Amenities: On-Site Amenities

Spiffy Mobile Detail Services
- Spiffy is a mobile detail service that allows users to set an appointment straight from their mobile device. Simply go to your Apple store or Play store and download the Spiffy application. The innovative technology allows users to schedule, track and pay for a car wash and detailing service straight from their phone. Spiffy Mobile Detail Services is located onsite at 191 Peachtree Tower Garage on level P3. For more information, contact Cathal Doyle in the Parking Office on level P3 or stop by the Spiffy Mobile Detail Shop on Monday, Wednesday or Friday.

191 Cleaners
- Hours of Operation:
  - Monday through Friday - 8:00 AM to 5:30 PM
  - Saturday and Sunday - Closed

One Ninety One News and Sundries
- Hours of Operation:
  - Monday through Friday - 7:30 AM to 6:00 PM
  - Saturday and Sunday - Closed

Alma Cocina Restaurant - (404) 968-9662
- Hours of Operation:
  - Lunch - Sunday - Monday 11:00 AM - 3:00 PM
  - Dinner - Sunday - Monday 5:00 PM - close
  - Bar - Sunday-Monday 4:00 PM - close

The Commerce Club - (404) 222-0191
- Members Only
- Suite 4900

191 Shoe Shine
- Hours of Operation:
  - Monday through Friday - 8:00 AM to 5:00 PM
  - Saturday and Sunday - Closed

Resolution Fitness - (470) 346-2580
- Hours of Operation
  - Monday through Friday - 5:00 AM to 8:00 PM
  - Saturday - 8:00 AM to 2:00 PM
  - Sunday - Closed

191 Bistro
- Hours of Operation:
  - 7:30 AM to 10:00 AM - Breakfast
  - 11:00 AM to 2:00 PM - Lunch
  - Saturday and Sunday - Closed

The Bean Counter
- Hours of Operation:
  - Monday through Friday - 7:00 AM to 4:00 PM

Eneni's Garden Flower Shop - (404) 522-5500
- Located in north lobby of One Ninety One Peachtree Tower

Wells Fargo ATM
- Located in west lobby of One Ninety One Peachtree Tower

Catering Guide
Catering Pricing Sheet

Top of Page
Amenities: Conference Facility

For a Reservation: Authorized personnel from each Company at 191 Peachtree Tower (Reservation Coordinator/Tenant) must submit an Angus Workorder for a reservation.

Rental Rates

<table>
<thead>
<tr>
<th>Plan</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Day Rate (8 hours)</strong></td>
<td>$450</td>
</tr>
<tr>
<td><strong>Half Day Rate (4 hours)</strong></td>
<td>$350 - A Minimum rental of 4 hours is required, which shall consist of either morning or afternoon.</td>
</tr>
<tr>
<td><strong>Hourly Rate:</strong></td>
<td></td>
</tr>
<tr>
<td>(events exceeding 8 hours)</td>
<td>The Full Day Rate plus $87.50 per hour for every additional hour.</td>
</tr>
</tbody>
</table>

Hours of Operation

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday - Friday</th>
<th>Saturday &amp; Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7am - 7pm</td>
<td>7am - 3pm</td>
<td></td>
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</tbody>
</table>

For any reservations outside of the standard Hours of Operation, or on Saturday & Sunday, Additional Charges and Fees will apply. Also, the reservation must be approved by Property Management in advance.

Additional Charges and Fees

- After-hours HVAC: Mon.-Fri. after 6pm; Sat. & Sun. = $40/hr.
- Additional Cleaning: Reservations scheduled on Saturday and or Sunday will require an additional cleaning charge of $150.
- Furniture Reconfiguration: Failure to return the room to classroom configuration will result in a fee of $80.

Cancellation Fee:

Cancellations made less than 10 business days prior to reservation is subject to a charge of 50% of the total room rental fee. Cancellations made within 48 hours of the reservation is subject to a charge of 100% of the total room rental fee. There are no penalties for cancellations outside of 5 business days.

*Note: Fees are subject to change.*

The Conference Room Facility is Not Available to the General Public

Conference Facility Rules and Regulations
Conference Facility AV Instructions
Conference Facility - Booking a Reservation
Conference Facility Rates
Amenities: Electronic Vehicle Parking

Electronic Vehicle (EV) Charging Station

The Electronic Vehicle (EV) Charging Station is priced based on $0.85 per/hour for the first four (4) hours, then $20.00 per/hour thereafter. The four (4) charging stations provided at 191 Peachtree Tower are located on Level P-6 of the parking garage and available for employees and guests at the building 24 hours / 7 days per week.
Emergency Procedures: Introduction

Purpose
This emergency plan is established as an integral part of the official building's response to emergencies. The contents of this plan are designed as an “operational guide” for the behavior, safety and protection of the tenants and visitors to the building.

Scope
As outlined on the following pages, this emergency plan establishes a sequential “plan of response” for initially recognizing, identifying and reporting the existence of specific emergency situations threatening the building and/or its inhabitants; and then provides for the safety and protection of endangered personnel and/or assets.

When implemented and supplemented with appropriate instructions from the building’s Property Manager or representatives, this plan becomes an “operational tool” for the effective and responsive action when occupants of the building are forced to cope with various emergency situations.

General Emergency Guidelines
Listed below are steps that should be followed in almost every type of emergency:

- **Remain calm.** Panic can cause more damage in many cases than the emergency itself.
- **Contact the appropriate party immediately and relate all pertinent information (address, office number, name, phone number).**
- **Do not become a spectator.** Head away from, not toward, the problem area. Avoid getting in the way of emergency personnel.
- **Follow the directions of those in charge of the situation.**
Emergency Procedures: Fire & Life Safety

911 – City of Atlanta Fire Department

Emergency Personnel Responsibilities

When an emergency arises, please call 911 and then contact the Property Management Office at (404) 221-0191. The parties below are involved as follows:

Safety Director - Banyan Street Capital - Property Manager

- Primary responsibility is to coordinate and implement an effective evacuation of the building’s Customers in a serious fire or other situation that might require evacuation. Further responsibility stems from the preparation, monitoring and implementation (with the approval and assistance of the City of Atlanta Fire Department) of a training program for all members of the fire emergency team.

Assistant Safety Director - Banyan Street Capital - Chief Engineer

- Responsible for the effective implementation of “Evacuation Plan” and for actions taken by the building’s Emergency Assistance Team prior to the arrival of the City of Atlanta Fire Department. Upon the arrival of the City of Atlanta Fire Department, the Assistant Safety Director should assist the responsible Fire Department Supervisor in briefing as to seriousness, location and type of fire while explaining actions taken prior to the arrival of the Fire Department.

Emergency Wardens - Tenant Representative

- The Emergency Wardens are responsible for following strict orders of the Tenant Contact, the Safety Director or liaison, to implement in an orderly manner an approved evacuation plan upon notification from the Property Manager or the City of Atlanta Fire Department.
- The Emergency Warden is appointed by the Tenant Contact representing each firm occupying each floor of the building. If your firm occupies more than one floor, a minimum of one Emergency Warden should be designated for each floor. Those persons or their alternates (Deputy Wardens) must be present at all times while the building is occupied. These wardens must be familiar with the building evacuation plan, floor layout and location and use of fire equipment.

Deputy Wardens – Tenant Representative

- The Deputy Wardens shall take direction from the Tenant Warden and shall perform as the Tenant Warden in his/her absence.

Emergency Assistance Team – Banyan Street Capital à Property Management

- The Emergency Assistance Team staff is comprised of all building Engineering and Security personnel. Their responsibilities are primary fire fighting procedures and implementing emergency plans as directed by the Assistant or Safety Director in charge or the City of Atlanta Fire Department.

Evacuation Supervisor – Security Supervisor

- (After normal hours) - Primary responsibility is to coordinate and implement an effective evacuation after normal business hours.

Handicap Assistants – Appointed by Tenant

- Handicap Assistants are responsible for the evacuation of any physically challenged employees in suite.

Stairwells

- There are stairwells on both the north and south sides of the building. These stairwells are accessible from every floor. In case of fire or other emergency, use stairwells for exit. All stairwells provide exit from the building to the outside.

Emergency Fire / Life Safety Equipment

- The Building is equipped with a sophisticated, automated life safety system composed of smoke detection and alarm devices, sprinkler system, fire extinguisher cabinets on every floor and a central fire command center.
Emergency Procedures: Floor Wardens & Deputy Wardens

Criteria

Floor Wardens and Deputy Wardens are selected on the basis of two (2) principle criteria:

- They are intelligent, alert and resourceful individuals who are capable of performing in a leadership role during an emergency situation.
- They work in the building, rather than having primary duties and responsibilities elsewhere.

Floor Wardens are the “connecting links” between Property Management and their respective employees. As such, they have direct control and responsibility for all decisive matters relating to the safety of their employees during an emergency.

Floor Wardens are responsible for selecting, identifying and training sufficient wardens to effectively perform their emergency duties and responsibilities, and to facilitate a safe and orderly response and/or evacuation in an emergency situation. A minimum of four (4) wardens is recommended for full floor tenants (approximately one per 5,000 square feet). Smaller tenants may elect to appoint only one.

Floor Wardens and their deputies are responsible for communicating appropriate pre-planned emergency procedures and/or dates to all employees under their jurisdiction through personnel orientation and/or company bulletin boards. All wardens should be very familiar with the locations of stairwells, pull stations and fire extinguishers.

Floor Warden and Deputy Floor Warden participation in the semi-annual Fire Drills and any other related training provided by the management office is essential.

Floor Wardens

Floor Wardens are responsible for following strict orders of the Safety Director or liaison, and for implementing an orderly evacuation plan upon notification from the Safety Director, Assistant Safety Director, the Atlanta Fire Department or the building intercom system.

Deputy Wardens

Deputy Warden(s) is appointed by and will take direction from the Floor Warden, and shall step in as the Floor Warden in his/her absence.

Floor Warden Training Program

To insure all Floor Wardens and Deputy Wardens completely understand the emergency and evacuation procedures, annual Floor Warden Training is conducted by members of the Emergency Assistance Team with the assistance from the City of Atlanta, Fire Safety Education Specialist. During this training, all emergency procedures are thoroughly reviewed.

Floor Wardens and Deputy Wardens are required to be proficient in the following:

- Evacuation plan and procedures
- The layouts of each floor, including the exits, pull stations and location of fire extinguishers.
- Personnel under his/her control, as to whether there are any occupants who are disabled requiring more than ordinary assistance during an evacuation.
Emergency Procedures: Emergency Information

IN CASE OF EMERGENCY:
Report life or physically threatening situations immediately:

Two Steps

Step 1: 9-1-1
Step 2: Management Office at 404-221-0191
Emergency Procedures: Evacuation

Evacuation Procedures

When the order for evacuation is given, all persons must evacuate the building entirely. Due to the design of the building, it may not be necessary for all occupants to evacuate at once. The exact nature of a situation will guide emergency personnel in determining how an evacuation will be conducted.

Always use Stairwells! They are the primary means of evacuation at all times. Elevators will not be used for evacuation unless ordered by the Safety Director or the City of Atlanta Fire Department.

When evacuation is necessary:

1. Instructions will be given at the time of evacuation as to which stairwell(s) to use.
2. Follow safe evacuation procedures:
   - Remain calm.
   - Advise employees to proceed quietly and orderly.
   - Remove high-heel shoes.
   - Walk to the right of the stairwell in a single file line as the fire department may use the same stairwell to gain entry.
   - Do not carry items out of the building other than briefcases or purses.
   - If smoke is encountered during your evacuation, get on your hand and knees, and stay close to the wall.
   - If you need assistance while in the stairwell, use the intercom button located at the stairwell landing of every fifth floor to contact security. Intercoms are located in Stairwells on floors 5, 10, 15, 20, 25, 30, 35, 40, 45 and 50.

Upon reaching the bottom level, exit the building. Be careful of traffic, falling glass or other hazards. Each person should proceed directly to their company’s designated meeting place and check in with their representatives. Do not attempt to remove vehicles from the parking garage. This will interfere with emergency response personnel.

Tenant Responsibilities During an Evacuation

Property Management strongly encourages every tenant to create an internal, company specific, emergency procedures plan using the guidelines outlined in this manual. Areas of responsibilities include, but are not limited to, the following:

1. Assign two-man teams (Deputy Wardens) to assist the disabled.
2. Take emergency flashlights or other portable lights in case of an electrical power failure.
3. Take company First Aid Kits, if it is readily available and not too heavy.
4. Properly secure and safeguard special company records (i.e. documents, original contracts, negotiable instruments, etc.) and lock the appropriate files, vaults, closets, desks, etc.
5. Unplug appropriate electrical equipment and machines, computers, microwaves, coffee makers, etc.
6. Check for employee and visitor stragglers, turn OFF lights and close office doors. DO NOT LOCK if your office is involved in the fire.
7. All company personnel should be versed on evacuation procedures, the Assembly Area and assembly instructions as determined by the Floor Warden. Give appropriate direction to visitors who may not be familiar with the building.
8. Once it is found to be safe to return to the building, an All Clear call will be given to the Assembly Area’s by the buildings’ Emergency Assistance Team.

IMPORTANT: If you determine that your employees or visitors are in danger, and you cannot reach the Management Office by telephone in a reasonable length of time, you may determine it prudent to exercise your independent judgment and move or evacuate your personnel without being given specific routes to follow.

Mobility Impaired Persons

Persons who cannot evacuate via the building’s stairwells should make their way into the stairwell and await assistance from the fire department. Each mobility-impaired person should have a fellow co-worker (Deputy Warden) assigned to them during an evacuation. The person assigned to assist should be fully capable physically to assist the mobility impaired person. The Property Management Office maintains listings of all mobility-impaired persons in the building. Impairments can be either temporary, (i.e. broken/injured leg) or permanent (i.e.: wheelchair bound persons). In either event, please make sure the Property Management Office is advised of the identity and floor location of any mobility-impaired employees so accurate records
can be maintained. This information will be given to the fire department upon their arrival.

**IMPORTANT:** The Floor Warden of a floor with a Mobility Impaired Person should give confirmation to a member of the Emergency Assistance Team that the Mobility Impaired Person listed on our records is in the building. Provide them with the floor number and stairwell that the person is located.

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Emergency Procedures: Bomb Threat

Standard Operating Procedure

It has been clearly proven that the vast majority of these calls are indeed false alarms, meant only to disturb or disrupt the normal work of a person or company. However, at no time should any call be regarded as just another false alarm. The following guide will be useful. When a call is received, there are several things to do.

1. Keep the caller on the line as long as possible. Ask the caller to repeat the message.
2. Obtain as much information from the caller as possible:
   - Location of the bomb,
   - Time of detonation,
   - Outside appearance or description of the bomb,
   - Reason for planting the bomb.
3. Listen for background noises that might help in determining where the call was made.
4. At the conclusion of the call, do not hang up. It is essential that you keep this line open so that the police can trace the call. Go to another phone and immediately report the call to 911 and the Property Management Office (404) 221-0191, giving as much of the following information as possible:
   - Your name,
   - Your location and phone number,
   - Name of the initial recipient of the threat,
   - Name of anyone listening in to the threat,
   - Name of any employee threatened by the caller,
   - Normal work location of any threatened employee,
   - TIME the bomb is supposed to explode,
   - Exact LOCATION where the bomb is supposed to be,
   - OUTSIDE APPEARANCE or DESCRIPTION of the bomb,
   - REASON given for the bomb,
   - Time.
4. Notify your supervisor about the bomb threat call.
5. Quickly and thoroughly search your company area for “suspicious, unusual or foreign items” (“Suspected Bombs”) and report any findings. Do not touch, move, jar, disturb or cover any “suspicious items” that are found. Report any findings to the Property Management Office.
6. If evacuation is necessary, the City of Atlanta Fire Department or the Property Management Office will notify you as to the evacuation plan to use.

IMPORTANT - If you determine that your employees and visitors are in imminent danger and you cannot reach the City of Atlanta Fire Department and the Property Management Office by telephone in a reasonable length of time, you may determine it prudent to exercise your independent judgment and move or evacuate your personnel without being given specific route to follow!

IMPORTANT - Identify and give priority to the movement or evacuation of nervous, emotional, ill and/or handicapped personnel.

If you evacuate, establish and announce a “rendezvous point” or employee meeting place for safety and control, “roll call”, communication and re-entry information.

- When evacuation is complete, assemble and account for all your personnel:
- Total number of employees moved or evacuated:
- Total number of visitors moved or evacuated:
- Total number of personnel missing:
- Names of missing persons:

For future reference by the Property Management Office, write a brief report covering your actions in response to the emergency, including any special problems or incidents that you encountered, and submit it as soon as possible to the Property Management office.

Suspected Bomb-Safety Precautions

The safety precautions listed below are designated to acquaint you with the dangers inherent in the search, discovery and handling of suspected objects.

While some of the following safety precautions may seem elementary, do not dismiss them as unimportant,
nor take them for granted. Adequate knowledge of these precautionary provisions may save your life, the lives of your fellow employees and Tenants and the lives of the individual Tenants and visitors who daily frequent the building.

- Do not use radio equipment to transmit messages.
- Do not change the lighting conditions.
- Do not smoke.
- Do not accept the contents of any container as bona-fide simply because it was delivered in a routine manner.
- Do not accept container markings and/or appearances as sole evidence of their content, identification and legitimacy.
- Do not touch a suspected bomb.
- Do not carry a suspected bomb.
- Do not assume that a suspected bomb is of a specific (high explosive or incendiary) type.
- Do not open a suspicious container or object.

**Suspected Bomb-Safety Precautions (continued)**

- Do not cut a string, cord or wire on a suspicious container or object.
- Do not cut or remove the wrapper on a suspicious container.
- Do not unscrew the cover of a suspicious container or object.
- Do not move the latch or hook on the cover of a suspicious container or object.
- Do not raise or remove the cover of a suspicious container.
- Do not change the position of a suspicious container or bottle.
- Do not place a suspicious container or object into water.

**Identifying and Handling Suspicious Mail/Packages**

A suspicious letter or parcel might have some of the following indicators:

- Postmark or name of sender is unusual, unknown, or no further address is given.
- Postage – Excessive or inadequate.
- Balance – The letter is lopsided or unusually thick.
- Weight – The letter or package seems heavy for its size.
- Contents – Stiffness or springiness of contents; protruding wires or components, feels like it contains powdery substance.
- Smell – Particularly almond or other suspicious odors.
- Writing – Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient. Common words or names are misspelled.

**Suggestions for Handling Suspicious Letter/Purchases**

- Do not excessively handle or open.
- Immediately segregate it in an unused room or space.
- Attempt to verify the sender and/or the legitimacy of the package.
- If the letter or parcel remains suspect, call the police.
Emergency Procedures: Civil Disturbance

If you receive notification that a civil disturbance threatens the building or your office space, Call 911, and then contact the Property Management office at 404-221-0191. Give as much of the following information as possible:

- Exact LOCATION of the demonstrators
- Approximate number of demonstrators
- Demonstrator’s current activity
- Your name, company name and location
- Notify your employees and visitors about the civil disturbance.

For the safety and protection of your personnel and company assets, assign specific duties to execute the following emergency procedures:

- Lock or have a warden stand by to lock all entrances and “sensitive areas” as appropriate; i.e., office doors, equipment rooms, storerooms, mail rooms, desks, file cabinets, vaults, etc., to protect company assets, employees and visitors.
- Notify all personnel of the disturbance and warn them to avoid personal contact with the demonstrators. Try not to make any comments or statements that further anger the demonstrators.
- Advise all personnel to avoid leaving the building.
- Warn all personnel and visitors that elevator service will be reduced or cut-off during the emergency to prevent access to demonstrators.
- Advise all personnel to avoid walking through the lobby areas while the demonstrators present a threat.
- Important – Periodically update all employees and visitors of the situation.

If the demonstrators have invaded the building and are on your floor:

- Immediately Call 911, and then contact the Property Management at 404-221-0191. Warn all employees and visitors of the emergency situation, and that movement within the building will be impeded because the elevators will most likely be turned off to prevent the demonstrators form involving other areas of the building.
- Advise all Floor Wardens and Deputy Wardens to execute the following additional emergency procedures for the safety and protection of your personnel and company assets:
  - Lock main entrance door(s). Note: Have a warden stand by at the entrance door with a key to allow authorized personnel only to enter and/or leave.
  - Lock all “sensitive areas”, as appropriate.
  - Make notes of all rooms and/or areas invaded by the demonstrators to facilitate a search for suspicious items.

When the demonstrators leave, or are removed from your office, and the civil disturbance is no longer threatening the building, advise Floor Wardens and Deputy Wardens to initiate a search for invaded floor(s) and office(s), for any items that are unusual or foreign to the normal environment.

**IMPORTANT:** Advise all wardens to be on alert for unattended and suspicious items that were carried by the demonstrators; e.g. clothing, knapsacks, bag. Suspicious items should not be touched, moved, jarred, disturbed or covered. Warn all employees and visitors accordingly.

Request that wardens advise you immediately upon completion of the search whether or not any suspicious items were found, and if so, immediately relay the information to 911 and the Emergency Assistance Team.
Emergency Procedures: Explosions

If an explosion occurs, report the explosion to 911 - City of Atlanta Fire Department and the Property Management Office. Give the following information:

- Your name, location and phone number
- Your company's name
- Exact location of explosion
- Cause of explosion
- Extent of casualties and number and type of injuries
- Whether explosion caused fires and, if so, location of fire

The Property Management Office will immediately contact the Fire and Police Departments to confirm they are dispatching emergency personnel to the scene.

You should move or evacuate employees and visitors from your tenant area(s), if necessary or upon notification by the Safety Director, or by intercom announcement.
Emergency Procedures: Fire Emergencies

Fires

One Ninety One Peachtree Tower is fully sprinklered with numerous fire detection and alarm devices throughout the building. When heat, smoke or combustion activates one of these devices, the Fire Command Center immediately receives a visual and audible alarm indicating the location, setting into motion the following emergency procedures:

1. If you detect the odor of something burning, but see no smoke or flame, call the Management Office at (404) 221-0191. Building Personnel will investigate immediately to determine if fire department assistance is necessary.

2. If a small fire is discovered, confine the fire by closing surrounding doors. Call 911 and then contact the Management Office at (404) 221-0191. You may also choose to pull open one of the fire alarm pull stations located next to fire exits. Locate the fire extinguisher that is stored inside of each stairwell or at a designated area inside your suite. If using the extinguisher, attempt to defuse the fire by following proper fire extinguisher procedures:
   - Pull out the pin.
   - Aim at the base of the fire.
   - Sweep from side to side until the fire is out.

3. If you discover a large fire during normal business hours that is too much for a fire extinguisher to handle, and have not heard or been notified by the building emergency system, call 911, and then immediately call the Management Office at (404) 221-0191. Provide the following information:
   - Exact location of the fire: floor, suite, and room number.
   - What is burning: electrical equipment or wiring, liquids, paper, wood furnishings, etc.
   - The severity of the fire.
   - Your name, phone number and location.

4. If you still do not hear an audible alarm, activate the Pull Station located at the closest stairwell and alert all other Floor Wardens and Deputy Wardens of the situation.

5. Further instructions may be given by the Emergency Intercom System, the Atlanta Fire Department, or the Emergency Assistance Team.

6. If necessary, proceed with evacuation procedures. REMEMBER: the Fireman’s Return will be activated; therefore, all elevators will return to the lobby. STAIRWELLS MUST BE USED DURING EVACUATION.

7. If evacuation is not necessary, normal business operations may begin upon notification by the Emergency Intercom System, the Atlanta Fire Department or by the Emergency Assistance Team.

8. If you discover a large fire after normal business hours call 911. If you have not been notified by the building emergency system, call security at (404) 221-0191 and provide the following information:
   - Exact location of the fire: floor, suite, and room number.
   - What is burning: electrical equipment or wiring, liquids, paper, wood furnishings, etc.
   - The severity of the fire.
   - Your name, phone number and location.

9. Security will notify the Emergency Assistance Team and set into motion the building’s official response to emergency situations.

10. Notify all employees located on the floor and follow safe evacuation procedures.

11. Notify the appropriate company contact at their after-hours phone number.

12. The fire alarm system generates a varying whoop tone from speakers located throughout the building. The alarm will also sound on adjacent floors above and below the alarm floor.

13. If you feel it is necessary to evacuate the building due to fire, smoke or any emergency condition you may do so without receiving further instructions from the Property Management Office.

How You Can Help Prevent Fires

- Case studies of office fires show that most could have been prevented if simple safety precautions had been exercised. You can help prevent fire by following these precautions:
  - Assign someone to make certain that all appliances are turned off at the end of the day.
  - Be alert for strange odors or lights from electrical appliances. Have malfunctions checked immediately.
  - Store and use flammable liquids according to safety regulations. Clean up spills at once.
  - Dispose of trash. Don’t allow it to accumulate. Don’t overload wall circuits.
  - Smoke only where permitted. Smoking is not permitted inside the Building.
Emergency Procedures: Medical Emergencies

If there is a medical emergency within your office or observed by you, please call 9-1-1 first, then provide the following information to the Property Management Office by calling (404) 221-0191:

- Provide the type of medical emergency
- Exact location and name of the sick or injured person
- Has an ambulance or doctor been notified? If not, please do so first.
  - Notify Property Management, the Property Management Office will ready their entrance into the building.
  - If the sick or injured person requests you call their doctor, please do, and notify the Property Management Office so assistance can be given to the doctor when entering the building.
  - Assign at least one Floor Warden or Deputy Warden to stand by on the floor where the sick or injured person is located to meet the doctor and/or ambulance attendants, and guide them to the sick or injured person. If the sick or injured person is going to a hospital, try to send a friend or fellow employee along to assist them at the hospital until a spouse / relative arrives.

Fast response to medical emergencies can save lives. Never hesitate to Call 911 for medical assistance if needed. Remember to contact the Property Management Office with details so the building staff can assist when the emergency personnel arrive at the property.

One Ninety One Peachtree Tower has one Automated External Defibrillator (AED) located behind the Security Console in the building lobby. Our security staff is fully trained to operate the AED.

Note: Please advise the emergency medical personnel if you have preference of hospital location. Most ambulances will transport patients to any local hospital. The may or may not oblige depending on the severity of the emergency. Some cases may require going to the nearest facility.
Emergency Procedures: Elevator Malfunction

In the event you are in an elevator which stops between floors, or if the doors will not open, do not attempt to force the doors open. Use the labeled telephone located within the small door panel which is connected to the security office. Follow the instructions on the inside panel. Advise them of the nature of the problem and elevator personnel will be called to assist you. The “Alarm” button may be pressed to make an audible noise and a security officer will immediately respond. Stay calm and be assured that help is on the way.

The elevators are equipped with numerous safety devices which prohibit them from failing under emergency conditions. Under no circumstance should you attempt to exit a car except through the doors, which have opened level with a floor.

Do not try to climb out and jump to a floor below should the doors open between floors.

In the event of a power interruption to the building, the elevators will (one at a time) be automatically lowered to the lobby level, and the doors will open.

Elevator technicians are on property Monday through Friday, from 7:00 a.m. until 5:30 p.m., and are available 24 hours a day, seven days a week for emergency response.
Emergency Procedures: Other Emergencies

Electric Power Outage

One Ninety One Peachtree Tower is equipped with two (2) emergency generators which will power certain building systems during a power outage. These systems include all alarm and life safety systems, limited emergency lighting on each floor and one elevator in each rise. All elevators will (one at a time) be automatically lowered to the lobby level and the doors will open. If an outage is of short duration, it should cause little concern. If it is of longer duration, however, you may desire to leave the building. If so, you could utilize one of the available elevators or the stairwells.

Should Property Management need to make contact with you during such electric power outage we will call your tenant contact for after-hour emergencies. This individual's information needs to be given to the property management office as soon as possible and updated as appropriate.

Severe Weather

In most cases, advance warning of severe weather is not likely. In the event of severe weather, move toward core area rooms, including restrooms, freight elevator lobbies and building stairwells. Close window blinds and office doors as you exit.

The greatest danger will be that of flying glass and objects; therefore, attempt to locate where the maximum numbers of walls are between you and the exterior of the building. *Stay away from glass atriums and lobbies.*

Garage

In case of an emergency inside the Garage, emergency systems are located at each stairwell door. Press the red button which activates a blue signal light and an audible alarm will sound at the FCC and the Security Console. Our security staff will answer your call and you can state the problem.

Toxic Hazards

Biological/Chemical Substance Threat:

Response to and preparation against threats or actual attacks from biological or chemical agents is similar to bomb threats or attacks. By their nature, however, biological and chemical agents can be extremely difficult to detect until their physical symptoms can be observed in exposed persons. Symptoms can include breathing difficulty, watery eyes, nausea, dizziness, and difficulty in moving. These symptoms can occur suddenly, without any prior warnings. Medical attention should be summoned immediately with the onset of these symptoms.

Biological or chemical threats can be common agents (pepper spray or mace) or much more complex in nature (anthrax, nerve gas).

Routine security vigilance is the most important protective measure. Access to your work areas should be controlled and suspicious items should be reported. Containing any biological or chemically affected areas (close doors, shut down HVAC) and isolating any exposed persons is critical in responding to attacks.

Contact 911 so trained responders can be summoned, then notify the Property Management Office at (404) 221-0191.

Incident Response Protocol for Biological Release

- Notify 911 immediately then contact the management office.
- Isolate impacted area.
- Contain/cover the material to minimize the impacted area.
- Contain the material to minimize the number of individuals exposed.
- Contain the potential impacted individuals to ensure that they receive proper medical attention.
- Remove non-impacted individuals from the area as quickly as possible and await further instructions from response team.
- Retain all impacted material for response team.
- Wash your hands with soap and water if you have made contact with the material.
Emergency Procedures: Workplace Violence

If your company or an individual receives a threat, get as much information as possible:

- What exactly was said?
- Was a date/time of the threatened action mentioned? (“I’ll be there this afternoon.”)
- Was a weapon mentioned or known to be in the threat – maker’s possession?
- Is there prior history with the threat-maker; upset client, ex-employee, ex-boyfriend?
- Is there a restraining order in effect against this person?
- Is a photograph or physical description available?
- Develop a plan for notifying office personnel, police and building management should the individual come into your office.
- Give the front desk receptionist a discreet way to signal for help.

Building Security Officers are not armed nor trained in physical intervention. They are trained to confront suspicious individuals, talk them into leaving the building and to report on incidents. Physically threatening individuals should immediately be reported to 911, then report the incident to the Management Office at (404) 221-0191.

Below is information from the U.S. Department of Homeland Security regarding Active Shooters and how to respond.

- [http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf](http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)
- [http://www.dhs.gov/xlibrary/assets/active_shooter_poster.pdf](http://www.dhs.gov/xlibrary/assets/active_shooter_poster.pdf)
Emergency Procedures: Life Safety Equipment

One Ninety One Peachtree Tower is equipped with state-of-the-art life-safety devices and equipment. This equipment, coupled with 24-hour onsite security monitoring, computer controlled monitoring and redundant power supply back up, provides the tenants at One Ninety One Peachtree Tower with unparalleled life-safety support.

One Ninety One Peachtree Tower is fully sprinklered. Photoelectric smoke detectors, duct detectors, water-flow switches and manual pull stations provide alarm information to the building’s staff 24 hours a day. Qualified contractors routinely inspect these devices for proper operation.

Major structural components have been fire proofed to provide multi-hour compartmentalization on every floor. Because of this feature, it is highly unlikely that, if there should be a fire on one floor, it would spread to another before it was extinguished.

In addition every floor at One Ninety One Peachtree Tower has important life-safety equipment including a life safety generator that provides lighted exits in the event of a power outage. Exhaust fans remove deadly smoke from the floor and pressurized stairwells allow for safe exit from the floor.

Definitions:

Air Handler Shut-Down Relay: Turns off the air conditioning unit in the event an alarm is activated.

Automated External Defibrillator (AED): Located behind the Security Console in the lobby. It is a portable electronic device that automatically diagnoses cardiac arrhythmias in a patient, and is able to treat them by application of electrical therapy which stops the arrhythmia, allowing the heart to re-establish an effective rhythm.

Building Intercom System: Used for communication with Security in the event of an emergency, or if trapped in a stairwell. Intercoms are located at the stairwell entry of every fifth floor, starting with the 5th floor. Pressing the intercom button activates the Security Console station. Additional Blue Light stations are located in the Garage Areas and Loading Dock.

Elevator Fire Recall: Automatically recalls all elevators to the lobby level during a fire alarm to prevent elevator usage, and for use by fire department personnel.

Elevator Pressurization: Alarm signal from the FCC automatically turns on fans creating a positive pressure throughout elevator hoist ways.

Emergency Generators: Provides electricity to our Life Safety System in the event of a power outage.

Fire Command Center (FCC): Located on the lobby level, the FCC is the central location where all emergency, fire and life safety equipment is monitored 24 hours per day.

Fire Emergency Door Unlock: Operated automatically by the FCC, and unlocks all stairwell doors and releases door hold-open devices in passenger elevator lobbies in the event of a fire alarm for assistance in evacuation.

Fire Extinguisher: Located on each floor inside the stairwells for use in the event of a minor fire.

Fire Fighters Comm. Jack: Permits the fire department officials to communicate with personnel stationed at the FCC and Security Console.

Pull Stations: Located at every stairwell, notifies the FCC that an emergency situation exists in a particular zone.

Smoke Detectors: When in alarm, they alert the FCC and Security Console that smoke exists on a particular zone.

Sprinkler Systems: All areas of the building are protected with sprinkler pipeline. The temperature at which sprinklers activate is approximately 165 degree Fahrenheit.

Stairwell Pressurization: Alarm signal from the FCC automatically turns on fans creating a positive pressure through the stairwells for smoke free exit.

Stand Pipes Fire Hose Valve: Located on each floor inside the stairwell, it allows fire department officials to hook up hoses near the emergency area.

Tamper Switch: Informs the FCC and off site monitoring company that a sprinkler system valve is being
closed.

**Water Flow Alarm:** Notifies the fire command center and off site monitoring company that a sprinkler has been activated on a particular zone.

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Emergency Procedures: Emergency Response

Emergency Response Procedures
An emergency response cart stocked with fire extinguishers, hose and nozzles, pry bars, safety clothing and first aid equipment, is always ready to be taken to any part of the building. A dedicated phone line in the Fire Command Center allows immediate contact with outside emergency services.

Office Emergency Contact
The Property Management Office should have the name and telephone number (both during and after office hours) of the Tenant’s representative. If you have not provided this information to our office, please do so at your earliest convenience by submitting the following form to info@191peachtreetower.com: Emergency Contact Form
Emergency Procedures: Training

Life Safety Training

While sophisticated alarm monitoring and detection are incorporated into the design of life-safety systems at One Ninety One Peachtree Tower, training is the key to life-safety preparation.

Tenant Training

Training begins with Tenant Emergency Warden Seminars, conducted by the Property Management Team. An annual presentation with input from trained personnel, address the following situations:

- Fire Alarm Response
- Building Evacuation
- Medical Emergencies
- Bomb Threat Management
- Weather Related Threats
- Elevator Situations

Tenant Training (continued)

Each firm is responsible for identifying Tenant Emergency Wardens who are required to participate in this training at least once a year. Tenant Emergency Wardens are the points of contact for all emergency-related issues. They are responsible for passing this training on to their co-workers. They must be familiar with: the layout of their work areas, the population of their space, the special needs of co-workers, what is common or unusual for their space, and the locations of fire exits and evacuation routes.

In addition to the formal Tenant Emergency Warden Training sessions, the Property Management office is always ready to provide life-safety training tailored to the individual needs of the tenants.

Staff Training

The One Ninety One Peachtree Tower Management Staff receives continual training on life-safety related issues.

- CPR/AED/First Aid Training
- Annual Life-Safety Staff Training Seminar
- Annual Fire Drills
- Daily, Weekly, Monthly, and Annual Inspections of life-safety systems and equipment.
- Bomb Threat Training
- Workplace Violence Response Training

Fire Drills

Fire Drills are usually conducted within days after the Fire Warden Training. They are designed to closely simulate an actual alarm response and evacuation. Tenant Wardens should use this time to educate their co-workers on life-safety equipment. Fire Drills also allow the building staff to inspect and evaluate the automated life-safety related issues, and complete a detailed checklist on building systems and operation, in addition to assisting tenants with evacuation. Post-drill meetings allow building staff to critique their response, share observations, and identify problems.

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Emergency Procedures: Pandemic Preparedness & Response Plan

Please refer to the CDC (Center for Disease Control) website at www.pandemicflu.gov for a comprehensive source of information and advice for businesses and families. During an outbreak, this site is updated daily.
Introduction: Directions

Address:
191 Peachtree Street, NE
Atlanta, GA 30303

From I-85 / 75 South
- Take the Courtland Street Exit (249-A) toward Georgia State University;
- Turn right onto Andrew Young International Blvd NE;
- Take a left at your first light onto Peachtree Street, NE;
- Take a left at your first light onto Ellis Street;
- Take a left at the second entrance into the One Ninety One Peachtree Tower Parking Garage.

From I-85 / 75 North
- Take the Andrew Young International Blvd / GA-10 (248-C);
- Ramp becomes Fort St. NE;
- Take a left at Andrew Young International Blvd NE;
- Take a left at Peachtree St. NE;
- Take a left at your first light onto Ellis Street;
- Take a left at the second entrance into the One Ninety One Peachtree Tower Parking Garage

Building Access
- From Marta - Use Entrance via the West Lobby on Peachtree Street, use address: "191 Peachtree Tower"
- By Car - The Parking Garage on Ellis Street, use address: "191 Peachtree Tower Garage"
- Drop-off / Pickup / Valet - Use Entrance via the East Lobby on Peachtree Center Avenue, use address: "191 Peachtree Tower Motorcourt"
- For Deliveries / Loading Dock, Use Address: "191 Peachtree Tower Motorcourt"
# Introduction: Important Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Management Office</td>
<td>(404) 221-0191</td>
</tr>
<tr>
<td>Property Management Fax</td>
<td>(404) 522-5580</td>
</tr>
<tr>
<td>Property Management Email</td>
<td><a href="mailto:info@191peachtreetower.com">info@191peachtreetower.com</a></td>
</tr>
<tr>
<td>Downtown Atlanta Emergency</td>
<td>911 - <em>(for fire, police, and ambulance)</em></td>
</tr>
</tbody>
</table>
Introduction: Operating Instructions

Navigation
You move through The Electronic Tenant® Portal just as you would a traditional website. It’s as simple as pointing and clicking. The main page features a navigation bar that provides links to each chapter. Upon entering a chapter, you will find links to the specific information provided in that chapter’s sub-sections.

Special Features
This Electronic Tenant® Portal has special features, such as a Forms Section and Search engine. In order to take advantage of these useful features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use, and can be obtained by clicking here.

Updates
The Electronic Tenant® Portal is updated on a regular basis, so please be sure to periodically check for updates and new information. If you are having trouble accessing the Electronic Tenant® Portal or need assistance, please e-mail or call the Management Office.
Neighborhood: Central Atlanta Progress Website

Click here to obtain information about the Central Atlanta Progress.
Neighborhood: Day Care Centers

add text
## Operations: Building Management

The One Ninety One Peachtree Tower Management Office is located in One Ninety One Peachtree Tower, East Lobby - 100, Atlanta, GA 30303.

- The hours of operation are from 8:00 AM to 5:30 PM, Monday through Friday. However, the management phone line is manned 24 hours a day.
- Management Office Phone Number: (404) 221-0191

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Property Manager</td>
<td>Michelle Dixon</td>
</tr>
<tr>
<td>Property Manager</td>
<td>Leah Smith</td>
</tr>
<tr>
<td>Senior Chief Engineer</td>
<td>David Haynes</td>
</tr>
<tr>
<td>Lead Engineer</td>
<td>David Ranck</td>
</tr>
<tr>
<td>Customer Service Coordinator</td>
<td>Kathryn Ross</td>
</tr>
<tr>
<td>Administrative Manager</td>
<td>Alicia &quot;Lee&quot; Williams</td>
</tr>
</tbody>
</table>
Operations: Hours of Operation

One Ninety One Peachtree Tower is accessible 24 hours a day, seven days a week.

These hours relate to building access only and not to other services; such as, air conditioning and maintenance. Standard services provided as per the Lease (i.e., air conditioning) are from 7:00 AM - 6:00 PM, Monday through Friday and on Saturdays from 8:00 AM - 1:00 PM by request only.
Operations: Entrances & Exit Doors

East Motor Court Entrance to One Ninety One Peachtree Tower -

A granite paved driving plaza just off of Peachtree Center Avenue enables taxis, limousines and private cars to access the Tower’s East entrance for convenient pick-up or drop-off. The entrance is accessible Monday through Friday, 6:30 AM - 7:00 PM. After hours, enter through card access left of revolving doors. This entrance is not designed as a primary means of access.

West Atrium Entrance to One Ninety One Peachtree Tower -

The main entrance into One Ninety One Peachtree Avenue is located on Peachtree Street adjacent to the Ritz-Carlton, Atlanta. During business hours, use revolving door ways or entrances designed for handicapped individuals. After business hours, card access is provided through the door designed to accommodate handicapped individuals.

One Ninety One Peachtree Tower / Ritz-Carlton Entrance -

One Ninety One Peachtree Tower is strategically integrated with the Ritz-Carlton, Atlanta. Access to the hotel lobby can be achieved by using the bronze double doors located in the West Atrium.

See Parking Garage for more information about accessing the building from the parking area.

Building Access

- From Marta - Use Entrance via the West Lobby on Peachtree Street, use address: "191 Peachtree Tower"
- By Car - The Parking Garage on Ellis Street, use address: "191 Peachtree Tower Garage"
- Drop-off / Pickup / Valet - Use Entrance via the East Lobby on Peachtree Center Avenue, use address: "191 Peachtree Tower Motorcourt"
- For Deliveries / Loading Dock, Use Address: "191 Peachtree Tower Motorcourt"
Operations: Leasing

The leasing company for One Ninety One Peachtree Tower is Cushman & Wakefield. Their main phone number is (404) 875-1000.

Listed below is the contact information for the authorized representatives:

Glenn Kolker  (404) 682-3419  glenn.kolker@cushwake.com
Preston Menning  (404) 682-3423  preston.menning@cushwake.com
Kyle Kenyon  (404) 853-5316  kyle.kenyon@cushwake.com
The parking facility for One Ninety One Peachtree Tower is a multi-level ongoing facility located at Ellis
Street and Peachtree Center Avenue. Each avenue is equipped with an entrance to and exit from the garage
area. This feature is a benefit to traffic from all directions.

The garage is connected to One Ninety One Peachtree Tower via elevators. This feature provides climate
controlled access from automobile to office.

Garage Operating Hours

- Monday - Friday: 5:30 AM 7:00 PM (open to the public)
- After hours, parking cards are the only means of access.
- Saturday and Sunday: Gates remain closed & parking cards are the only means of access.

Gates are activated by laser sensors during after hours’ exiting; Contract parking maintains access via
parking card 24 hours a day. Parking cards will open gates after hours.

No long-term parking or storage of vehicles is permitted. Monthly cardholders who would like to leave their
vehicle in the garage overnight or for an out of town trip must fill out a request. An Overnight Parking Form
can be found by selecting "Forms" from the drop down menu, under the "Services" Tab. A completed form
should be emailed to info@191peachtreetower.com for approval.

Parking Garage Card

- Please contact the person responsible for handling parking in your office to submit a request for a
parking garage card.
- If for any reason your monthly access card does not work or is lost, please contact the person
responsible for handling parking in your office to submit a request.

Building Access

- From Marta - Use Entrance via the West Lobby on Peachtree Street, use address: "191 Peachtree
Tower"
- By Car - The Parking Garage on Ellis Street, use address: "191 Peachtree Tower Garage"
- Drop-off / Pickup / Valet - Use Entrance via the East Lobby on Peachtree Center Avenue, use
address: "191 Peachtree Tower Motorcourt"
- For Deliveries / Loading Dock, Use Address: "191 Peachtree Tower Motorcourt"
Operations: Electronic Vehicle Parking

Electronic Vehicle (EV) Charging Station

The Electronic Vehicle (EV) Charging Station is priced based on $0.85 per/hour for the first four (4) hours, then $20.00 per/hour thereafter. The four (4) charging stations provided at 191 Peachtree Tower are located on Level P-6 of the parking garage and available for employees and guests at the building 24 hours / 7 days per week.
Operations: Bicycle Parking

191 Peachtree Tower supports and encourages biking to work! Bicycle Parking is available on the entrance/exit level of the garage on Parking Level P5. The innovative design of the bike racks allows us to maximize space and ensure the safekeeping of each bicycle, with a two-point contact and u-lock compatibility on both horizontal and vertical racks. As a bonus, a fix-it station and sitting area is offered for added enjoyment and convenience.

Parking rules are posted in the Bicycle Parking Area, and are highly enforced.

Resolution Fitness Center offers a Shower Pass Program. Please contact (470) 346-2580 or visit www.191resolutionfitness.com for more information.
Policies & Procedures: Building Rules & Regulations

The following rules and regulations are listed in your lease agreement:

1. No sign, picture, advertisement or notice visible from the exterior of the Demised Premises shall be installed, affixed, inscribed, painted or otherwise displayed by Tenant on any part of the Demised Premises or the Building unless the same is first approved by Landlord. Any such sign, picture, advertisement or notice approved by Landlord shall be painted or installed for Tenant at Tenant's cost by Landlord or by a party approved by Landlord. No awnings, curtains, blinds, shades or screens shall be attached to or hung in, or used in connection with any window or door of the Demised Premises without the prior consent of the Landlord, including approval by the Landlord of the quality, type, design, color and manner of attachment. In the event of any breach of the foregoing, Landlord may remove the applicable item, and Tenant agrees to pay the cost and expense of such removal.

2. Tenant agrees that its use of electrical current shall never exceed the capacity of existing feeders, risers or wiring installation. Any wires and wiring installed by or on behalf of Tenant within any riser of the Building shall be bundled together within such riser and a tag shall be placed on such bundle at each floor of the Building identifying the floor(s) served by each bundle and the name and telephone number of a representative of Tenant to contact in the case of an emergency.

3. The Demised Premises shall not be used for storage of merchandise held for sale to the general public. Tenant shall not do or permit to be done in or about the Demised Premises or Building anything which shall increase the rate of insurance on said Building or obstruct or interfere with the rights of other lessees of Landlord or annoy them in any way, including, but not limited to, using any musical instrument, making loud or unseemly noises, or singing, etc. The Demised Premises shall not be used for sleeping or lodging. No cooking or related activities shall be done or permitted by Tenant in the Demised Premises except with permission of Landlord. Tenant will be permitted to use for its own employees within the Demised Premises a small microwave oven and Underwriters' Laboratory approved equipment for brewing coffee, tea, hot chocolate and similar beverages, provided that such use is in accordance with all applicable federal, state, county and city laws, codes, ordinances, rules and regulations, and provided that such use shall not result in the emission of odors from the Demised Premises into the common area of the Building. No vending machines of any kind will be installed, permitted or used on any part of the Demised Premises without the prior consent of Landlord. No part of said Building or Demised Premises shall be used for gambling, immoral or other unlawful purposes. No intoxicating beverage shall be sold in said Building or Demised Premises without prior written consent of the Landlord. No area outside of the Demised Premises shall be used for storage purposes at any time.

4. No birds or animals of any kind shall be brought into the Building (other than trained assist dogs required to be used by the visually impaired). No bicycles, motorcycles or other motorized vehicles shall be brought into the Building.

5. The sidewalks, entrances, passages, corridors, halls, elevators, and stairways in the Building shall not be obstructed by Tenant or used for any purposes other than those for which same were intended as ingress and egress. No windows, floors or skylights that reflect or admit light into the Building shall be covered or obstructed by Tenant and no articles shall be placed on the window sills of the Building. Toilets, wash basins and sinks shall not be used for any purpose other than those for which they were constructed, and no sweeping, rubbish, or other obstructing or improper substances shall be thrown therein. Any damage resulting to them, or to heating apparatus, from misuse by Tenant or its employees, shall be borne by Tenant.

6. One key for each entry door to the Demised Premises will be furnished Tenant without charge. Landlord may make a reasonable charge for any additional keys. No additional lock, latch or bolt of any kind shall be placed upon any door nor shall any changes be made in existing locks without written consent of Landlord, and Tenant shall in each such case furnish Landlord with a key for any such lock. At the termination of the Lease, Tenant shall return to Landlord all keys furnished to Tenant by Landlord, or otherwise procured by Tenant, and in the event of loss of any keys so furnished, Tenant shall pay to Landlord the cost thereof.

7. Landlord shall have the right to prescribe the weight, position and manner of installation of heavy articles such as safes, machines and other equipment brought into the Building. Tenant shall not allow the building structure within the Demised Premises, nor shall Tenant cause the elevators of the Building, to be loaded beyond rated capacities. No safes, furniture, boxes, large parcels or other kind of freight shall be taken to or from the Demised Premises or allowed in any elevator, hall or corridor except at times allowed by Landlord. Tenant shall make prior arrangements with Landlord for use of freight elevator for the purpose of transporting such articles and such articles may be taken in or out of said Building only between or during such hours as may be arranged with and designated by Landlord. The persons employed to move the same must be approved by Landlord. Landlord reserves the right to inspect and, where deemed appropriate by Landlord, to open all freight coming into the Building and to exclude from entering the Building all freight which is in violation of any of
these Rules and Regulations and all freight as to which inspection is not permitted. No hand trucks, mail carts, floats or dollies shall be used in passenger elevators. All hand trucks, mail carts, floats or dollies used by Tenant or its service providers for the delivery or receipt of any freight shall be equipped with rubber tires.

8. Tenant shall not cause or permit any gases, liquids or odors to be produced upon or permeate from the Demised Premises, and no flammable, combustible or explosive fluid, chemical or substance shall be brought into the Building. Tenant shall prevent inadequate ventilation from and will assure proper operation of any HVAC systems and/or office equipment under Tenant's control, and Tenant will not allow any unsafe levels of chemical or biological contaminants in the Demised Premises and will take all steps necessary to prevent the release of such contaminants from adhesives, machinery, and cleaning agents. Tenant shall cooperate in all respects with Landlord regarding the management of the indoor air quality in the Building and in connection with the development and implementation of an indoor air quality management plan for the Building. Smoking shall not be permitted in any common areas of the Building or the Project or in any premises within the Building. If Tenant shall assert that the air quality in the Demised Premises is unsatisfactory or if Tenant shall request any air quality testing within the Demised Premises, Landlord may elect to cause its consultant to test the air quality within the Demised Premises and to issue a report regarding same. If the report from such tests indicates that the air quality within the Demised Premises is comparable to the air quality of other first-class office buildings in the market area of the Building, or if the report from such tests indicates that the air quality does not meet such standard as a result of the activities caused or permitted by Tenant in the Demised Premises, Tenant shall reimburse Landlord for all costs of the applicable tests and report. Additionally, in the event Tenant shall cause or permit any activity which shall adversely affect the air quality in the Demised Premises, in the common area of the Building or in any premises within the Building, Tenant shall be responsible for all costs of remedying same.

9. Every person, including Tenant, its employees and visitors, entering and leaving the Building may be questioned by security personnel as to that person's business therein and may be required to produce a valid picture identification and to sign such person's name on a form provided by Landlord for registering such person; provided that, except for emergencies or other extraordinary circumstances, such procedures shall not be required between the hours of 7:00 a.m. and 6:00 p.m., on all days except Saturdays, Sundays and Holidays. Landlord may also implement a card access security system to control access to the Building during such other times. Landlord shall not be liable for excluding any person from the Building during such other times, or for admission of any person to the Building at any time, or for damages or loss for theft resulting therefrom to any person, including Tenant.

10. Unless agreed to in writing by Landlord, Tenant shall not employ any person other than Landlord's contractors for the purpose of cleaning and taking care of the Demised Premises. Cleaning service will not be furnished on nights when rooms are occupied after 6:30 p.m., unless, by agreement in writing, service is extended to a later hour for specifically designated rooms. Landlord shall not be responsible for any loss, theft, mysterious disappearance of or damage to, any property, however occurring. Only persons authorized by the Landlord may furnish ice, drinking water, towels, and other similar services within the Building and only at hours and under regulations fixed by Landlord.

11. No connection shall be made to the electric wires or gas or electric fixtures, without the consent in writing on each occasion of Landlord. All glass, locks and trimmings in or upon the doors and windows of the Demised Premises shall be kept whole and in good repair. Tenant shall not injure, overload or deface the Building, the woodwork or the walls of the Demised Premises, nor permit upon the Demised Premises any noisome, noxious, noisy or offensive business.

12. If Tenant requires wiring for a bell or buzzer system, such wiring shall be done by the electrician of the Landlord only, and no outside wiring men shall be allowed to do work of this kind unless by the written permission of Landlord or its representatives. If telegraph or telephonic service is desired, the wiring for same shall be approved by Landlord, and no boring or cutting for wiring shall be done unless approved by Landlord or its representatives, as stated. The electric current shall not be used for space heaters unless written permission to do so shall first have been obtained from Landlord or its representatives in writing, and at an agreed cost to Tenant.

13. Tenant and its employees and invitees shall observe and obey all parking and traffic regulations as imposed by Landlord. All vehicles shall be parked only in areas designated therefore by Landlord.

14. Canvassing, peddling, soliciting and distribution of handbills or any other written materials in the Building are prohibited, and Tenant shall cooperate to prevent the same.

15. Tenant agrees to participate in the waste recycling programs implemented by Landlord for the Building, including any programs and procedures for recycling writing paper, computer paper, shipping paper, boxes, newspapers and magazines and aluminum cans. If Landlord elects to provide collection receptacles for recyclable paper and/or recyclable aluminum cans in the Demised Premises, Tenant shall designate an appropriate place within the Demised Premises for placement thereof, and Tenant shall cause its employees to place their recyclable papers and/or cans into the applicable such receptacles on a daily basis.

16. Any special work or services requested by Tenant to be provided by Landlord shall be provided by
Landlord only upon request received at the Project management office. Building personnel shall not perform any work or provide any services outside of their regular duties unless special instructions have been issued from Landlord or its managing agent.

17. Landlord shall have the right to change the name of the Building and to change the street address of the Building, provided that in the case of a change in the street address, Landlord shall give Tenant not less than 180 days' prior notice of the change, unless the change is required by governmental authority.

18. The directory of the Building will be provided for the display of the name and location of the tenants. Landlord must first approve any additional name, which Tenant shall desire to place upon said directory and if so approved, a reasonable charge will be made therefore.

19. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular lessee, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other lessee, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the other lessees of the Building.

20. These Rules and Regulations are supplemental to, and shall not be construed to in any way modify or amend, in whole or in part, the terms, covenants, agreements and conditions of any lease of any premises in the Building.

21. Landlord reserves the right to make such other and reasonable Rules and Regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of the Project, and for the preservation of good order therein.
Policies & Procedures: Construction

[Click here to download Contractor Rules & Regulations.]
Policies & Procedures: Copier / Computer / Electrical Requirements

A permit must be acquired through the appropriate City of Atlanta authority for low voltage cabling and electrical work, whether installed by your general contractor or another vendor. The permit or license is to be posted on the job site.
Policies & Procedures: Low Voltage Permit

All telephone and/or computer cabling must be permitted (Low Voltage Permit) and inspected before the city will issue a Certificate of Occupancy, which must be received before you move in. Your telephone installer is responsible for getting this permit and it must be received before the electrical contractor schedules the electrical ceiling inspection, which is usually ten to fourteen days before construction is completed.
Policies & Procedures: Moving Rules & Regulations

For the benefit of all Tenants, major moves / deliveries can only be accommodated on evenings and weekends. Please furnish the necessary information that is requested as soon as moving plans are finalized to avoid any conflicts of scheduling. It is recommended that the moving company supervisor visit the complex to become familiar with the elevator locations, clearances and finish conditions before the move is scheduled.

- Two weeks prior to a Tenant’s scheduled move-in / out date, the Landlord, the Tenant’s move coordinator and the moving company will need to meet in order to coordinate times, establish methods of delivery and reserve use of the loading docks, service corridors, and freight elevators for the move.
- A move-in letter and “Tenant Information Manual” providing site plans identifying building entrances and parking and loading dock facilities will be delivered to Tenant prior to a move-in. Please respond to the move-in letter as soon as possible providing the management office with the information requested.
- A pre-move walk-through, including the property manager, the Tenant move coordinator and a representative from the moving company, will need to be conducted prior to the commencement of the move. The walk-through will serve to identify existing damage in common areas and corridors as well as identify areas to be protected and padded according to building regulations.
- Move-ins / move-outs and deliveries of large quantities of furniture, equipment, or supplies must be accomplished after 7:00 PM on weekdays, or on weekends or holidays. Please contact the management office at (404) 221-0191 to determine if your move/delivery applies to the after hours criteria.
- Only the service elevators should be used for the movement of furniture, equipment, and supplies. All companies making deliveries in connection with the move are to adhere to the moving rules and regulations pertaining to the protection of the premises. All costs associated with adhering to such protection procedures are the responsibility of the Tenant and/or Tenant’s freight, moving or delivery company. Any physical damage to base building finishes is the complete responsibility of the moving company.
- Protection should be installed the evening prior to the move and removed immediately upon completion. Tenant (or its moving company) is responsible for leaving the area in as clean a condition as it was prior to the move.
- The mover / delivery company must use clean masonite sections as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. All sections of masonite should be taped to prevent sliding.
- The mover / delivery company must provide and install protective coverings such as Mat-A-Doors on all vulnerable corners, walls, door facings, elevator cabs and other areas along the route to be followed during the move. In addition, the use of duct tape on the floors, walls, or doors is not allowed.
- All moving companies must carry the appropriate amount of insurance. Please contact the Property Management office to obtain the insurance requirements.
- The premises will be cleaned in accordance with the cleaning specifications set forth in the Lease prior to the move, (exclusive of extraordinary cleaning required due to leasehold improvement construction work) and upon Tenant’s request after the move is completed (exclusive of any extraordinary cleaning or the removal of moving boxes, etc.). Normal cleaning services will commence on the next scheduled business day. The movers should be instructed to remove all used and unpacked boxes from the building, making arrangements for disposal other than using the waste facilities of the building. No trash, boxes or other items are to be left in the loading dock, corridors or any other common area. The building standard janitorial services do not include the removal of such items.
- Smoking is not permitted inside the building.
- Please notify the property manager of items to be moved which are unusually large or heavy (in excess of 3,500 pounds) or which may require our review. Dimensions and weight may prohibit the safe transport and placement within acceptable structural guidelines. Any large items that cannot be placed in the service elevator will require special hoisting arrangements, which can be made by calling the management office at (404)221-0191. Your moving contractor should include in your bid price any additional charges required for extra services which may need to be provided by the elevator contractor to hoist large items.
- Electricity, heating, ventilation and air conditioning will be provided at no charge during the initial move-in to a new space when requested at least twenty-four (24) hours prior to move-in. All other moves are subject to the overtime air charges defined in your lease. Please identify specific time requirements for said service. Property management should be notified of any changes from the confirmed air conditioning request.
Please furnish the management office at (404) 221-0191 with the move information outlined below:

- Date(s) of the move.
- Time your moving/delivery company will arrive.
- Estimated duration of the move.
- Name of the moving/delivery company.
- Supervisor of the move and his/her phone number.
- Tenant Representative present for the move.
- Number of trucks expected/number of moving men.
- Forwarding address (if you are moving out of the complex).

Security will be notified as to the move-in schedule and will monitor the progress of the move. Any changes in the move-in schedule should be immediately reported to the management office. An emergency phone number will be required by security for the moving contractor supervisor and the Tenant’s move coordinator.

We reserve the right to modify these rules and regulations and to establish additional reasonable rules and regulations as in our judgment shall from time-to-time be required for the safety, protection, care and cleanliness of the building, the operation thereof, the preservation and good order therein or the protection and comfort of the other Tenants of the building and their agents, employees and guests.

As major moves / deliveries can only be accommodated on evenings and weekends, please furnish this information as soon as moving plans are finalized to avoid any conflicts of scheduling. It is recommended that the moving company supervisor visit the complex to become familiar with the elevator locations, clearances and finish conditions before the day of the move into the loading dock area.

**FOR TENANT INSURANCE REQUIREMENTS**

Please provide a current certificate of insurance per your Lease reflecting the following:

Banyan Street / GAP 191 Peachtree Owner, LLC  
80 SW 8th Street, Suite 2200  
Miami, Florida 33130  
Attention: Rodolfo Prio Touzet

Additional Insureds:

Banyan Street / GAP 191 Peachtree Owner, LLC  
BSC Realty Services, LLC
Policies & Procedures: Photographs

Photographs at 191 Peachtree Tower is strictly prohibited without the advance written consent of the building owner. No company signage or logos shall be captured in photographs unless services are being provided on their behalf. A Photography Authorization form must be submitted and approved by Property Management. A form can be found under Services, and Forms. Send a completed form to info@191peachtreetower.com.
Policies & Procedures: Rental Payments

Rental payments are due on the first day of the month.

All remittances should be made payable to Banyan Street/GAP 191 Peachtree Owner, LLC, and forwarded to:

Banyan Street/GAP 191 Peachtree Owner, LLC
PO BOX 865473
Orlando, FL 32886-5473

Additionally, to ensure proper credit to your account, please include your Lease Number on your check. Your Lease number can be found on the monthly statement. If you are unsure or have questions please feel free to contact the office at (404) 221-0191.
Policies & Procedures: Tenant Alterations

In accordance with your lease agreement, whether or not a construction project is extensive or minimal, Landlord’s approval is required prior to any work occurring within your space.

Should you desire construction of any magnitude, please contact your property manager and request the Construction Policies and Procedures Document.
Security: Overview

A Security Officer is on duty at the main lobby console of One Ninety One Peachtree Tower 24 hours a day, 7 days a week. After hours access is obtained by using an access card at the various card readers located at the East Motor Port, West Atrium and Parking Garage entrances. Any after-hours calls will be forwarded to the security console and appropriate personnel will be notified.

As an added security precaution, we ask that you notify us of any employee terminations. We can then make sure security is aware of any possible problems that may be associated with a termination situation. It also allows us to update and keep your employee list current. If you use a card access system, it is important to retrieve the access card from the employee.
Security: Emergency Medical

If an emergency occurs, your first response is to call 911.
Secondly, please contact the management office at (404) 221-0191.
Security: Escorts

Should you desire an after hours escort to your off property vehicle, please contact the Downtown Ambassadors at (404) 215-9600 until 11:30 PM, or you may contact building security at (404) 230-7450, 24 hours a day, 7 days a week; they will be glad to assist you.

Please allow a reasonable amount of time for them to respond to your call.
Security: Loading Dock / Deliveries

Inquiries concerning Loading Dock or Service Elevator logistics should be referred to the Property Management Office at (404) 221-0191.

Loading Dock hours are from 7:00 AM to 11:00 PM, Monday through Friday. The loading dock is tended by security personnel during this time. After hours and weekend deliveries must be scheduled by placing a service request.

The Loading Dock for One Ninety One Peachtree Tower is located in the basement of the building and can be accessed through the separate entrance off Peachtree Center Avenue, just North of the East Motor Port.

The clearance height of the dock entrance is fourteen and one-half feet (14.5’). The Loading Dock is equipped with seven bay areas that can facilitate vehicles of any standard length. Please notify your delivery companies of these specifications.

Delivery vehicles are limited to 30 minutes at the Loading Dock. Large deliveries taking longer than 30 minutes must be made after hours or on weekends, and require prior approval from the Property Management Office. Courier parking spaces are provided in the garage for small, hand carried deliveries (envelopes). These spaces are identified as "courier parking only." All large deliveries made by couriers must be brought into the building via the loading dock even if the couriers have parked in the garage.

The Dock Master is not permitted to accept or sign for packages or other deliveries.

Building Access

- From Marta - Use Entrance via the West Lobby on Peachtree Street, use address: "191 Peachtree Tower"
- By Car - The Parking Garage on Ellis Street, use address: "191 Peachtree Tower Garage"
- Drop-off / Pickup / Valet - Use Entrance via the East Lobby on Peachtree Center Avenue, use address: "191 Peachtree Tower Motorcourt"
- For Deliveries / Loading Dock, Use Address: "191 Peachtree Tower Motorcourt"
Security: Lost & Found

Lost and Found items are an important matter to us and are handled efficiently and with care. Individuals that have lost or stolen items should contact Security promptly by calling 404-584-5890. A Lost & Found Report can be filed with a security supervisor by emailing add.security@191peachtreetower.com; or by visiting the Security Office located on level P6 (across from the 191 Peachtree Tower mailroom).
Security: Security Recommendations

The following information provides some suggested office safety guidelines you may find helpful.

- If you see a suspicious person in your office please call the management office at (404) 221-0191 and we will have security investigate.
  - Question any unknown person in your suite by asking, “May I help you?”
- If you maintain a petty cash fund, keep the dollar amount minimal and lock it up.
  - Purses should be out of sight from anyone entering your office area. Particular care should be taken in any entry or reception areas.
  - Serial numbers of calculators, computers, and various office equipment should be recorded and kept in a safe place.
- Restrict distribution of office keys and access cards.
  - Collect keys and access cards from terminated employees. Call the management office to deactivate card numbers of any cards you collect from terminated employees or any lost or stolen cards. If you reassign the card to a new employee, please provide us with the new employee’s name and card number by placing a service request.
  - Keep filing cabinet keys accounted for and filing cabinets locked at night.
  - Deposit incoming checks and cash so that large amounts of money are not kept in the office overnight. Company checkbooks and check cutting equipment should be secured at all times.
- Clear desktops of important working material that should be safeguarded when you leave work.
  - Lock the entrance and back door if the reception area is left unattended.
  - Office personnel working late at night or on weekends should keep their suite doors locked at all times.
- If you plan to work late, move your car to a parking space in front of the building or walk to your car with another employee or request a security escort.
  - Whenever walking in any parking lot, be alert! Have your keys in your hand, and pay attention as you walk to your car for suspicious persons or activity.
Security: Special Access

In the event your office requires after-hours access for special contract services such as construction or carpet cleaners, an After-Hours Access Request will be required in order for security to allow entry into the building or your specific suite.

Please complete a service request so proper arrangements can be made. The management office must be notified of any special event or services to be performed.

Contractors performing work in the building are required to carry the appropriate insurance and name the building ownership as Additional Insured on the policy.
Services: Elevators & Escalators

One Ninety One Peachtree Tower is equipped with twenty-five (25) high-speed computerized Passenger Elevators. The system is designed for maximum efficiency, and operates from five separate elevator banks.

<table>
<thead>
<tr>
<th>Bank</th>
<th>Floors</th>
<th>Car #</th>
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<tbody>
<tr>
<td>Low Rise</td>
<td>Floors 3-7</td>
<td>Cars 1,2,3</td>
</tr>
<tr>
<td>Mid Rise</td>
<td>Floors 6, 8-20</td>
<td>Cars 4,5,6,7,8,9</td>
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<tr>
<td>Upper Mid-Rise</td>
<td>Floors 21-31</td>
<td>Cars 10,11,12,13,14,15</td>
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<tr>
<td>High-Rise</td>
<td>Floors 32-40</td>
<td>Cars 16,17,18,19,20</td>
</tr>
<tr>
<td>Upper High-Rise</td>
<td>Floors 41-50</td>
<td>Cars 21,22,23,24,25</td>
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In addition, there are four garage elevators for climate controlled access into the building, two Service Elevators which connect our loading dock directly to the building, and two escalators that will access the East Lobby to the Main Lobby level.

The dimensions of the two Service Elevators in Length x Width x Height are as follows:

- SE1 - 9’ x 5’3” x 12’
- SE2 - 6’8” x 5’ x 10’6”

All elevator doors are equipped with electronic safety edges which will cause the doors to automatically reopen if the plane of the devices is broken. All elevators are linked directly to the Security Console by intercom which may be activated by pushing the ALARM button inside the elevator car.

Each Passenger Elevator Bank servicing the tower has a minimum of two elevators equipped with card readers for after hour access. Elevator access to the Tower is unsecured Monday through Friday from 6:30 AM to 7:00 PM. After hours, unrestricted elevator access to a floor, may be arranged by placing a service request or by calling the Management Office at (404) 221-0191.
For your convenience, we have included downloadable and printable PDF document forms that will expedite various building management service requests. Hard copies of all forms are available from the Property Management Office as well.

To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at www.adobe.com.

- After Hours Access Request
- Contractor Rules & Regulations
- HVAC Authorization
- Loading Dock Space Request Form
- Mail Box Request Form
- Overnight Parking Form
- Photography Authorization Form
- Property Removal Form
- Tenant Emergency Contact Form
- Tenants Requiring Special Assistance
Services: HVAC

Standard operating hours for the building’s heating and cooling system are from 7:00 AM to 6:00 PM, Monday through Friday. However, your office suite may vary depending on the hours described in your Lease Agreement.

Requests for HVAC service beyond these hours Monday through Friday should be placed no later than 3:00 PM the day overtime HVAC is needed. Requests for after hours heating or air conditioning service on weekends or holidays should be made no later than 3:00 PM on the last normal working day prior to the weekend or holiday. All requests may be placed by creating a service request.

If you need adjustments to the temperature of your office, please place a service request. Individual temperature adjustments must be handled by a Building Engineer. We will make every effort to provide an even temperature and as comfortable an environment as possible.
Services: Mail Services

The mailroom is located on P6. Mailbox and key assignment is arranged directly through the Peachtree Street Branch of the U.S. Postal Service. They can be contacted at (404) 222-0765 and can answer further questions you may have regarding postal service. For your convenience, the mailroom also provides FedEx Express and UPS drop boxes.

Parcel Post delivery for large packages delivery and outgoing mail collection are also available in the mailroom.

For proper mail delivery, your address should show as the following example:

    ABC Company
    One Ninety One Peachtree Tower
    Suite #
    Atlanta, GA 30303
Services: Maintenance & Service Requests

Any maintenance or service requests for temperature adjustments, electrical, janitorial, plumbing and security issues are to be placed in a service request. Our engineering personnel will handle the request as soon as possible. The management office is open from 8:00 AM to 5:30 PM, Monday through Friday.

After 5:30 PM and on weekends, One Ninety One Peachtree Tower Security answers the service request line, and any emergency will be dispatched to the appropriate personnel. Non-emergency calls will be addressed the following business day.

Banyan Street Capital is responsible for the maintenance of building standard items within the customer's suite. Above standard services are provided upon request and management approval at a reasonable cost. These added services will be reimbursed by tenant and the invoice will include a 15% management fee.

Click here to use the on-line service request system
Services: Recycling

A high percentage of the waste from office buildings such as ours is recyclable. Because of this we recommend that you participate in our single stream recycling process.

All office trashcans will be lined with clear bags. This will indicate to the cleaners that the items inside are recyclable. Plus, there will be no need to separate out recyclable items by type (paper, aluminum cans, bottles or cardboard, etc.) All these items can go into that same waste container and be collected together. However, "wet trash" will be placed in dark bags which will be for open foods and liquids. These black bags would be in areas such as kitchens, break rooms, and restrooms and other selected areas within your office that "wet trash" collection containers reside.

We have structured this program to be as convenient as possible and encourage everyone to participate. Please keep in mind that by participating in our program you are doing your part to protect the environment, save on natural resources, and conserve scarce landfill space. Your participation is greatly appreciated!
Services: Signs

Building standard suite signs and directory strips must be ordered through the management office. Additional signage may be requested if necessary. Management will provide you with a quote on the cost, with custom graphics at an additional expense. Please reference your lease for the physical address and suite number or contact the Property Manager directly.

To place an order for building standard suite signs, please send an email to info@191peachstreetower.com. Lead-time for signage is 3-4 weeks.

Management asks that you refrain from posting paper signs within your suite if the signs are visible from a common area. It is our intent to maintain a class “A” facility for you and your patrons with only standard building signs.