

T3 WEST MIDTOWN TENANT MANUAL



T3 WEST
MIDTOWN

Hines



On the following pages, you will find a general overview of the policies and operations of **T3 West Midtown**. This manual is designed to highlight all areas of building policies and procedures to help orient you to the building and the surrounding area. Your Hines property management team strives to provide the highest level of service to the tenants of T3 West Midtown.

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 678-487-2602

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General Information

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General Information

MANAGEMENT OFFICE

Location: 383 17th Street NW, 1st Floor, Suite 111

Telephone No.: 678-487-2602

Regular Office Hours: 8:00 a.m. - 5:00 p.m., 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 470-457-2012.

BUILDING & MAILING ADDRESS

The Building address is:

383 17th Street NW
Atlanta, GA 30363

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

Tenant Name
383 17th Street NW
Suite Number
Atlanta, GA 30363

If you have any issues with your mail service, please contact your mail carrier or building management.

HOURS OF OPERATION

The building is open 24 hours a day, 365 days a year. For security reasons, an access card is required for anyone who wishes 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.

Lobby Entrances:

The State Street and 17th Street Entrances are open Monday through Friday 7:00 a.m. - 7:00 p.m.

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HELPFUL WEBSITES

Information on the building and amenities can be found at www.t3westmidtown.com.

Information on the amenities at Atlantic Station can be found at www.atlanticstation.com.

The T3 West Midtown online work order system can be found at www.buildingengines.com/login.

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BUILDING ACCESS & EGRESS

Lobby Entrances:

The principal means of entering and exiting the building is through the double doors located on State Street or through the 17th Street entry doors on the south side of the building. The entrances are open during normal business hours or 24 hours a day with card access.

Loading Dock:

The dock is located off 18th Street NW across from Target. 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 the weekends if advance arrangements are not made with the Management Office.

Handicapped Access:

Handicapped doors are provided at both entrances on the east and south 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.

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TENANT DELIVERIES

The loading dock is open from 7:00 a.m. to 7:00 p.m., Monday through Friday. Notification of large deliveries or construction work need to be made by emailing Building Management. Dock access will not be allowed after hours or on weekends unless proper notice has been given to the Building Management.

Advanced notice to Building Management must be given for all shipments 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)

After Hours Food and 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.

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.

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

Deliveries during normal business hours are restricted to one-half hour in the dock. Any deliveries requiring more than one-half hour will need to be scheduled after normal business hours.

LOADING DOCK

The dock is located off 18th Street and operates 7:00am – 7:00pm, Monday through Friday. It is equipped with one bay areas to facilitate vehicles. Please note that the height restrictions to the loading dock is 11'5". 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. The loading dock is available on a first come, first serve basis. Delivery vehicles must not occupy the bay for an extended period of time (over 30 minutes).
2. The Freight Elevator must be used for all deliveries made via the loading dock. Carts and hand trucks are strictly prohibited in passenger elevators.
3. Mail bags and large package deliveries should be made via the loading dock entrance and freight elevator.

4. Delivery personnel must sign in at the loading dock entrance and present identification.
5. Delivery vehicle engines must be turned off while parked at the loading dock.

ELEVATORS

Elevator Service:

T3 West Midtown is equipped with four (4) elevators for floor. Passenger elevators are fully automatic and are available 24 hours daily for Tenant use.

Elevator Malfunctions:

In the event that the elevator stops between floors, remember to remain calm.

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



The Alarm button immediately notifies ThyssenKrupp, our elevator company, of the problem. ThyssenKrupp will inform Security and Building Management. A Security Officer will be in constant communication with you while the situation is resolved. An elevator mechanic will assist in any elevator malfunctions or entrapments.

Freight Elevator:

T3 West Midtown has one “swing” elevator, which services as a combined service/passenger elevator. The swing elevator is available on a first-come, first-served basis during normal business hours (7:00 a.m. to 6:00 p.m., 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 Building Management.

Scheduled use of a freight elevator is required for any deliveries longer than 30 minutes and for tenant office moves. Building Management 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 elevator. Moves must be conducted on weekends or between the hours of 6:00 p.m. until 6:00 a.m., Monday through Friday.

Freight Elevator Dimensions	Capacity	Depth	Width	Height
Freight Elevator (LL-7 th Floor)	4000lbs.	5’5 ”	7’5”	9’2”

Elevator Lobbies:

The 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 elevator lobbies may be disposed of without notice at Tenant’s cost.

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BILLING/PAYMENT INFORMATION

Rent is due on the first of the month. There is no monthly billing for rent or recurring billing. Invoices for miscellaneous services (key requests, overtime HVAC requests, etc.) are billed by the end of the month for the previous month's services. These invoices are due within 30 days of receipt of the bill. Rent and miscellaneous invoice payments should be made payable to T3 AS Investors, LLC.

If Rents are paid by check, money order or other instruments, and sent by U.S. Mail or overnight delivery or courier, please send to the following address:

Bank OZK
8300 Douglas Ave
Suite 810
Dallas, Texas 75225

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

Bank Name:	Bank OZK
ABA Number:	082907273
Account Number:	2121020172
Account Name:	T3 AS Investors LLC Operating Account
Bank Address:	PO Box 8811 Little Rock, AR 72231

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

T3 West Midtown 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 Building Management. Please email a proof of the sign(s) with the desired placement of the signs to Building Management for review. All common corridor elevator lobby directional signage and common corridor tenant suite signage needs to be ordered directly through Building Management.

TENANT CONSTRUCTION

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

Further information about tenant construction can be found in the Tenant Construction Manual. Tenants can request a copy by contacting Building Management. Any contractor working at T3 West Midtown must review, agree to and sign the Appendixes to the Tenant Construction Manual.



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BUILDING FIRE SAFETY FEATURES



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 the fire extinguishers are wall mounted in cabinets throughout the 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.



Fire Alarm Panel:

The Fire Alarm Panel is in the buildings property management office and is monitored at all times by onsite security as well as an off-site Emergency Monitoring Service.

Stairwells:

T3 West Midtown has three emergency evacuation stairwells. Stair 1 is located on the south side of the building and runs from the roof to the lower level; Stair 2 is located on the north side of the building and runs from the roof to the 1st floor lobby and evacuates on 18th Street near the loading dock. Stair 3 is located on the north side and allows egress from the parking garage to street level on 18th Street near the loading dock. During an emergency, avoid using the elevators.

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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PARKING



only.

Tenant and visitor parking are located in the Atlantic Station Garage. One of the many Entrance/Exits is located off State Street, across from East side of T3 West Midtown and Foundry Park. A dedicated elevator and stairwell are located within the Atlantic Station Garage which brings tenants to the street level. Parking is available on a first come, first serve basis. Tenants can park anywhere in the garage except spaces designated as reserved. Tenants may set up a validation account with Reef Parking to validate visitor parking. The T3 West Midtown Garage, which is located off 18th Street, is for reserved parkers



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

Vehicle Registration

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

Speed Limit

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

Loading/Unloading Passengers

A passenger loading or unloading area, is accessible from 17th street on the southeast 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 Building Management may need to ask the driver to relocate their car. Neither tenants nor their guests/contractors are to leave their vehicles unattended without prior approval from Building Management.



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RETAIL & AMENITY INFORMATION

T3 West Midtown offers the following amenities and retail facilities:

The Wheelhouse

A complimentary bike room with approximately 50 stalls and lockers is conveniently located *within* the T3 West Midtown Parking Garage. Tenants will need to use their access badges to enter the bike room. The bike room is accessible 24/7.

The Work Shop

The fitness center is located on the first floor and is open to all tenants, free of charge. The fitness center is furnished with state-of-the-art cardio and weight equipment. There is a separate spinning studio space for classes as well as showers and locker facilities. The fitness center is open Monday - Friday from 5:00 a.m. - 9:00 p.m.

Social Space

The first floor social workspace consists of various meeting areas and collaboration spaces that is open to all Tenants in the building. Come relax, have a bite to eat and refresh! The space may be reserved for private tenant meetings and gatherings by contacting Building Management.

Rooftop Deck

Rooftop deck with seating areas and Wi-Fi. Relish the sights, sounds and tastes to be found on the gorgeous rooftop deck. Must have an access badge to enter. The rooftop is available for private events. Please inquire with Building Management.

Conference Center

The Conference Center is located on the 1st floor next to the Social Space. Fully equipped with all AV necessities, the conference room can accommodate 20 people. The Conference Center can be reserved at no cost by contacting Building Management.

Dropboxes

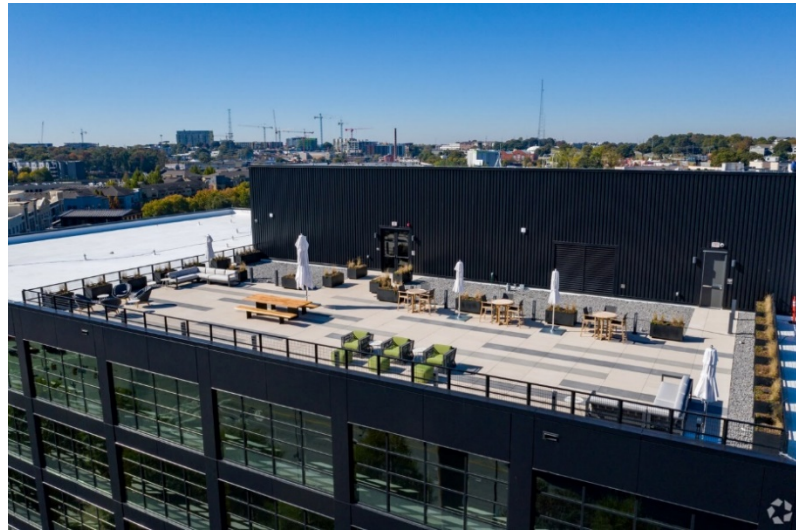
A FedEx dropbox is located in the mailroom on the 1st Level and is serviced once daily.

Wi-Fi

Complimentary wireless internet is provided for tenant use in the lobby, social space, conference center, rooftop, and fitness center.

Retail

T3 West Midtown is conveniently located within Atlantic Station, a dynamic and highly walkable 24/7 dine-shop-live-work neighborhood. All the arts and cultural destinations of Midtown are just a short skip away. A hotbed for progressive restaurants, maker retail and much more. For the complete list of Atlantic Station restaurants & shops please see the attached Retail Shopping at Atlantic Station Sheet.



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BUILDING RULES & REGULATIONS

Rules & regulations may be updated or changed at any time at Building Management's discretion. The following rules and regulations shall apply to the Premises, the Building, the parking garage associated therewith, 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 purposes other than ingress and egress to and from their respective leased premises and for going from one to another part of the Building.
2. Plumbing, fixtures and appliances shall be used only for the purposes for which designed, and no sweepings, rubbish, rags or other unsuitable material shall be thrown or deposited therein. Damage resulting to any such fixtures or appliances from misuse by a tenant or its agents, employees or invitees, shall be paid by such tenant.
3. No signs, advertisements or notices (other than those that are not visible outside the Premises) shall be painted or affixed on or to any windows or doors or other part of the Building without the prior written consent of Landlord.
4. Landlord shall provide all door locks in each tenant's leased premises, at the cost of such tenant, and no tenant shall place any additional door locks in its leased premises without Landlord's prior written consent. Landlord shall furnish to each tenant a reasonable number of keys to such tenant's leased premises, at such tenant's cost, and no tenant shall make a duplicate thereof.
5. If the Building is multi-tenant, 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 require use of elevators or stairways, or movement through the Building entrances or lobby shall be conducted under Landlord's supervision at such times and in such a manner as Landlord may reasonably require. Each tenant assumes all risks of and shall be liable for all 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 such tenant.
6. Landlord may prescribe weight limitations and determine the locations for safes and other heavy equipment or items, which shall in all cases be placed in the Building so as to distribute weight in a manner acceptable to Landlord which may include the use of such supporting devices as Landlord may require. All damages to the Building caused 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.
7. Corridor doors, when not in use, shall be kept closed. Nothing shall be swept or thrown into the corridors, halls, elevator shafts or stairways. No birds or animals (other than seeing-eye dogs) shall be brought into or kept in, on or about any tenant's leased premises. No portion of any tenant's leased premises shall at any time be used or occupied as sleeping or lodging quarters.
8. Tenant shall not make or permit any vibration or 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.

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9. No machinery of any kind (other than normal office equipment) shall be operated by any tenant on its leased area without Landlord's prior written consent, nor shall any tenant use or keep in the Building any flammable or explosive fluid or substance (other than typical office supplies [e.g., photocopier toner] used in compliance with all Laws).

10. Landlord will not be responsible for lost or stolen personal property, money or jewelry from tenant's leased premises or public or common areas regardless of whether such loss occurs when the area is locked against entry or not.

11. No vending or dispensing machines of any kind may be maintained in any leased premises without the prior written permission of Landlord, other than those used for Tenant's employees.

12. Tenant shall not conduct any activity on or about the Premises or Building which will draw pickets, demonstrators, or the like.

13. No tenant may enter into phone rooms, electrical rooms, mechanical rooms, or other service areas of the Building unless accompanied by Landlord or the Building manager.

14. Tenant shall not permit its employees, invitees or guests to smoke in the Premises or the lobbies, passages, corridors, elevators, vending rooms, rest rooms, stairways or any other area shared in common with other tenants in the Building. Nor shall the tenant permit its employees, invitees, or guests to loiter at the Building entrances for the purposes of smoking. Landlord may, but shall not be required to, designate an area for smoking outside the Building.

15. Canvassing, soliciting or peddling in or about the Premises or the Property is prohibited, and Tenant shall cooperate to prevent same.

16. The Premises shall not be used for any use that is disreputable or may draw protests.

17. Occupants must leave pathways clear for egress / ingress when utilizing shared common spaces. No sound amplification beyond building sound system is permitted in common space and furniture may not be moved.



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Building Operations

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BUILDING ACCESS

Keys & Locks

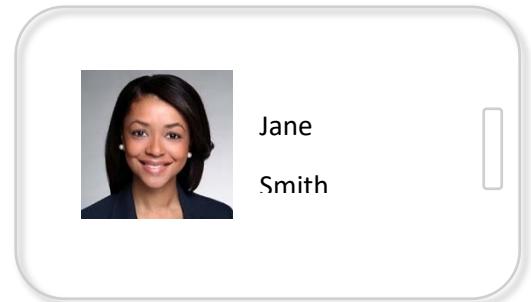
All key and lock requests or questions must be sent to Building Management via Building Engines. Please note that there is a charge for additional keys and turnaround is 48 hours.

Access Cards & Card Requests

All tenant employees working at T3 West Midtown are required to have an access card issued to them. This card is needed in the elevators, to enter the fitness center, and to enter the building afterhours.

New tenants to the building will be issued an access card at no cost prior to move in. A \$20.00 fee will be charged for new, lost or damaged replacement cards.

Request for new or replacement cards, access level changes and deletion due to terminations or employee leaving the company need to be submitted to Building Security via email to **Tyesha.magnum@aus.com** by the Designated Tenant Contact. Please submit all access card requests by 1:00 p.m. and allow 24 hours for all access cards to be programmed. Periodically, the Designated Tenant Contact may be asked to review a list of all individual access card holders within their company to confirm accuracy.



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 Building Management to request any additional cleaning services you may require. These additional services are billed to the tenant upon completion of the work. The day porter is not available for large moves during the day.

Small Trash Removal Services:

When tenants are looking to throw away small packages and boxes they should clearly be marked with "Trash" stickers to avoid any misunderstanding. These stickers can be provided to the tenant by calling Building Management. 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.

Large Trash Removal Services:

Large trash removal service is the responsibility of the tenant and should be scheduled with an outside hauler.

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RECYCLING

T3 West Midtown 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. 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 that 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.

Electronic recycling is available upon request!

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.

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

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



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TELECOMMUNICATION PROVIDERS

T3 West Midtown hosts several telecommunication and networking options for our Tenants. These providers include:



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 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 Building Management.



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MAIL

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



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

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

U.S. Postal Service:

The U.S. Postal Service will deliver mail Monday through Saturday. Delivery times are subject to adjustment by the U.S. Postal Service. Tenants will be assigned a mailbox prior to your move in. You may bring outgoing mail to the mailroom located on the 1st Floor.

HEATING, VENTILATION, AND 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 into Building Engines by the authorized tenant contacts at www.buildingengines.com/login.



www.buildingengines.com

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HOUSE CALLS– BUILDING ENGINES

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



www.buildingengines/login.com

*Please contact Building Management to create a login account for Building Engines.

When you enter a request on Building Engines, 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)



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.

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SECURITY

T3 West Midtown Security Officers are on duty 24 hours a day 7 days a week.

The contracted Building Security is responsible for security in the lobby, dock area and all common areas within the building. Individual tenants of T3 West Midtown are each responsible for the security of their respective areas and may call upon the Building Security to assist them at any time.

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

Tenant/Service Persons Access:

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

Security is Everyone's Responsibility:

Valuables should be stored in a safe place and doors locked after hours. Building Management or Building Security should be contacted if any strangers behaving in a suspicious manner are noticed in the office areas. Only with tenant cooperation can a secure building be maintained.

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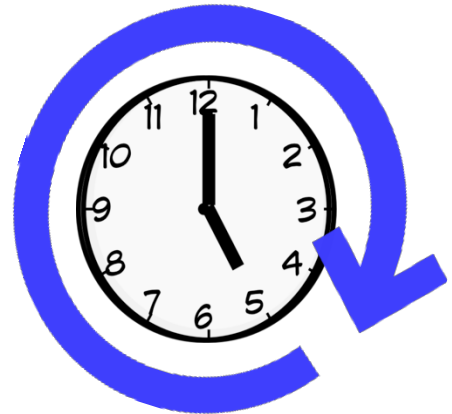
Building Operations

MOVING PROCEDURES

Movement in or out of the Building of furniture, office equipment, construction materials or any other items requiring more than 30 minutes to move are restricted to weekdays after 5:00 p.m. through 7:00 a.m. the following morning, or on weekends and must be coordinated with Building Management. The moving contractor should contact Building Management to reserve the 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 Building Management at least two weeks in advance. No moving contractors will be allowed into the building or use of the loading dock and freight elevator without prior written confirmation of loading dock reservation by Building Management.



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. The 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. Building Management will coordinate the required repairs and assess the charges directly to the responsible Tenant.

Tenant Access:

Building Management 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.

Hines

SECTION B

Building Operations

CERTIFICATES OF INSURANCE GUIDELINES

T3 West Midtown 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.

Evidence of Coverage Must Include:

Worker's Compensation	\$1,000,000
Comprehensive General Liability	\$2,000,000 (not less than \$1M per occurrence)
Automobile Liability	\$1,000,000

Certificate Holder Must Be Listed As:

Hines Interests Limited Partnership
as agent for T3 AS Investors, LLC
383 17th Street NW
Atlanta, Georgia 30363

Additional Insured Must Be Listed EXACTLY As: **"T3 AS Investors, LLC, Hines Interests Limited Partnership, their collective officers, agents and employees, and Metropolitan Life Insurance Company, its Affiliates and/or Successors and Assigns (ATIMA). Commercial general liability is primary to, and not contributing with, any policy carried by the additional insureds."**

EMERGENCY CONTACT LIST

When a tenant moves into the building, Building Management 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. Also, should another employee of your firm be locked out of your office, we will contact these individuals for permission to let that employee have access to your space.

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

Hines

SECTION B

Building Operations

SUSTAINABLE POLICY

Green Building Features

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

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

- ✓ High efficiency air filters reduce indoor pollutants and improve air quality.
- ✓ Efficient, water consuming fixtures help with water conservation.
- ✓ Recycling Program.
- ✓ Use of LED, energy efficient fixtures.
- ✓ Light switches with motion sense controls which save energy and reduce operation costs.

HINESGO

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

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

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

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

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

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

Hines