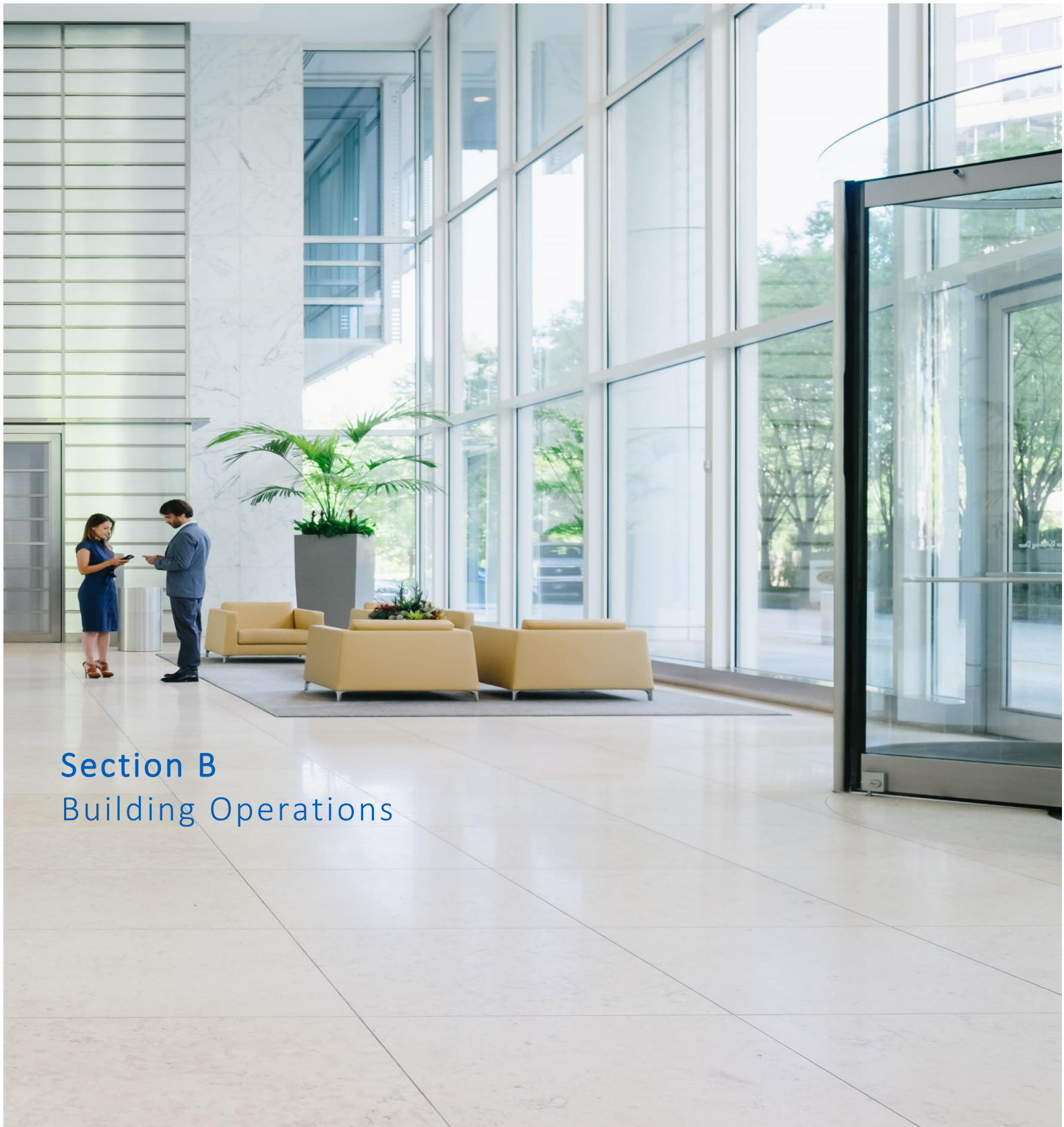


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- i. Access to Building mechanical, telephone or electrical rooms (e.g., telecom company employees).
 - ii. After-hours freight elevator use.
 - iii. After-hours building access by tenant's contractors. Please note that the tenant will be responsible 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. Tenant use of electrical current should never exceed the capacity of existing feeders, risers or wiring installation.
41. No tenant shall interfere in any way with other tenants' (or their visitors') quiet enjoyment of their leased premises.
42. 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.





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BUILDING ACCESS

Keys & Locks

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

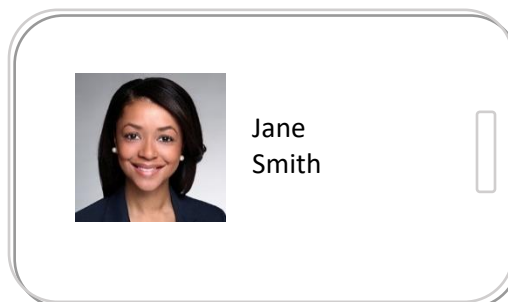
Access Cards & Card Requests

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. Tenant employees will need to have suite access added to their badge for their respective employer.

A \$20.00 fee will be charged for new, lost, or damaged replacement cards.

Requests 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

Ricco.Robinson@aus.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 Navigo, 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.

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.

Navigo can be accessed by visiting www.1180peachtree.com/tenants. Go to the Tenant Resources section of the page and click "Register a Visitor". Log in information can be requested with the Property Management office.



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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.



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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 re-useable 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.

The Property Management Office will host at least one (1) E-Waste Recycling Event per year.

The Property Management Office will host at least one (1) E-Waste Recycling Event per year. If you would like to recycle your e-waste at a different time, please contact Property Management for the vendor contact information.

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

The Building does not recycle nor throw away wooden pallets. Please have the vendor remove the pallet once items are delivered.

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



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TELECOMMUNICATION PROVIDERS

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



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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. Property 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/>.



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HOUSE CALLS – ANGUS SYSTEMS

All work order requests should be entered into Angus Systems. Angus gives tenants the ability to submit work orders online 24/7 and to reserve the 26th floor conference center.



<https://www.ng1.angusanywhere.com/Tenant/Piedmont/Piedmontreit/home/home.aspx>

*Please contact Property Management to create a login account for Angus.

When you enter a request on Angus, 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)

EMERGENCY NOTIFICATION SYSTEM

The building’s emergency notification system called Notify+Response is through Angus. Emergency notifications (severe weather, fire emergency, shelter-in-place can be received via call, email, and/or text message. Please send the following information to Candice.Dorris@piedmontreit.com if you wish to register.

Name:

Company:

Email:

Cell Phone:

Office Phone:



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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 Property 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 Property Management.



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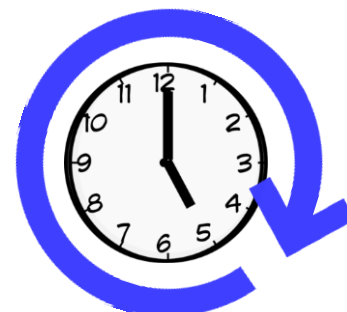
Building Operations

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.



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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.

*Note: Management only requires the COI from a tenant’s mover(s) and a tenant’s general contractor. All other vendors providing goods and/or services to a tenant do not need to provide management a COI.

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:

Piedmont Office Management, LLC
 C/O: Piedmont 1180 Peachtree, LLC
 1180 Peachtree Street NE, Suite 100
 Atlanta, GA 30309

Additional Insured Must Be Listed EXACTLY As: **“Piedmont 1180 Peachtree, LLC, Piedmont Office Realty Trust, Inc.; Piedmont Office Holdings II, Inc.; Piedmont Office Management, LLC; Piedmont Operating Partnership LP; MetLife Real Estate Lending LLC and their associated, affiliated and subsidiary companies, owners, directors, officers, managing agents, and fiduciaries as they exist.”**



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LIST OF EMERGENCY CONTACTS

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 Property Management whenever there are changes to their list.

SUSTAINABLE POLICY

LEED®

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



ENERGY STAR CERTIFICATION

The building receives an Energy Star Certification annually. Scores have always been exceptionally above high since the building's inception.

Green Building Features

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.**



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1180 Peachtree – Additional Building Services Pricing

Piedmont Management 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: \$18.90/hour |
| Large Trash Removal | Large Trash Bins: 18.90/hour |
| Refrigerator Cleaning | Request pricing from property management |
| Microwave Cleaning | Request pricing from property management |
| Dishwasher Service | Request pricing from property management |
| Engineering Labor | \$39.53/hour 30 minute minimum |
| Lighting replacement | Material cost plus labor and administrative fee |
| Key Replacements | Duplicate keys: Subject to materials cost & labor |
| Overtime HVAC – Genea System | \$50.63/hour, per floor |
| Security | \$33.33/hour |
| Umbrellas | Replacement Cost: \$25.00 |

Property Management is happy to solicit proposals for special projects. Please reach out for additional information. Please note that services will be billed back to your company at an administrative fee agreed upon per your lease. To confirm your rate of administrative fees, please contact the Management Office of the Building at 404.975.4180.



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1180 Peachtree Staff Contact Sheet

| Name | Title/Company | Contact Information |
|----------------|--|--|
| Marija George | Sr. Property Manager/Piedmont | Marija.george@piedmontreit.com 404-975-5059 |
| Amanda Rizzo | Assistant Property Manager/Piedmont | Amanda.Rizzo@piedmontreit.com 404-975-4051 |
| Candice Dorris | Tenant Service Coordinator/Piedmont | Candice.Dorris@piedmontreit.com 404-975-4180 |
| Michael Harris | Property Administrator/Piedmont | Michael.harris@piedmontreit.com |
| Matt Inhulsen | Chief Engineer/Able | Matt.Inhulsen@propertyengineers.com 404-879-2145 |
| Derek Allen | Lead Engineer/Able | Derek.allen@propertyengineers.com 404-879-2119 |
| Marlon Conley | Engineer/Able | Marlon.Conley@propertyengineers.com 404-879-2119 |
| Ricco Robinson | Director of Security/Allied Universal | Ricco.Robinson@aus.com 404-879-2177 |
| Aaron Peterson | Assistant Director of Security/Allied Universal | Aaron.peterson@aus.com 404-823-0554 |
| Lucy Rodriguez | Janitorial Project Manager, ABM | Lucy.Rodriguez@abm.com 404-879-2174 |
| Michael Hughey | Parking Facilities Manager, Legacy Parking | mhughey@legacyparking.com 404-879-2137 |
| Janay Johnson | Assistant Parking Facilities Manager, Legacy Parking | jajohnson@legacyparking.com 404-879-2188 |
| Command Center | | 1180security@aus.com 404-879-2176 |
| Lobby Security | | 1180lobby@aus.com 404-879-2169 |



