



# 230 Peachtree Tenant Handbook

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## INTRODUCTION

Welcome to 230 Peachtree!

Portman Management, the building's Management Team, has designed this Tenant Handbook for new building occupants to provide pertinent property information. This guidebook will likely be utilized by the person who is responsible for coordinating your office needs and who is the primary contact for communicating with the building management office.

We will also provide you with a separate Tenant Emergency & Procedures Manual that contains emergency procedures for your tenant safety team and employees. A tenant safety team that includes Safety Coordinator and Assistant Safety Coordinators must be chosen by each tenant, pursuant to the Tenant Life Safety Manual, and provided to the building management.

The policies contained within this guidebook are subject to change from time to time. Should any of the information in this guidebook differ from that which is contained within your office lease, the lease provisions or rules and regulations override the contents of this guidebook.

If you have any questions on the information in this guidebook or need additional information, please contact the building management office.

## BUILDING MANAGEMENT TEAM

The building management team is a highly motivated group of security, service and maintenance professionals who take full responsibility for the coordination of resources and condition of the building. The objective of the building management team is to provide you with the highest quality service possible through smooth, efficient operations that ensure your comfort, safety and continued tenancy at the building.

The building management office is located in Suite 1600. The office is open daily from 8:00 a.m. to 5:00 p.m. Monday through Friday and is closed on Saturdays, Sundays, and major holidays. The office may be reached at the following:

Management Office..... (404) 614-5230  
Facsimile..... (404) 577-5799

The building has a Security Officer on site 24/7. After normal working hours, you may contact the Security Console at (404) 614-5250.

The following is a listing of the building management team:

Property Manager ..... Tammy Ruppel  
Chief Engineer ..... Aubrey Lee  
Property Administrator..... Andrellia Jackson  
Building Engineer..... Rodney Smith  
Building Engineer..... Nathaniel Garland  
Security Supervisor..... Ruben Timmons

Management Team Email: [P230info@portmanholdings.com](mailto:P230info@portmanholdings.com)



## MOVE IN/OUT PROCEDURES

To safeguard the smooth business operations of all our tenants, we require that all moves begin after 6:00 p.m., Monday through Friday, or at any time on the weekend. We have compiled the following points and highlighted pertinent rules and/or information to assist you in planning your move.

To simplify the moving process, please remember to call the management office as soon as you begin planning for your move. We will be able to assist with:

- Scheduling an elevator
- Ordering or removing suite signs
- Obtaining or returning the necessary access cards and keys
- Obtaining or returning the Tenant Emergency & Security Procedures
- Providing after-hours services during your move
- Scheduling cleanup after the move
- Information regarding the required Certificate of Insurance from your moving company, including the required additional insured entities (See Appendix).

Provide the building management with a letter listing the following information:

- Date of move.
- Time periods the service elevator will be needed.
- Name of moving company and the name of the moving supervisor for the moving company and tenant.
- Proof of insurance coverage by the moving company that is consistent with the building requirements.
- Forwarding address and phone number, if you are moving out.

To accommodate the interests of the tenant and to protect the property, the following policies regarding movement of office furniture and equipment should be followed:

- All items to be moved must be taken to the loading dock. Movers must contact the security desk prior to unloading tenant materials or furniture. The mover will be required to sign in at the Security Console.
- As far in advance as possible schedule your move with the building. The move will be scheduled based on the availability of service elevator and building service personnel.
- Exclusive use of the Service elevator is not guaranteed, however, we will not schedule any other moves during your time frame.
- Individual items and furniture that is to be removed will require a Building Pass issued by the Management Office under the tenant's authorized signature.

## **TENANT RESPONSIBILITIES PRIOR TO MOVING OUT**

Tenant occupants will benefit by completing the following tasks before moving out:

- Notify the Management Office of your move-out times and dates.
- Coordinate any special requirements with the Management Office.
- Provide the name and person to contact with your firm's mover.
- Contact your telephone/cable company to discontinue service at this building.
- Turn in your office keys and building access cards.
- Follow the "Moving Procedures" described below in executing your move.
- Provide post office with change of address.
- Provide new billing address.

## **SPECIAL REQUIREMENTS**

The Management Office must be advised in writing of any special requirements in connection with the move-in or move-out date. For example if furniture, supplies, equipment, etc. are due prior to the move, arrangements must be made for use of the service elevator including top loading the elevators, and for access to the tenant suite.

## **CLEAN-UP**

The moving company and the tenant occupant will be responsible for leaving the building and premises clean by removing all cartons and other trash generated in the move.

## **PROPERTY DAMAGE**

Any and all damage to the building elevator areas, doors, corridors, tenant spaces, or grounds that the tenant, moving company, or its employees or agents cause will be the responsibility of the tenant. If needed the landlord will perform the required repairs with the expense billed to the responsible Tenant.

## **ADDITIONAL PRECAUTIONS FOR MOVERS**

The mover shall furnish all necessary equipment including among other things dollies, truck, etc. as may be required. This includes Masonite floor and wall protection.

All mobile equipment used in the interior of the building must have rubber-tired wheels and must be maintained free from grease and dirt. Movers must not prop any doors open during the move.

The mover must remove all padding and packing materials from the property.

## **HELPFUL TIPS FOR MOVING**

- Meet with the building manager.
- Choose a move coordinator.
- Communicate plans and progress to employees.
- Hire movers.
- Order signage for new location with building manager.

**Telecom and IT:**

- Choose internet and network provider.
  - Current Building Internet Providers
    - AT&T
    - Comcast
    - Muzak/Mood Media- 1-800-331-3340
    - Cogent- 404-215-3218
    - C Beyond- 678-424-2400
- If necessary, coordinate telephone service relocation with AT&T.

**Other Tasks:**

- Notify US Postal Service of change of address.

## BILLING PROCEDURE

### PAYMENTS

Rent and tenant/occupant charges are due and payable on the first day of each month. Invoices outlining additional charges, including but not limited to tenant service request are sent to each tenant at the end of each month preceding the due date, based on tenant usage. All rents and additional charges should be included in monthly payment. All checks should be made payable to Portman 230, LLC and mailed to the following address:

Portman 230, LLC  
P.O. Box 117326  
Atlanta, Georgia 30368-7326

Late charges for payments received after the due date may apply. Please refer to your lease for specific language.

### TENANT BILLING ADDRESS

If the tenant billing address is different than the tenant's suite location in the building, please contact the Management Office so that the information can be properly documented.

## TENANT SERVICE REQUESTS

To facilitate a quick response, tenants should be familiar with the following procedures for requesting building services:

1. Please enter your request using our Angus work order system found at:  
[www.230peachtree.net](http://www.230peachtree.net)
  - You will be provided your username and password through Property Management via Angus Anywhere.
  - Login using your username and password
  - If you have a special request, you are able to type it into the box labeled Description in the lower left-hand side of the page.
  - You will receive confirmation when your work order is completed.
2. Call the Management Office at (404) 614-5230 between the hours of 8:00 a.m. and 5:00 p.m. Work Order Requests made after 5:00 p.m. will be completed the following business day. During normal business hours, the calls are answered by the management office. After normal business hours, the call will be answered by a member of our security staff.

If it is an after hours request please leave the following information:

- Tenant name
  - Tenant suite number / room number / cubicle number
  - The name of the individual calling
  - Detail of the problem (suite temperature, cleaning, electrical, etc.)
3. The proper personnel will be dispatched to handle the service request
  4. Response time to the request will vary, but the request can usually be categorized in the following manner:

General Request (Temperature adjustments, lights out, keys and locks):  
Will be addressed within 2 hours

Emergency (water leak): Immediate Response

Cleaning Request: Will be taken care of that evening by cleaning crew unless the request is urgent. If so, the day porters will be dispatched immediately to accommodate the request.

Special Services: Variable time, depending upon availability of day porters or engineers and the urgency of the request.

## RATE SCHEDULE

<u>SERVICE</u>	<u>CHARGE</u>
Engineer services (Non-building request)	\$35.00/hour (1 hour minimum)
Keys	\$8.00/new key
Access Card Lost/Stolen/New Employee	\$20.00/per card
After-hours air conditioning: Monday – Friday, after 6:00 p.m.	\$75.00 per hour, unless the lease states differently
Saturday, after 1:00 p.m.	\$75.00 per hour, unless the lease states differently
Sunday	\$75.00 per hour, unless the lease states differently (three-hour minimum)

**\*All prices subject to change without notice.**

## MAIL SERVICE

Mail for 230 Peachtree is delivered to the Peachtree Center Post Office located nearby. The entry to the Post Office is just down the escalators at side of the building.

Mailboxes for new tenant must be arranged directly with the Post Office. The management office does not have any control over or access to mailbox assignments or mailbox keys.

To set up your tenant mail box please call USPS @ 404-523-5057.

If you receive any mail/boxes, via USPS, that are too large for your normal mailbox, the postal worker will place your package in the lockers provided and place a key to the specific locker in your mailbox.

### EXPRESS PARCEL SERVICE

For your convenience, there are drop boxes for Federal Express and United Parcel Services located in the front lobby. Their information is below:

Federal Express.....	1-800-463-3339 Pick up 8:00 p.m.
UPS .....	1-800-742-5877 Pick up 8:00 p.m.

### COURIER AND MESSENGER SERVICES

All arrangements are made directly between the tenant and the service provider.

## DELIVERIES

### DELIVERIES

All large deliveries to or from the building are required to be done by using the freight elevator and must be directed through the loading dock. Deliveries which require the use of carts larger than a small suitcase are not permitted through the main lobby or in the passenger elevators.

### LOADING DOCK INFORMATION

The building entrances at the loading docks are kept secured at all times and access is limited to those who are authorized. Therefore, it is important to notify 230 Peachtree Security or Building Management in advance if you are expecting a delivery (other than Federal Express, UPS, Office Depot, Staples, etc.).

### SERVICE ELEVATOR

There is one over-sized service elevator that serves the building with a maximum load capacity of 4,000 pounds. Scheduling large deliveries is extremely important as this elevator provides vertical transportation for all deliveries, in-house services, and contractors.

In order to maintain a professional appearance and atmosphere the following instructions apply to use of the service elevator:

- Normal loading dock hours are from 7:00 a.m. to 6:00 p.m. Monday through Friday.
- Use of passenger elevators is strictly prohibited for any large deliveries.
- Exclusive use of the elevator is unavailable during normal business hours 8:00 a.m. to 6:00p.m.and during night cleaning hours of 6:00p.m. to 10:00p.m.
- All large deliveries (furniture, etc.) must be scheduled at least 24 hours in advance with the Management Office.
- Deliveries or moves requiring more than two elevator trips must be scheduled after 6:00p.m.
- Floor protection (Masonite, etc.) is required from the elevator to the delivery point on a tenant floor, including the elevator cab.
- Holding areas are not available at the dock; as such, arrangements must be made for immediate delivery to the suite.
- Please note that after-hours usage of the dock requires security coverage, which must be coordinated at least 24 hours in advance.

Damage to walls, ceilings, carpets, paint, wall coverings or any finishes done in the process of the move or other deliveries shall be the responsibility of the Tenant. All movers must provide Certificates of Insurance prior to the move or delivery. See Insurance Section to obtain specific information on Certificate of Insurance Requirements.

Building Tenants' use of the freight elevator will be limited to operational functions supporting their business. The unnecessary passenger traffic on the freight elevator impedes your deliveries. Please direct your employees to use the freight elevator for deliveries only.

## SAFETY AND SECURITY

The safety and security of our tenants and the building are our highest concern. Systems and procedures have been developed and implemented to maximize personal safety and minimize property damage.

For additional information regarding Life Safety Procedures please see the Tenant Life Safety Manual under separate cover.

### SECURITY STAFF

The building maintains a security desk in the lobby. Periodically Security Officers will patrol the building, interior, exterior, tenant floors and the parking garage. Our security guards enforce building regulations, maintain order and are on the alert for any unusual activities within the building.

To enhance the security of the building, Building Access Cards (see below) are required for any individual to enter the building after hours. Tenants should also carry the correct key for their suite at all times.

For further protection, security personnel are not permitted to accept any deliveries. All deliveries should be scheduled during normal business hours, or prearranged via written notification to the building. This notification should be received by the Management Office at least 24 hours in advance of the delivery.

### TENANT BUILDING ACCESS CARDS

The access control system is the first line of security. The access cards issued to tenants are actually keys to the building and should be given the same consideration and safeguards. **Use the access card any time you enter the building during secured hours.** Secured hours are defined as hours which are outside the normal building hours which are defined on page 5 as Monday-Friday 7:00 pm to 6:00 am and weekends until Monday 6 am. An access card is required for access during secured hours. **It is important that every employee sign in/out at the Security Console when they enter the building during secured hours.** This provides a critical record of building occupants for emergency evacuation and rescue.

Tenant Contacts will be provided an Access Card Assignment Form (See Building Forms) for ordering new cards, reactivating cards and deactivating cards for terminated employees. This form should be completed for each employee that is authorized to have access to the tenant's suite during secured hours. The information provided on the form becomes the authorization for security to allow employee access during secured hours. It is, therefore, important to make sure the information is legible, accurate and is received in the Property Management office in a timely manner.

Access card requests and changes should be faxed to Property Management Office at (404) 577-5799 or emailed to [P230Info@portmanholdings.com](mailto:P230Info@portmanholdings.com).

New employee access cards, lost and stolen are issued with a \$20.00 fee. **Make it a priority to keep the Management Office informed of employee terminations and changes.** It is important for the Management Office to maintain an accurate database of all access cards. **If the notification is not received from the tenant of an employee termination and the employee does not surrender their access card, the tenant is allowing the terminated employee access to building.** It is important to recover all access cards from terminated employees. The tenant may keep the card for re-issue, but it should be deleted from the system for security reasons. **Tenants will not incur a charge to have an existing card deactivated or reactivated.**

## **AFTER HOUR VISITORS OR NON-BUILDING EMPLOYEES**

Tenants of the building may have visitors come to the building after-hours and on weekends. For unaccompanied visitors to be permitted access to tenant's suite, the Property Management Office must received authorization notification in writing 24 hours in advance. This authorization must list the individual's name, company affiliation, purpose of visit, approximate time of arrival and contact phone number of the person authorizing the visit.

If unaccompanied individual requests admittance to the building and his/her name have not been provided to the Management Office, the security guard on duty will deny this visitor / person access.

## **ACCESS AUTHORIZATIONS**

Access authorization is given when an After Hours & Special Access Request Form is completed. This document is completed by Building Management to grant access to approved contractors, vendors, visitors or provide permission for special events or services. When a tenant has a request for a special circumstance that will impact the routines of everyday operations, the tenant should call the Management Office at (404) 614-5230. If permission is granted, Building Management will generate a Building Activity Form, which will be filed for access by Security. Completing this process will save you and your service personnel valuable time since it would be readily available if needed. Conversely, failing to follow this process will cost time and may cause frustration while Security personnel attempt to obtain permission for your special request. Remember that Access Authorizations are for your protection as well as your convenience. (See Appendix for an example).

## **AFTER HOURS TENANT BUILDING ACCESS**

After-hours entry into the building requires the use of your access card. This card must be presented at the lobby desk and waived in front of the proximity reader in order to gain entry. Those who wish to access the building after hours and do not have their access card will be denied access.

Building entry during normal work hours is "open." No identification or access card is required.

## **AFTER HOURS VENDOR/CONTRACTOR ACCESS**

There may be special instances when vendors or contractors may need to perform work in your suite after hours. In such instances, an After Hours & Special Access Request Form (See Building Forms) will need to be completed, and state the name(s) of the individual(s) and/or company, the date and approximate time they will be coming and confirmation of insurance certificate on file with the building is required. The contractor will be required to produce personal and company identification upon check in. Tenant is responsible for supplying access to the suite.

Unless advance notice is provided to the building management, the contractor will not be allowed into the building or into your suite.

## **PROPERTY REMOVAL**

Before any equipment or similar office furniture may be removed from the building, the Management Office must receive notification of such removal.

## **SPECIAL KEYING**

All keys in the building are included in a Building Master Key system. This key system is necessary so that the Management Office has access to all areas in the event of an emergency. For this reason, we require that no locks be changed or additional locks/bolts added to any door within your suite. If additional lock work for your suite is necessary, this service must be coordinated through the Building Management Office.

As standard building policy, we rekey each suite before new tenants move in. This ensures the security of that space for the new building occupant. If you would like additional keys to any of the locks in your suite, they can be obtained through the Management Office.

In response to your internal security needs, we can provide additional services which include:

- Separately keying individual offices.
- Rekeying the entire suite.
- **There will be a fee assessed with additional services.**

It is the tenant's responsibility to recapture and turn in the keys of all terminated employees in order to maintain the security of your suite. If replacement locks are needed because keys have not been collected from the terminated individual(s), the tenant will be charged for this service.

## **TENANT CONTACT INFORMATION**

In an emergency it may be necessary for 230 Peachtree Security to be able to reach the Tenant Contact, especially during security hours. Certain circumstances warrant communication with the Tenant Contact, such as a contractor wanting access to a suite when there is no Access Authorization on file, or a major water leak in a tenant space. The Tenant Contact is Property Management's source of authorization and it is imperative that the information in the database be kept current. Please keep Building Management informed of all changes in tenant contact information.

## **TENANT PRECAUTIONS**

In the building, security is a coordinated effort between the Tenants and the Management Office. During the day, be sure that entrances are never left unattended. Valuables, such as purses, laptop computers, cellular phones and any items that could be easily taken, should be locked up any time that a workstation is unattended. When leaving at night, please ensure that the entrances and exits to your suite are locked, and lights turned off.

## **SOLICITATION**

Salespersons are not authorized to do business without prior appointment. This includes the distribution of literature or sales pamphlets on automobiles, shop doors, tenant spaces, or person to person without prior approval of Building Management. Tenants of 230 Peachtree must obtain Management approval before engaging in any of the above activities.

If a solicitor enters your suite and you want them escorted from the building, call Security and Security will send an officer to your suite to ask the solicitor to leave the premises. It is always helpful to have a general description of the person in case they leave before an officer arrives. If the solicitors leave any printed materials, please provide them to the responding security officer.

## **THEFT AND INSURANCE**

Any suspected theft, no matter how small, should be reported to the Management Office and to the local police department (as you deem appropriate) immediately.

Personal property insurance is the responsibility of each building occupant.

## HVAC SERVICE

General base building Heating Ventilation and Air Conditioning (HVAC) system consists of two chillers, two boilers and cooling towers. Heating and cooling is provided by PIU's on the perimeter glass offices, and cooling is supplied by VAV's for interior areas, utilizing plenum return air for interior heating. HVAC is provided Monday through Friday from 8:00 a.m. – 6:00 p.m. and on Saturday from 8:00 a.m. – 1:00 p.m., unless special provisions are included in your lease.

The inside temperature is maintained at a comfortable level, as defined by the specifications in your lease, and controlled by remote thermostats located throughout tenant spaces. Space heaters are strictly prohibited as they are a fire hazard.

Although the automated energy control and building automation system provides efficiency of operation and maximum tenant comfort, should temperatures fall outside your personal comfort range or if you would like to arrange for additional HVAC service during non-standard hours, please submit a service request in Angus [www.230peachtree.net](http://www.230peachtree.net) or call the Management Office.

### ENERGY MANAGEMENT AND CONSERVATION

Energy use is one of the largest expenses at the building. In an effort to minimize costs to all tenants, we have an ongoing program of identifying and implementing conservation projects. Your cooperation with any announced programs will be greatly appreciated.

Individual switches control the lights in each tenant suite. In order to reduce operating costs, please turn off all lights, computers, copy machines, calculators, radios and coffee machines when you leave your suite in the evening. The night cleaning staff, when cleaning your suite, will utilize only the necessary electricity and turn all lights off when finished.

### EQUIPMENT MAINTENANCE

Portman Management Companies utilize a preventative maintenance and work order tracking and scheduling program to ensure reliable comfort and efficient operation of building systems.

### STAFF TRAINING

Building engineers receive ongoing training for the proper and optimal operation and maintenance of all building systems. Training is also provided on occupational safety, personal and public safety, fire/life safety, security and other building-related items.

## PARKING

Local Parking Information Below:

### **104 John Portman Boulevard, Atlanta, GA 30303**

Operator: LAZ Parking

Phone: 404-688-3481 Lot Access: John Portman Boulevard and Williams Street Payment Info:

Gated Pay Station Rates: \$13.00 Daily Max. Spaces: 1,369

Other rates: \$12 Two Hours; \$2 First Hour; \$4 Early Bird

### **159 Peachtree Center Ave., NE, Atlanta, GA 30303**

Operator: Lanier Parking

Phone: 404-572-2900 Lot Access: Ellis Street (entrance) and Peachtree Center Avenue (exit)

Payment Info: Pay Station Rates: \$6.00 Daily; \$3 after 3 p.m. and Weekends Spaces: 35

### **161 Peachtree Center Ave., NE, Atlanta, GA 30303**

Operator: Lanier Parking

Phone: 404-572-2900 Lot Access: Peachtree Center Avenue, International Boulevard, and

Courtland Payment Info: Cashier Booth (Exit) Rates: \$16 Daily Max. Spaces: 2,106

Other rates: \$4 Early Bird; \$5 Nights and Weekends

### **171 Carnegie Way, NW, Atlanta, GA 30303**

Operator: Central Parking

Phone: 1-877-717-0004

Lot Access: Carnegie Way Payment Info: Gated Pay Station Rates: \$22 Daily Max

Other rates: \$8 for first hour; \$16 for two hours

### **218 Andrew Young (formally International Blvd), NW, Atlanta, GA 30303**

Operator: Central Parking

Phone: 404-523-1215 Lot Access: Andrew Young International Boulevard Payment Info: Pay

Station Rates: \$10 Daily Max. Spaces: 341

Other rates: \$5 Early Bird; \$2 first 15 minutes; \$18 for 24 hours

### **221 Peachtree Center Ave., NE, Atlanta, GA 30303**

Operator: Central Parking Lot Access: Peachtree Center Avenue and John Portman Boulevard

Payment Info: Cashier Booth (Exit) Rates: \$16 Daily Max. Spaces: 765

Other rates: \$12 Two-Hour; \$2 for 20 Minutes; \$5 Evenings

### **230 Spring St., NW, (Gift Mart), Atlanta, GA 30303**

Operator: Lanier Parking

Phone: 404-572-2900 Lot Access: Spring Street Payment Info: Cashier Booth (Exit) Rates:

\$10.00 Daily Max. Spaces: 740

Other rates: \$6.00 Two-Hour; \$1 for 20 Mins.; \$20 for 24-Hour

### **241 Spring St., NW, Atlanta, GA 30303**

Operator: AAA Parking

Phone: (404) 659-0078 Lot Access: John Portman Boulevard Payment Info: Cash Collector

Rates: \$25 Daily Max. Spaces: 53

Other rates: \$13 for 2 hours; \$5 for 30 minutes

### **250 Spring St., NW, (Apparel Mart), Atlanta, GA 30303**

Operator: Lanier Parking Lot Access: Baker Street and John Portman Boulevard Payment Info:

Cashier Booth (Exit) Rates: \$10 Daily Max. Spaces: 391

Other rates: \$1 for 15 minutes; \$6 for 2 hours; \$20 for 24-Hour

## BUILDING AMENITIES

The building has amenities including:

- Hotel Indigo - 404-523-7600
- The Drafting Table, Restaurant & Bar – 404-523-4004
- Fitness Center – the fitness center is located on the 15<sup>th</sup> floor and is available at no charge to our tenants. Tenants must read and acknowledge the Fitness Center Rules and Regulations. Once the Fitness Center Registration Form is returned to the management office, authorization will be granted. Fitness Center Rules and Regulations can be found in the building form section.

## BUILDING RULES AND REGULATIONS

The following Rules and Regulations are in addition to the Rules and Regulations contained in your Lease Agreement:

- Hallways, corridors, passages, exits, entrances, elevators and stairways of the Building should not be blocked at any time.
- All trash, waste and surplus should not be placed in the Building corridors.
- No Tenant shall alter any lock or install new or additional lock or deadbolt without prior written consent of the Landlord.
- No smoking is allowed inside the building and or garage at any time.
- No smoking is allowed within 25 feet of any entrance, public or private to the building.
- No open flames are allowed.
- No live Christmas trees due to fire risk.
- No use or storage of inflammable or combustible fluids (i.e. gasoline, kerosene).
- No pets or other animals of any kind (except Canine Assistance) is allowed in the building.
- The use of mobile phones by tenants and their employees and guest in the common areas must be done in a manner that is not disruptive of the use of the common area by other persons. The common areas include the main lobby and the elevator lobbies within the building.
- All Tenants, Visitors and Guest must sign in at Security after normal business hours and holidays.

## MISCELLANEOUS

### SMOKING RESTRICTIONS

The building complies with the state Indoor Clean Air Act. As such building tenants are also responsible for compliance, as follows:

- No smoking is allowed inside the building at any time.
- No smoking is allowed within 25 feet of any entrance, public or private to the building.

### PAPER AND EQUIPMENT RECYCLING (Future Service)

230 Peachtree participates in a “Recycling Made Easy Program”. The program utilizes one desk-side container. All recyclables are disposed of using trash cans with clear liners. Food waste, food waste and restroom waste (wet trash) is disposed of in trash containers with black liners. Housekeeping will empty the individual containers each evening. Items not placed in trash or recycling receptacles that you wish to be discarded must be marked “trash”. Below is a list of recyclables items:

Office paper – all colors	Cardboard boxes
Envelopes – windowed and labeled	Junk Mail
Magazines	Newspapers
Phone Books	File Folders
Soft and hard back books	Brochures
Wrapping paper	Aluminum Cans
Plastic Bottles	

### BOX DISPOSAL

As office supplies and equipment come into your office, please be sure to adhere to the following box disposal procedure:

- All boxes **must** be broken down to a flat form.
- Do not leave any boxes in the common areas of the building (this is a fire code violation) including the freight elevator lobbies.
- Mark the boxes “TRASH/BASURA” (the janitorial staff will not take anything that is not marked). We can provide stickers for your use.
- Leave boxes for the nightly janitorial staff or arrange for special pick up by contacting the Management Office.

### TRASH COMPACTORS

The building trash compactor is located in the loading dock area. This is reserved for the nightly janitorial service. The building prohibits access to the compactors. Excluding typical office trash that the building occupants would generate as a normal course of business, disposal of large quantities of trash can be scheduled at the tenant’s expense.

## TENANT SUITE ALTERATIONS

The following requirements must be met for all installations or alterations within tenant's premises, whether performed by your own people or by a contractor including data, voice, low voltage and fiber optics wiring. Some are listed below. Please refer to the Building Rules and Regulations that are part of each tenant's lease for any additional requirements.

- Building occupants must give advance notice of any work to be done.
- The Management Office must approve all contractors and the scope of work.
- **Tenant's contractor must submit Certificate of Insurance before commencing any work in the building.**
- Diagrams must be submitted showing all equipment, pull-box, splice box, conduit and wiring locations, in accordance with applicable local, state, and federal codes. These need to include locations of each floor and wall penetration even if using existing routes.
- All cable must be plenum rated for commercial high-rise applications.
- All penetrations must be fire sealed to meet current codes or a two (2) hour rating.
- Existing penetrations that are used must be fire rated even if the area had no previous fire rating.
- All equipment including boxes, conduit and wiring must be labeled for proper identification at each location.
- Code violations caused by equipment locations, i.e. sprinkler blockage must be resolved prior to the commencement of work.
- Scope of work including contractor scheduling and impact on the property must be submitted for all proposed work. Clean up and walk-through is required.

## INSURANCE REQUIREMENTS

The tenant, mover or any other service contractor employed by a tenant must, at the their sole cost and expense, obtain, maintain and keep in full effect the following types of insurance and minimum coverage, as shown below.

Tenant at its sole cost and expense shall provide the Management Office with proof of insurance as specified in their lease.

The tenant shall provide the Management Office with their mover's Certificate of Insurance at least ten (10) days prior to the move.

### INSURANCE REQUIREMENTS

I. The Service Contractor shall provide the following minimum insurance coverage:

**A. Commercial General Liability**

\$2,000,000 General Aggregate  
\$2,000,000 Products/Completed Operations Aggregate  
\$1,000,000 Personal & Advertising Injury  
\$1,000,000 Each Occurrence

**B. Automobile Insurance**

\$1,000,000 Combined Single Limit

**C. Workers' Compensation – Should meet all state requirements.**

**Employers' Liability**

\$500,000 Each Accident  
\$500,000 Disease Policy Limit  
\$500,000 Disease Each Employee

**D. Umbrella Liability: \$2,000,000**

**E.** The full name, **Portman 230, LLC.** and **Portman Management Company** should be shown as Additional Insured on the Commercial General Liability policy.

**F. All policies will not be cancelled without 30 days prior written notice to Portman 230 LLC.**

**G. Issue the certificate to:** Portman 230, LLC.  
230 Peachtree Street NW, Suite 1600  
Atlanta GA 30303

**Liability policy will extend to any liability of vendor arising out of indemnities provided for in the contract**

II. Policies described in Sections 1.A and 1.D. above, shall include the following as additional insured, including their officers, directors and employees. A GL-2010 Endorsement shall be utilized for the policy (ies) described in Section 1.A. above. Please note that the spelling of these parties must be exactly correct or the Contract Duties will not be allowed to commence.

1. Portman 230, LLC.
2. Portman Management Company

III. Service Contractor waives any and all rights of subrogation against the parties identified above in Paragraph II above as additional insured's.

IV. All policies will be written by companies licensed to do business in the State of Georgia and which have a rating by AM Best not less than A-X.

V. Service Contractor shall furnish to the Owner Certificate(s) of Insurance evidencing the above coverage. Original Certificate(s) of Insurance must be provided before Service Contractor commences Contract Duties or Contract Duties will not be allowed to commence.

VI. Certificate(s) of insurance relating to policies required under this Agreement shall contain the following words verbatim:

It is agreed that this insurance will not be canceled, not renewed or the limits of coverage in any way reduced without at least thirty (30) day's advance written notice [ten (10) days for non-payment of premium] sent by certified mail, return receipt requested to:

Portman 230, LLC  
230 Peachtree St., NW, Suite 1600  
Atlanta, Georgia 30303

In addition, the language set forth in this Paragraph VI shall also be added to each policy in the form of an endorsement.

Certificate Holder:

Portman 230, LLC  
230 Peachtree St., NW, Suite 1600  
Atlanta, Georgia 30303

## **BUILDING FORMS**

- **Access Card Request / Deletion Form**
- **Tenant Contact and Emergency Information**
- **After-hours & Special Access Request**
- **Request for Overtime Air Conditioning / Heating**
- **Loading Dock Space Request**
- **Directory Request**
- **Suite Door Signage**
- **Fitness Center Rules and Regulations**
- **Relocation Checklist**

# Card Access Request / Deletion Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Suite Number: \_\_\_\_\_

Address: 230 Peachtree Street, NW, Atlanta GA 30303

Access cards are assigned to customers to provide after hour access to the building. ***All new cards issued will be provided at a charge of \$20.00 per card.*** This charge also applies to the replacement of any lost or stolen cards.

## Access Card Request

Office Building

Garage

Vehicle Information: TAG # \_\_\_\_\_

Make/Model: \_\_\_\_\_

Color: \_\_\_\_\_

Card Received: \_\_\_\_\_ Date: \_\_\_\_\_

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## Access Card Deletion

Office Building

Garage \_\_\_\_\_ Card Number

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## *Management Use Only*

Card #: \_\_\_\_\_

Tenant Charged: \_\_\_\_\_

Roles Given: \_\_\_\_\_

Date Activated: \_\_\_\_\_

Authorized by:

\_\_\_\_\_ Date: \_\_\_\_\_

## Tenant Contact and Emergency Information

Please complete the information requested below. Please sign and date. You may fax the form to (404) 577-5799 or return it to the Management Office in Suite 1600 *as soon as possible*. This information is for emergency use only and will not be distributed to anyone other than Portman Management and emergency personnel. This information is necessary to enable us to contact your designated representative in the event of an after-hours emergency. The daytime Tenant Contact Information will also help us to contact the proper personnel should we have any administrative, maintenance, or billing questions.

### TENANT INFORMATION

TENANT NAME: \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT FROM ABOVE): \_\_\_\_\_

SUITE #: \_\_\_\_\_ NUMBERER OF EMPLOYEES: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

OFFICE MANAGER / MAIN CONTACT: \_\_\_\_\_

PHONE #: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

BILLING ADDRESS (IF DIFFERENT FROM ABOVE): \_\_\_\_\_

BILLING CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

### EMERGENCY NOTIFICATION LISTING

(Please list cell numbers and home numbers, if available)

NAME: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ HOME NUMBER: \_\_\_\_\_

Signed and Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## After-Hours & Special Access Request

Customer: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Company Performing Work: \_\_\_\_\_

Company Contact Name: \_\_\_\_\_ Company Phone #: \_\_\_\_\_

Date(s) work is to be performed: \_\_\_\_\_

Approximate Time: From: \_\_\_\_\_ A.M. P.M. To: \_\_\_\_\_ A.M. P.M.

Access provided or Work to be performed (be specific _____ _____ _____ _____
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Will work affect the Fire Alarm System? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Will any utilities need to be shut off? Electricity: \_\_\_\_\_ Water: \_\_\_\_\_

Workman will need access to the following Base Building areas:

\_\_\_\_\_ Telephone Room(s) \_\_\_\_\_ Mechanical Room(s) \_\_\_\_\_ Lobby \_\_\_\_\_ Dock

Additional Instructions/Requirements: \_\_\_\_\_  
\_\_\_\_\_

On Site Supervisor: \_\_\_\_\_

Name of Worker(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Customer Approval: \_\_\_\_\_

(Print Name)

(Signature)

Portman Management Approval: \_\_\_\_\_

**Please complete and return to:**

230 Peachtree Street NW • Suite 1600 • Atlanta, Georgia 30303 • Main: 404-614-5230 • Fax: 404-577-5799

## Request for Overtime Air Conditioning / Heating (HVAC)

**PLEASE COMPLETE ONE REQUEST PER FLOOR**

*(Section to be completed by Tenant Representative)*

Date: \_\_\_\_\_ Authorized By: *(Please print)* \_\_\_\_\_

Company Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Suite Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Department: \_\_\_\_\_

Date	Day	Floor	TIME		Engineering Dept. Use Only
			Start	Stop	

You will be billed based on the hourly overtime air conditioning rate stated in your lease. The current hourly rate is \$75.00 per hour, unless otherwise stated in your lease.

Air conditioning is provided for the following normal business hours:

- Monday through Friday, 6 A.M. to 6 P.M.; Saturday 8 A.M. to 1 P.M.
- Air conditioning is NOT provided on Sunday, after hours and official building holidays unless requested in advance.

**Please allow sufficient time for the space to reach a comfortable temperature.**

For example: If the space temperature is above 80 degrees it could take 3 to 4 hours for the space temperature to reach 73 degrees. This time frame will vary depending upon actual temperature on the requested floor and the seasonal temperature outside.

This request must be submitted to the management office with 24-hour prior notice of the additional service. Please fax this form to the 230 Peachtree Management Offices at 404-577-5799. Should you have any problems or questions concerning this request, please call 404-614-5230.

## Loading Dock Space Request

Customer: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Company/Delivery Name: \_\_\_\_\_

Company Contact Name: \_\_\_\_\_

Date(s) work is to be performed: \_\_\_\_\_

Approximate Time: From: \_\_\_\_\_ A.M. P.M. To: \_\_\_\_\_ A.M. P.M.

Work to be performed (be specific): \_\_\_\_\_

Additional Requirements: \_\_\_\_\_

Customer Approval: \_\_\_\_\_  
(Print Name) (Signature)

230 Peachtree Approvals: \_\_\_\_\_

**Note: This form authorizes Security to allow the contractor access to Building areas only. Security will not allow the contractor access to the tenant space; this is the Tenant's responsibility.**

**Please complete and return to:**

**Portman Management Company  
ATTN: Property Management  
230 Peachtree St. NW, Suite 1600  
Atlanta, Georgia 30303  
Phone 404-614-5230 Fax 404-577-5799**

## Building Directory Request

(1) Company name (as it appears on the lease):

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(2) Name(s) requested to be added to building directory:

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Suite Signage Form



SUITE #

Tenant  
Name

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

## ***Fitness Center Rules and Regulations***

1. All Tenants must read and complete the Fitness Center Registration Form and agree to abide by these rules and regulations prior to gaining access to the Fitness Center.
2. The Fitness Center is for use by Tenants of 230 Peachtree Street ONLY. Visitors, contract employees, family members, relatives and guests are not permitted. Tenants may not permit access to other users or loan out access cards to another person for any reason. Violations of this rule will result in a termination of Fitness Center privileges.
3. Tenants who use the Fitness Center will be doing so at their own risk. Portman 230, LLC ("Landlord") is not responsible for any injury that may occur to Tenants during or arising out of any exercise activity or use of the Fitness Center. Landlord will not provide any supervision for the use of the Fitness Center. Tenants are advised and encouraged to consult a physician before beginning any exercise program.
4. Any personal injuries, accidents, damaged equipment or wet/dangerous surfaces should be immediately reported to the 230 Peachtree security desk or management office.
5. Fitness Center operating hours will be set by Landlord and shall be adhered to by all Tenants. Initial operating hours will be: Monday through Thursday from 6AM to 9PM; Friday from 6AM to 8PM; and Saturday from 8AM to 1PM. Fitness Center shall be closed on Sundays.
6. Restrooms will not be equipped with towel service. Tenants should provide their own hand and/or bath towels. Any towels remaining in the Fitness Center overnight shall be removed and discarded.
7. Tenants shall not consume food or chew gum inside the Fitness Center. A water fountain is provided; Tenants must provide their own spill-proof containers. Sports drinks are permitted provided they are kept in sealable, plastic containers at all times.
8. Smoking or use of tobacco products, consumption of alcoholic beverages and use of illegal drugs in the Fitness Center is strictly prohibited at all times.
9. Appropriate fitness attire and footwear is required at all times. Street clothes (jeans, khakis, etc.), street shoes, sandals and flip flops are not allowed. Appropriate shirts and shoes must be worn at all times in the Fitness Center. Landlord reserves the right to determine appropriate fitness attire. For safety reasons, bags, jackets and coats are not allowed in the weight machine or cardio machine areas. Please store all items in the lockers provided in the Fitness Center. Changing into exercise attire must be done in the locker room.
10. Lockers are provided for use by Tenants in the locker rooms, based upon availability. Lockers may only be used during Tenants' use of the Fitness Center and must be emptied upon departure from the Fitness Center. Landlord is not responsible for personal items in the Fitness Center or the lockers or for any lost or stolen items. Any personal items left in lockers after operating hours will be considered abandoned and will be disposed of immediately.

11. Keep hands and feet clear of moving parts while weight machines are in use. Never put hands or feet under the weight stacks. Place hands and feet firmly where indicated.
12. Outside equipment is not allowed in the Fitness Center. Due to the confines of the Fitness Center, jumping rope or any other activities involving jumping are not allowed.
13. Do not drop weight stacks. Gently lower the weight stacks.
14. Weight belts are not allowed on weight machine unless the belts do not make contact with the seat or any portion of the equipment.
15. Radios and other personal audio equipment are not permitted unless they are personal units (ipods, mp3 players, etc) equipped with headphones. Please be respectful of others by refraining from cell phone use while in the Fitness Center. If you must take a call, please leave the work-out area.
16. Tenants must follow proper fitness etiquette at all times, including:
  - a. Returning all equipment to the proper location after each use.
  - b. Wiping down all pads and grips with wipes after use.
  - c. Sharing equipment. If you are doing multiple sets on a machine, please allow others to use equipment between sets.
  - d. Practicing appropriate personal hygiene by using deodorant and wearing clean workout clothes.
  - e. Avoiding the Fitness Center if you are feeling ill or believe you have a contagious illness.
  - f. Not using profanity or shouting.
  - g. Using all equipment properly.
  - h. Respecting posted regulated time limits for using the cardio machines. During periods of heavy use, limit time on cardio machine to 30 minutes.
  - i. Refraining from physical conduct that is sexual in nature, including unwelcome or consensual sexual advances, requests, comments or innuendoes, sexual jokes, gestures or statements.
17. All equipment should be used properly and left in good working condition for the next person. Do not operate equipment if it has damaged or loose parts.
18. Loitering is not permitted in the Fitness Center.
19. Tenants will be responsible for the cost of any damages arising from their misuse or abuse of the machines and equipment in the Fitness Center.
20. Tenants must comply with all rules and regulations, exercise equipment instructions and safety regulations. Rules and regulations are subject to change and will be posted in the Fitness Center. Abuse of the facility or equipment will not be tolerated. Landlord reserves the right to revoke any Tenant's use of the Fitness Center if such Tenant does not adhere to these rules and regulations.
21. Landlord reserves the right to close the Fitness Center at any time and from time to time without notice to Tenants.

## Fitness Center -- Registration Form

Email completed form to [P230info@portmanholdings.com](mailto:P230info@portmanholdings.com)

<b>Tenant Name:</b>	_____	_____	_____
	(Last Name)	(First Name)	(Middle Initial)
<b>E-Mail Address:</b>	_____		
<b>Company Name:</b>	_____	<b>Suite Number:</b>	_____
<b>Office Telephone:</b>	(____) _____	<b>Cell Phone:</b>	(____) _____
<b>*Building Access Card Number:</b>	_____	<b>Gender:</b>	_____ Male _____ Female
		<b>Date of Birth:</b>	_____
<b>Emergency Contact:</b>	_____	_____	_____
	(Last Name)	(First Name)	(Relationship)
<b>Emergency Telephone:</b>	(____) _____	<b>Cell Phone:</b>	(____) _____

The Fitness Center is provided for use by 230 Peachtree Street Tenants ONLY. This form must be completed, signed, and returned by email to Portman Management Company, [P230info@portmanholdings.com](mailto:P230info@portmanholdings.com). Upon review and approval of the completed form, Tenant will be issued electronic access to the Fitness Center. Please keep a copy of the completed form for your records. The Fitness Center Rules and Regulations accompany this form; please be sure you read and understand them prior to accessing the Fitness Center.

### Acknowledgment and Release

I intend to use the 230 Peachtree Fitness Center and have read and agree to comply with the Fitness Center Rules and Regulations. I fully understand and acknowledge the element of physical risk and danger with use of exercise machines and equipment. I further understand and acknowledge use of such machines and equipment requires a degree of ability and physical fitness. I will be responsible for my activities. I understand that the use of the Fitness Center is limited solely to 230 Peachtree Tenants, and I will not provide access to the Fitness Center (by access code or card) to any unauthorized person. Accordingly, I hereby agree that my use of the Fitness Center and all machines, equipment and other facilities are at my own risk and at all times shall be in accordance with the Fitness Center Rules and Regulations and any other instructions from Landlord or Portman Management Company.

In consideration for use of the Fitness Center, I unconditionally release, waive, hold harmless and discharge Portman 230, LLC, Portman Holdings, LLC, Portman Management Company and their respective partners, members, affiliated companies, agents, tenants, employees, contractors, successors and assigns from any and all liability, cost, expense, losses, demands, causes of action, damages or claims for any injury (including death) and loss or damage to property I may sustain or incur as a result of or arising out of my use of the Fitness Center and the machines, equipment and other facilities located in the Fitness Center. I further acknowledge and agree that my use of the Fitness Center is voluntary, is not a condition of my employment by any Tenant, is not a part of my job responsibilities and is not considered as arising out of or in the course of my employment. This release may be delivered in an electronic format which shall be binding on the undersigned.

I acknowledge and agree that the permission granted to use the Fitness Center is non-transferable and may be revoked at any time. I have read and understood and agree to the terms of this release.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature