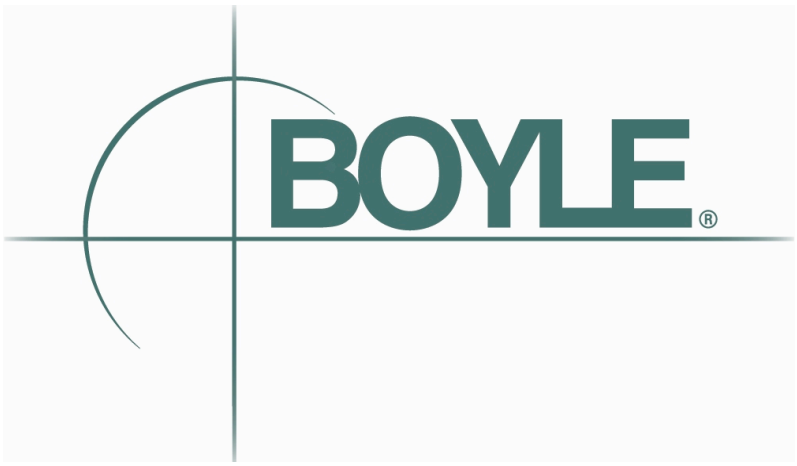

MERIDIAN COOL SPRINGS

Tenant Policy Book
Boyle Investment Company

Building Managers

Kent Smith
ksmith@boyle.com

John Harlin
jharlin@boyle.com

Boyle Management Office
2000 Meridian Blvd, Suite 250
Franklin, TN 37067
Phone: (615) 550-5575
Fax: (615) 550-5576

General Information for Management and Building Services

Boyle Management Office Hours:

Office hours are 8:00 a.m. – 5:30 p.m., Monday through Friday

Building Operating Hours

The building is open and all services are available from 7:00 a.m. to 7:00 p.m., Monday through Friday, excluding Holiday hours.

HVAC Hours

Hours of operation for HVAC will be 7:00 a.m. to 7:00 p.m., Monday through Friday, and 8:00 a.m. to 1:00 p.m. on Saturday, excluding Holiday hours.

Building Access

Building access is available from 7:00 a.m. to 7:00 p.m., Monday through Friday. The main entrance doors to each building are equipped with magnetic locks, and you will be given an access card so that you can access the building after hours and on weekends.

Janitorial Services

Janitorial services are provided after building operation hours five days a week.

Holiday Hours

The building observes the following holidays:

New Year's Day	Labor Day
Good Friday	Thanksgiving Day
Day after Thanksgiving	Christmas Eve
Christmas Day	Fourth of July
Memorial Day	

Building services are not provided on these days and the Management Office will be closed.

Heating, Ventilation and Air Conditioning (HVAC)

An automated HVAC system operates to ensure your comfort in the building. Strategically placed sensors control the temperature. If adjustments are required, please contact the Management Office.

HVAC After Hours

If you would like to request HVAC outside of the normal operating hours, you must complete an HVAC After-Hours Request Form and send it to the Management Office. These forms are available on this website as PDF documents. We prefer 24-hour notice on HVAC requests, but later requests will be honored if possible. Billing for this service will run in accordance with your lease.

Maintenance Services

Service Calls

You will be provided with a username and password, as well as instructions on how to access our online work order software. Requests for services such as temperature control, access control, electrical problems, janitorial, etc., should be submitted online. Each department should designate one person as the service call contact. This person will coordinate with the Management Office to make sure all work orders are handled in a timely manner.

To set up one of your employees in the work order management system, please send the name and contact information of the employee to Tracy Sinnott at tsinnott@boyle.com, and they will be issued a username and password.

The homepage for the work order system is: http://boyle.360facility.net

Your username is the first letter of your first name and your full last name.

Your initial password will be 0100 and should be changed upon first logging on.

Alterations of Tenant Premises

Requests for alterations, or additions to your premises should be made in writing to the Boyle Management Office. For example, services ranging from electrical, to telephone service outlet changes, to partition changes would be included. Please refer to your lease for specifics.

Keys

Office keys will be provided per the lease. Keys can be obtained by contacting the Management Office at 550-5575. No additional lock, latch, or bolt of any kind may be placed upon any door, nor will we allow any changes in existing locks without the written consent of the Landlord. At the termination of the lease, Tenant shall return all keys to the Landlord. Requests for additional keys or changing of locks should be made with to the Management Office. Billing for additional keys and locks will run in accordance with your lease.

Janitorial Service

Janitorial services for the building are provided five days a week. Trash generated during the workday will be removed by the building janitorial service. Trash items should be kept within the office and never placed in the hallways, stairways, or lobbies. We suggest removing all loose items, papers, etc. from desktops each night, as the cleaning personnel are instructed not to disturb desktop materials. Requests for extra or special cleaning should be made in writing to the Management Office.

Please notify Boyle if you intend to hold an after-hours function that requires cleaning service after normal hours.

Items NOT included in nightly cleaning:

- Articles left on desks or furniture
- Special wall fabrics
- Computer equipment
- Dishes, Refrigerators, and Microwaves
  This service may be arranged for an additional charge. Please call Kent Smith at 550-5575 for information.

All trash should be clearly identified. If it is not in the trash can, please label with stickers/markers. Any questionable items will not be thrown out.

Mail Service / Deliveries

Mail Service

Drop boxes for overnight services are located between One & Two Meridian and at 3000 Meridian. Overnight mail and shipping services are also available through AIM, which is located at 1000 Meridian near Noshville Deli. Please check individual boxes for drop/pick-up times.

Federal Express
UPS

Deliveries

The delivery of large objects, and evening deliveries, should be prearranged by calling the Management Office at 550-5575. Please give a minimum of 24-hour notice to ensure availability of the freight elevator. All deliveries will be allowed through the service (loading dock) entrance only and require use the freight elevator.

Moving Policy

The following rules pertain to moving furniture, equipment, and supplies in and out of our buildings:

ANY MOVERS THAT DO NOT ADHERE TO THE FOLLOWING RULES SHOULD NOT ENTER THE PREMISES. IF THESE POLICIES ARE VIOLATED, THE MOVE WILL BE DISCONTINUED

- Clean masonite sections will be used as runners on all finished tenant areas, especially when heavy furniture/equipment is being moved with wheel/skid-type dollies. The masonite should be at least ¼" thick. All masonite should be taped to prevent sliding.
- Protective coverings must be provided and installed, by the mover, on all vulnerable corners, walls, door facings, elevator cabs and other areas along the move route. These areas will be inspected for damage after the move and tenant will be (billed) responsible for repairs.
- Duct tape should never be stuck to the employees', walls, doorjambs, or doors.
- The tenant must arrange, with the management office, for use of the freight elevator for their move. A firm arrival time will be established and must be after business hours or the weekend. The moving company should remove trash items generated by the move including boxes, wall protection, pallets, and packing materials. Old records and files should be purged prior to the move to save your company time and money.
- No employees of the moving company are allowed to smoke in the buildings.
- All moving company employees should be in an identifiable uniform or wear an identification badge.

The moving company must carry insurance coverage including, but not less than, the following:

- Worker's Compensation in the amount of $100,000; bodily injury and property damage liability insurance in comprehensive general liability form.
- Comprehensive general liability insurance policy shall include coverage for hazards on premises – operation, elevators, products and completed operations, including personal injury coverage part and contractual liability coverage part designating the assumptions of liability under performance of the act of moving. Such insurance shall be in limits no les than $500,000 per person bodily injury and personal injury; $500,000 per occurrence for aggregate or property damage. Property damage insurance shall be in broad form, including completed operations.
- An umbrella policy with a limit of $5,000,000 per occurrence.
- All moving company employees must be bonded.
- Each moving company moving supplies, furniture, and/or equipment through the building shall secure and present to the building manager a certificate reflecting this coverage at least forty-eight (48) hours prior to the scheduled moving date.

Emergency Procedures

The purpose of this Emergency Procedure Manual is to prepare all occupants to cope with emergency situations should they arise. The ability to respond quickly, with a coordinated effort of trained individuals operating as a team, is vital to effectively dealing with any emergency situation.

Fires, bombs, bomb threats, tornadoes, severe weather conditions, power blackouts, etc. are all improbable, but can occur with little or no warning. Advance planning can result in better protection of people and property. Our aim is to provide safety to all occupants and minimize the effects of an emergency as it specifically relates to your building. In order to ensure quick response, and reduce, if not eliminate, the probability of personal injury, we recommend that all Tenants establish independent plans, which can be effectively implemented should an emergency situation develop. A copy of each plan should be filed with Boyle Investment Company. If you need assistance in formulating your plan, please contact Kent Smith at 550-5575. Each tenant should designate at least one Emergency Coordinator for their office. This person will coordinate with Boyle Investment Company during drills or actual emergencies. Any change in assignment should be report immediately to Boyle.

Boyle Investment Company is not in a position to require Tenants to take protective action. These instructions are a guideline, but there may be occasions when one's best judgment must prevail. We do recommend that all Tenants become familiar with the contents of the Emergency Procedure Manual, as well as the emergency equipment and exits. Boyle will, from time to time, make changes and/or additions to this manual. Therefore, we ask that you keep your manual up to date, and see that all of your employees are familiar with its contents.

Responsibilities

Emergency Coordinators will be designated by each Tenant to take charge of his/her particular area within the tenant space during an emergency. In emergency situations, the Emergency Coordinator is responsible to Boyle Investment Company and/or Fire/Rescue Department. The Emergency Coordinator will be thoroughly familiar with the Emergency Procedure Manual, and with any additions or revisions. He/she must be familiar with the physical features of his/her area, including but not limited to, smoke detector locations, fire extinguishers, emergency exits, pull stations, etc., and the number of occupants in the assigned areas.

The Emergency Coordinator will maintain a current list of individuals who are disabled or would have difficulty during an emergency. The Emergency Coordinator will assign Special Assistants to aid those individuals, if evacuation should become necessary. The number of Special Assistants will vary according to need.

In the event of an evacuation, the Emergency Coordinator will be responsible for checking each office, restroom, conference room, etc, in his/her assigned area to ensure that everyone has heard the alarm, and is in the process of following evacuation of emergency procedures. One the evacuation is completed, the Emergency Coordinator will get a headcount of all occupants, visitors, etc., from his/her area, at the designated assembly area to determine all have been accounted for, and report the number to Boyle Investment Company or the Fire Department.

The Emergency Coordinator will be completely familiar with floor plans, the number of occupants within his/her tenant space, and the location of all tenant exits. He/she will daily examine corridors leading to his/her assigned area to determine all fire doors to stairs are maintained in the closed position and that no doors are obstructed or inoperable. Most importantly, if a fire is within his/her assigned area, he/she will see that the door to the room containing the fire is CLOSED.

The Emergency Coordinator will appoint a Special Assistant to act in his/her absence. Each Emergency Coordinator shall review the Emergency Procedure Manual with all Special Assistants appointed with his/her tenant space.

The Emergency Coordinator shall assign an area in the parking lot where all members of his/her group will assemble in the event of a building evacuation. The assigned area must be along the perimeter of the parking lot, well away from the building so as not to impede fire trucks or the work of the Fire Department. The assigned area will be communicated to all members of his/her group and to the Management Office.

It is mandatory that everyone evacuate the building during any and all drills. Anyone who remains in the building is subject to fines up to $500 from the Franklin Fire Department.

Fire Safety and Building Evacuation

The purpose of the Fire Safety and Building Evacuation Plan is to provide fire drill and evacuation procedures in the event of fire or other emergency situations. Boyle will:

- Supervise Fire Prevention Program
- Conduct periodic fire drills in conjunction with the Fire Department
- Consult the Fire Department in relation to all information relative to the operation of all systems and other applicable information pertaining to the building.

Fire Prevention

Fire could result from the careless acts of employees, electrical short circuits, equipment malfunctions, arson, etc. Events such as tornadoes or explosions could result in the additional hazard of fires. Some fires such as wastebasket fires can usually be controlled with the use of fire extinguishers by building occupants. However, fire spreads rapidly. It is, therefore, the policy to **IMMEDIATELY CALL THE FIRE DEPARTMENT IN THE EVENT OF ANY FIRE.**

Duties In The Event of a Fire

Individual

- Activate one of the manual fire alarm boxes located in the elevator lobby, or next to each emergency stairwell.
- Notify the Fire Department, telephone number – 911. Calmly and distinctly give exact location, tenant area, etc. At the same time, request that others clear employees from the immediate fire area, and combat the fire with portable fire extinguishers if the fire is small (wastebasket, etc). As soon as possible, your Emergency Coordinator should begin the necessary procedures.
- Clear the immediate area of the fire, and follow instructions from your Emergency Coordinator.
- Notify the Management Office.

Emergency Coordinators

If the alarm is sounded, the Emergency Coordinators shall proceed with evacuating their suites and relocating all personnel to the appointed safe areas.

- Ensure that the Fire Department has been notified and dispatch Special Assistants or other employee to extinguish small fires, (wastebasket, etc.) by use of portable fire extinguisher if safe to do so.
- Ensure that a manual fire alarm box has been activated.
- Ensure that the Management Office has been notified.
- Prepare all personnel for evacuation

Do Not Use Elevators

- Ensure that all personnel and visitors are accounted for and that all doors have been closed.
- Exit by the nearest **EMERGENCY STAIRWELL**.
- Evacuate all personnel to the designated area in the parking lot. Stay away from the building.
- Notify building management that all personnel are evacuated or give a list of people still in building.

If Evacuation is Required

- Keep calm; do not run or panic.
- The Emergency Coordinators will check each office, restroom, conference room, etc., in your assigned area to ensure that everyone has heard the alarm and is following evacuation procedures.
- **EXIT VIA STAIRWELLS – ELEVATORS ARE NOT TO BE USED IN AN EVACUATION!**
- The Emergency Coordinator shall confirm that all occupants from your suite are safely evacuating your tenant space. Report location of anyone not evacuated to firefighters in the stairwells on their way to the fire. Once all personnel are at their assigned area in the parking lot, give a report to Building Management, which includes the location of personnel unaccounted for.

Designate Area for Assembly

Each tenant will designate an area in the parking lot that is a safe distance **AWAY FROM THE BUILDING** as a meeting place for his/her staff. It is important that all personnel, in order for the Emergency Coordinators to confirm that all occupants have safely exited the building, utilize the designated area. The Emergency Coordinators must report to Building Management. Building Management will notify the Fire Department that all employees' and visitors are accounted for in the parking lot, or if necessary, give the location of people who did not exit the building.

Fire Extinguishers

Small fires such as wastebasket fires may be contained quickly by using a fire extinguisher.

All fire extinguishers located within the building are: Type A-B-C Halon and Dry Chemical Used for Paper, Wood, Clothing, Rug, Oil, Grease, Paint, Fluid and electrical equipment Fires

Because fire extinguishers are designed and manufactured in many different ways, it is not possible to develop a single set of procedures to cover every model. However, most extinguishers operate from the same general principles. These general operating principles can be remembered by use of the term PASS.

Pull, **A**im, **S**queeze, & **S**weep!

Pull means to pull the pin. Some units require the releasing of a lock latch, pressing a puncture lever, inversion of the canister, or some other motion that has the effect of actuating the discharge.

Aim the extinguisher nozzle (horn or hose) at the base of the fire.

Squeeze or press the handle. This permits the discharge to be placed in the direction of your aim.

Sweep the nozzle from side to side at the base of the fire. Watch for a backlash of flame. Move in close and give attention to hot spots. Discharge the entire contents of the extinguisher and be ready to start over again with another extinguisher.

NEVER ATTEMPT TO FIGHT A LARGE FIRE WITH A FIRE EXTINGUISHER!

LEAVE THE ROOM, CLOSE THE DOOR, AND REPORT THE FIRE!

Boyle Investment Company is responsible for the maintenance/inspection of the extinguishers in the shared building areas, including the corridors, hallways, and stairwells. **The tenant is responsible for maintaining the extinguishers located in their tenant space.**

Life Safety Systems and Communications

The building is equipped with a modern Life Safety System that includes the following features:

- Automatic Sprinkler & Standpipe System
- Fire Alarm Pull Stations
- Smoke Detection System
- Fire Rated Emergency Stairways
- Automatic Door Release Systems
- Elevator Recall
- Emergency Power Service
- Audio Visual Alarms

Below are some of the functions of the systems listed above:

- Fire Alarm Pull Stations: Pull stations are located next to the emergency stairwells on each floor. The fire alarm is activated by manually pulling down on the activation bar.
- Automatic Door Release System: This system is designed to automatically close certain doors on magnetic locks, which limits smoke travel.
- Elevator Recall and Emergency Services: In the case of fire, elevators are dangerous and are not to be used. The following system has been installed to safeguard persons using or attempting to use the elevators during a fire emergency.
    - Automatic Recall: In each elevator lobby above the ground tenant, there is a smoke detector for the control of this system. If any of these detectors sense smoke, all elevators will close their doors and return to the ground, where they will remain with doors open until released by Building Management or Fire Department personnel.

- Emergency stairs: There are two stairwells in each building. Both stairwells are designed to withstand fire for at least two hours, allowing for evacuation, if necessary
- Emergency Control Center: This center is located on the first floor and is devoted solely to the control of fire and other emergencies. The emergency control center includes:
  - Telephone-communication lines from elevators.
  - Fire alarm panel that locates where the tenant is who has reported the fire alarm, whether from a manual pull station, smoke detector, or water flow switch.
- Audio Visual Alarm System: The building is equipped with alarms and strobes. These are installed on the walls of each tenant space and all public areas. The audio alarm is distinguished by a burst of buzzer-like sounds. The visual alarm or "strobes" are flashing lights designed to notify hearing-impaired persons that an emergency situation may exist.

Bomb Threats / Bomb

Receiving a Bomb Threat

Bomb threats are usually received by telephone through a switchboard or receptionist. However, they may be received by other means, and by anyone either inside or outside of the tenant company.

The Person Receiving The Bomb Threat Should:

- Alert another employee discreetly, by passing a note or signaling, to notify senior management, the Emergency Coordinator, and the Management Office that a threatening phone call has been received. Be sure they are advised of the telephone number that the call has been made from.
- Complete the "Bomb Threat Checklist" (See Checklist on the following pages) while talking to the caller.
- Keep the caller on the line as long as possible. Ask that the message be repeated. Write down everyone word that the caller says.
- If the caller does not identify the location of the bomb, time of detonation, type of bomb, what the bomb looks like, or why the bomb was planted, ask the caller to provide this information.
- Pay particular attention for background noise, such as traffic or running motors, which might give clues to the place from which the call is being made.
- Listen closely to the sound of the caller's voice to determine sex, approximate age, voice quality, accent, and speech impediments.
- Do not discuss the bomb threat to anyone else unless instructed to do so. This is to prevent panic and unauthorized disclosure to the news media.

The Emergency Coordinator Will:

- Alert the Special Assistant and stand by for instructions from Boyle.
- Initiate the search of the tenant space if ordered.
- Implement relocation/evacuation in accordance with the evacuation plan if necessary.

Search

Upon evaluation of a report received that a bomb has been placed within the building, a search may be ordered. Any search for an explosive device is dangerous and must be conducted by persons who are trained and willing. The Police will be asked to assist in the search. However, Emergency Coordinators and their Special Assistants, who should be familiar with their areas and will notice extraneous objects quickly, should be available to assist. The purpose of the search is to locate and report suspicious objects, not to move, jar or touch the object, or anything attached to it. The removal or disarmament of a potential bomb must be left to the professionals in explosive ordinance disposal.

The search party must be given all available information including:

1. Reported location and type of explosive device
2. Tenant plans of search areas
3. When to halt the search

The search team should be separated into pairs, with each group assigned specific areas to search.

- As the search of each area is completed, a report to the Emergency Coordinator should be made. The Emergency Coordinator will then report to Senior Management and Building Management.
- A search is best conducted by dissecting the areas into three levels. Search thoroughly the bottom third of the room. The second level is the mid-section of the room, and the third level is from second level up to ceiling.

Suspicious Object Located

Upon location of a suspicious object during a search, the Police will summon the bomb squad. When such an object is located, either during a search or observed without prior warning, the area should be cleared, and the Emergency Coordinator advised immediately. The object should not be touched, handled, or moved in any way except by professionals in explosive ordinance disposal.

The Emergency Coordinator Will:

- Notify the tenant's senior management and Building Management.
- If the object is obviously or probably a bomb, immediately evacuate the tenant in accordance with the relocation/evacuation plan.
- If the identity of the suspicious object is uncertain, the Emergency Coordinator should clear the immediate area of the suspicious object and await instructions from senior management, who will issue the order to relocate or evacuate if necessary.

What To Do If You Find A Bomb

If a bomb or what you might think to be a bomb is found, **DO NOT TOUCH THE OBJECT**, but immediately follow these instructions:

- Dial 911 – Advise the 911 operator that you have discovered what you believe to be a bomb, then provide the following information:
  - Your Name
  - Name and Address of the Building
  - Location of the "Object"
  - Description of the "Object"

- Call Boyle Investment Company at 550-5575 and report the emergency information. Advise Building Management of instructions received from authorities.
- If the authorities recommend that the building be evacuated, use exit doors **AWAY** from the **DANGER ZONE.** Boyle will give instructions to other employees. **DO NOT USE ELEVATORS.**
- **DO NOT** re-enter the building until Boyle, or the authorities have notified you that it is safe to do so.

In the event a bomb threat is received via telephone, follow the procedures outlined on the **Bomb Threat Checklist,** which is available for immediate use if such a call is received.

If you receive a bomb threat, we will ask that key personnel assist in a brief search of your site. This will aid the police department in determining if there is something suspicious within your area. The individual employer will decide if they wish to evacuate if a threat is received.

BOMB THREAT CHECKLIST

Questions to ask if you receive a Bomb Threat:

Keep caller talking as long as possible. Get as much information as possible. Do not be hostile – be calm, listen carefully – DO NOT INTERRUPT.

1. Copy exact text of message

2. Question Caller:
   When will it go off?
   Where is it located – Which tenant space? Where is it on our tenant space?
   What does it look like?
   What kind of bomb is it? Will it hurt people? Who are you?

3. Did the caller indicate knowledge of the building by his description of the premises?

4. Please try and make notes about particular items, such as:

Check all that apply:

Voice: Male or Female, Adult, or Juvenile?
Age: Under or over 20? Over 35?
Speech: High Pitched? Disguised? Rough?
Accent: Local, Regional, or Foreign?
Race: Caucasian, Black, Hispanic, or Other?
Manner: Calm, Rational, Irrational, Coherent, Deliberate, Hysterical or Aggravated?
Background Noise: Factory, Road Traffic, Music, Office, Party Atmosphere, Quiet, or Voices?
Caller's Location: Local, Distant, Cell Phone, Internal, or Phone Booth?

IMMEDIATELY AFTER THE CALL, DO THE FOLLOWING:

Record the time of the call Time:_____AM/PM

Notify your Supervisor Time:_____AM/PM

Notify Police (911) Time:_____AM/PM

Severe Weather Conditions

Tornadoes and Strong Winds

Severe weather can usually be anticipated, and each Tenant will be responsible for deciding what action he/she will take. Although tornadoes are not frequent hazards in this area, they have been encountered on occasion. This type of emergency gives little or no warning, and there is no way to determine duration or severity.

If any tenant is aware of the possibility of a tornado in the area, the Management Office should be advised. They, in turn, will advise all tenants.

Below are recommended instructions, depending on the type and severity of the weather and if there is adequate time for evacuation.

If a tornado or other severe weather condition presents a threat to the occupants of the building, and there is not enough time to evacuate, follow the procedure below:

- The Emergency Coordinator should move personnel to areas of the building AWAY from the windows and other exposed areas, and into more protected areas of the building (inner offices, corridors, closets, restrooms). DO NOT stand under light fixtures or other objects that may fall.
- Close all blinds to exterior windows, as well as the exterior office doors, creating a barrier from the outside windows.
- In the case of a tornado, get under a desk or something that will provide protection from flying glass and/or debris.
- Remain in place, if possible, until it has been determined that the severe weather has completely left the area.
- Emergency Coordinators should check their areas for injured employees, fires, or other damage caused by the storm.
- If fire or damage has caused unsafe conditions in the building, the Emergency Coordinator should proceed with an evacuation, as may be required for the safety of the occupants of the tenant area.
- As soon as possible, the Emergency Coordinator should notify Building Management of any damage, and ascertain recommended procedures to follow.

If severe weather presents a threat to the occupants of the building and there is time to evacuate and prepare your area, follow these procedures.

- Move valuable equipment and documents from outer offices to interior rooms. Materials and equipment should also be covered and stored in plastic to reduce any effects of water damage.
- All loose papers, documents and other items should be filed and stored away from windows to reduce flying debris in case windows break out.
- Close all window blinds of exterior windows, and all doors between outer offices and inner spaces, creating as much of a barrier from the outside window as possible.
- All computers, telecommunications equipment, office equipment, and appliances should be turned off and unplugged to protect them from possible power surges.

- Critical data or equipment should be prepared for removal easily when an evacuation order is given.

Tornado Watch/Warnings

- Tornado Watch – this means weather conditions are right for a tornado or severe thunderstorms are possible.
- Tornado Warning – this means a tornado has been spotted; find shelter immediately

Should a Tornado Warning be in effect for the area, please do the following:

- Stay away from windows, doors, and outside walls; protect your head.
- In buildings such as these, go to small interior rooms or hallways.

Evacuation Procedures

- Under most circumstances, you will have plenty of time to evacuate, and will be able to exit the building as you would on a typical workday. In the unlikely event of an emergency evacuation, it will be necessary to exit the building by the stairwells.
- If there is a power outage, you are instructed to exit via the stairwells. Special Assistants should be made available to assist the disabled.
- Secure or remove any valuables, turn off the lights in your office or area, and lock the entrance doors to your suite.
- Go to your designated emergency evacuation location/shelter. DO NOT attempt to return to your office until notified by the appropriate local government agency or by Building Management.

The BEST preparation you can make is to familiarize yourself with these procedures now and notify Building Management of any questions you may have.

What To Do After The Storm

After the storm, Building Management will assess the damages. Building Management will be in contact with the Emergency Coordinator person from each suite. It is very important that Building Management is kept informed of the Emergency Coordinator's cell phone number. If the building is accessible, Building Management will notify the Emergency Coordinator. If there is major damage, entry to the building may be restricted. If this is the case, Building Management will escort small groups of people to each space so employees can gather items needed.

Disabled Persons

Each Emergency Coordinator should survey his/her area and make a list of disabled persons who would require assistance evacuating the building during an emergency. Persons on crutches, temporarily impaired, and pregnant women should also be included on the list of disabled persons.

The Emergency Coordinator should make provisions for assisting injured or disabled visitors during an emergency evacuation.

Blackouts

In the event of a power blackout, use the following procedures:

- Turn off all electrical equipment such as computers, typewriters, copy machines, etc., to lessen the electrical load on circuits when power is restored.
- Employees will be advised when Building Management has been able to determine the cause and possible duration of the blackout.
- Each Tenant will determine what action to take. If a Tenant decides to evacuate the premises, it will be necessary to use the stairs, as the elevators will be inoperable. Also, please advise Building Management of your intention to leave.
- Building Management will check all elevators and take action to remove any passengers from the inoperative elevators by the use of Building Management staff or Nashville Machine Company, the elevator maintenance company.
- During a power outage, the building is designed to provide security lighting in the stairwells, corridors and within your suite to allow safe exit from the building.

Chemical Spills/Civil Disorder/Injuries

Chemical Spill or Chemical Fumes

Most large chemical spills will be caused by accidents in nearby industries or on railroads/highways. Fumes from these accidents can affect large areas.

The local Police or Fire Departments will normally notify Building Management if any action is required from external spills, but the first report may come from employees of the building. The Emergency Coordinator should immediately be informed, and should notify Building Management of any chemical spills that occur within the building or on the property. Building Management should arrange to have air handling equipment shut down and air intakes closed as required. Windows and doors may also need to be closed. Occupant movement may have to be limited to protect their well being. Building Management will be responsible for notifying proper authorities if necessary.

The building should not be evacuated unless ordered to do so by local authorities. If fumes become severe within the building, evacuation may become necessary. Good judgment must be used to prevent the panic of occupants, visitors, etc., and to evacuate them from the source of the fumes.

Emergency Coordinators should follow the emergency procedures and take steps to account for all occupants, visitors, etc.

Civil Disorder

A civil disorder serious enough to cause evacuation of the building is highly unlikely. However, the Emergency Coordinator should call the Police (911), should a civil disorder take place in your area. They will assist however necessary. After calling 911, the Emergency Coordinator should notify Building Management at 550-5575 (during or after normal business hours).

Injuries, Accidents, and Medical Aid

Should any injuries or accidents occur in our around the building, we recommend that the Police Department and/or Rescue Squad be called at 911.

If the injured party needs to be transported to a medical facility, the Rescue Squad will make arrangements. Building Management should be called to be on hand to assist the medical team. Building Management should always be advised of any accidents that occur on the property.

Miscellaneous Items

Space Heaters

No machinery of any kind, other than ordinary office machines such as typewriters, computers, fax machines, scanners, information processing systems, copy machines, communications equipment and calculators, shall be operated in any premises in the building without the prior written consent of the Landlord, nor shall any tenant use or keep inflammable or explosive fluids or substance (including live Christmas trees and ornaments), or any illuminated materials. **No space heaters or fans shall be operated in the Building**

Copier/Computer Electrical Requirements & Special HVAC

Most copier/computer equipment requires special writing and additional HVAC service. Additionally, special outlets may be required. Approval for such special requirements should be obtained from the Management Office.

Janitorial Schedule

Daily

1. All desks and other furniture will be dusted with specially treated dust cloths.
2. All window sills, chair rails, baseboards, moldings, partitions, and picture frames under six feet in height will be hand dusted and wiped clean.
3. All floors will be dust mopped with specially treated dust mops.
4. All bright metal work will be maintained and kept in a clean, polished condition.
5. All drinking fountains will be thoroughly cleaned and sanitized.
6. All stairways will be swept with a chemically treated dust mop and wet mopped as needed.
7. Replacement of light bulbs as needed.
8. All elevators will be wet mopped. If employees' are carpeted, carpet will be vacuumed nightly. Interior of cabs will be wiped clean and all metal hardware polished.
9. Empty, clean and dust all wastepaper baskets, ash trays, receptacles, etc.
10. Remove trash and wastepaper to designated areas.
11. Carpeting and rugs to be vacuumed nightly.
12. All tile floors in all areas will maintain a satin finish. Trafficked areas to receive regularly programmed tenant maintenance to insure luster and remove black marks and scuffs.

Lavatories

13. Floors to be swept and washed, using antiseptic liquid detergent.
14. Bowls, urinals, and basins will be cleaned nightly. A safe antiseptic and deodorant bowl cleaner will be used.
15. All metal and mirrors will be cleaned and polished.
16. Fill and maintain mechanical operations of all tissue, towel, soap and sanitary napkin dispensers. Materials to be supplied from contractor's stock.
17. Remove wastepaper and refuse.

Weekly

1. Spot clean all interior partition glass as required.
2. Remove fingerprints, smudges and scuff marks from all vertical and horizontal surfaces (doors, walls, sills) under six feet in height.
3. Wash and refinish resilient employees' in public areas, strip, wax and polish as needed.

Monthly

1. Polish and buff (no wax) resilient employees' in tenant areas as needed.
2. Dust all louvers, grills and other than flush light fixtures.

Quarterly

1. Dust clean all vertical surfaces; such as walls, partitions, doors, etc. not reached in nightly cleaning.
2. Dust and wipe clean all blinds.

Every Four Months

1. Wax and buff all resilient flowing in tenant areas, or as needed. Floors shall be stripped, re-waxed and buffed when required. Unusual traffic conditions will receive special attention.

Every Six Months

1. Dust and damp wipe all ceiling vents.
2. Wash windows, inside and outside.