

THE UNIVERSITY TOWER

TENANT INFORMATION HANDBOOK



This handbook has been prepared to provide helpful information about The University Tower. If you have any questions regarding its contents, we welcome your input.

PARTNERSHIP PROPERTY MANAGEMENT, LLC
Building Management Phone: 314-863-3700
Building Management Website: www.STLCRE.com

**THE TOWER
TENANT EMERGENCY PROCEDURES MANAUAL**

DISCLAIMER

This manual is intended solely for information and guidance and is not to be the only source used to compile an Emergency Procedures Manual. Information should be sought from and placed upon like safety professionals when preparing and using any manual such as the one described herein. Any reliance on the contents of this manual is at the sole discretion of the user. PARTNERSHIP PROPERTY MANAGEMENT, LLC (PPM, LLC) along with any other of its affiliates, assigns, or successors, shall not liable for any claims made against it by anyone in connection with the preparation or use of a manual based on these guidelines.

SECTION 1- BUILDING OPERATIONS

OPERATIONS/MAINTENANCE DEPARTMENT6

HOURS OF OPERATION6

DELIVERIES6

CUSTODIANS AND MAINTENANCE PERSONNEL.....7

SERVICE/REPAIR REQUESTS7

GRATUITIES7

CLEANING SERVICES8

WINDOW WASHING8

LOST AND FOUND8

SOLICITORS8

ENERGY CONSERVATION8

DIRECTORY CHANGES8

TENANT CONTACT PERSON8

INSURANCE9

RENTAL PAYMENTS9

RULES AND REGULATIONS.....10

SECURITY.....14

WEAPONS POLICY.....14

ELEVATOR SECURE MODE14

CONTRACTORS.....15

SECTION 2- EMERGENCY PROCEDURES

EMERGENCY CALLS16

SYSTEMS16

FIRE EMERGENCY PROCEDURES17

LIFE SAFETY PERSONNEL18

EVACUATION PROCEDURES19

FIRE PREVENTION20

BOMB THREATS21

EARTHQUAKE23

WEATHER ALERT24

CIVIL DISORDER25

HAZARDOUS MATERIALS26

ELEVATORS27

SECTION 3- MOVING PROCEDURES

MOVE-IN PROCEDURES28

MOVE-IN CHECKLIST29

MOVE-OUT PROCEDURES30

DIRECTORY STRIPS31

KEYS/LOCKWORK32

SECTION 4- BUILDING SERVICES

VENDING LOUNGE33

CONFERENCE ROOMS33

LEASING/MARKETING DEPARTMENT33

PARKING33

POSTAGE/EXPRESS MAIL.....33

REMODELING REQUESTS33

RECYCLING PROGRAM34

SMOKING34

APPENDIX

FIRE TYPE INFORMATION (Appendix #1).....35

EMPLOYEE ACCESS CARD REQUEST FORM (Appendix #2).....36

TENANT CONTACT FORM (Appendix #3).....37

PRICE LIST FOR NON STANDARD MAINTENANCE ISSUES (Appendix #4).....38

INSTRUCTIONS FOR ENTERING A WORK ORDER (Appendix #5).....39

INSTRUCTIONS FOR RESERVING A CONFERENCE ROOM (Appendix #5).....39

BUILDING OPERATIONS

OPERATIONS/ MAINTENANCE DEPARTMENT

PARTNERSHIP PROPERTY MANAGEMENT, LLC (hereafter known as “PPM, LLC”) is the University Tower building’s property management department.

The Property Management Department is responsible for handling standard tenant calls and service requests of the following nature (See Appendix #4 and Appendix #5):

- Reports of temperature discomfort.
- Service and repair requests.
- Lock work and key requests.
- Ceiling Light bulb/tube replacement.
- Requests for special cleaning or complaints regarding existing cleaning.
- Questions concerning monthly statement.
- Emergency situations.

HOURS OF OPERATION

Building Management Office:

Monday through Friday

Open – 8:00 a.m.

Close – 4:30 p.m.

Phone: 314-863-3700

Fax: 314-863-3703

Work Order Requests are requested through the website (see Appendix #5):

www.stlcre.com

Closed: Saturdays, Sundays, and Holidays

Building Holidays

Building Management observed holidays are: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day. Building Management office will be closed and services are not provided on these days unless arranged in advance either with the Management office or through the Work Order system (see Appendix #5).

DELIVERIES

Packages, furniture and office machinery requiring the use of dollies or carts should be delivered via the freight elevator, between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday. Use of the freight elevator during this time is on a first come, first served basis.

Any large deliveries (i.e., more than one trip on an elevator such as moving into or out of your suite) should be made after 6 p.m. Monday through Friday, and by appointment Saturday and Sunday. Contact the Building Office to reserve the freight elevator. A Certificate of Insurance (COI) from the delivery company must be on file in the management office before deliveries are made. Building personnel are not permitted to accept

deliveries of any kind (furniture, supplies, computers, etc.) on your behalf. PPM, LLC cannot be held responsible for deliveries made to the building lobby.

CUSTODIANS

Daytime custodial personnel are employed for the purpose of stocking public restroom supplies, policing the common areas and exterior of the building, and spillage clean up. These custodians can be used to assist tenants by request only through the Management Office.

MAINTENANCE PERSONNEL

Daytime maintenance personnel are available for minor repairs, light bulb changes, and other related duties. These maintenance personnel are available by request only through our website www.STLCRE.com or by emailing workorders@stlcre.com or through the Management Office. There will be a minimum charge for any non-standard work performed by a maintenance person on tenant-responsible items. For billing purposes, time is calculated in 15-minute increments and charged at the then applicable hourly rate. Tenants will be asked to sign a Work Order authorizing the work to be performed. Due to insurance requirements, maintenance personnel have been instructed that under no circumstances will Tenants be allowed to use Building tools or equipment.

SERVICE AND REPAIR REQUESTS

The Building Office is ready to accept your service requests. Requests can be made by completing the work order (see Appendix #5) request form found under our current tenants tab on our web page, www.STLCRE.com or by emailing workorders@stlcre.com. In order to assure proper communication, we recommend that each tenant appoint one person in the company to relay maintenance requests to us. This can minimize communication breakdown and prevent mishandled requests.

The Building Management Office can accommodate most requests; however, particularly complex job requests may limit our ability to comply. All service requests should be directed to the website or the Building Management Office. They should not be relayed through a member of the Maintenance Department. Only requests registered in the Management Office will be acted upon.

Be as specific as possible when identifying the location of a problem (i.e.: the name of the person's office). This will help expedite service and keep expenses down.

Service requests for non-building standard lights, or work outside the scope of Landlord's normal responsibilities per your Lease, are at the Tenant's expense. Labor and material rates are available upon request from the Building Management Office. If outside services are called for repairs or maintenance in your space a COI must be on file from the vendor. The COI must meet building insurance requirements.

GRATUITIES

Employees of PPM, LLC have been instructed by Management not to accept gratuities or gifts. Tenants are requested not to offer gratuities to maintenance, custodial, or office personnel of PPM, LLC. Your cooperation will help us insure equal treatment and service for each tenant.

CLEANING SERVICES

A responsible cleaning contractor has been contracted by PPM, LLC to commercially clean your office space and all public areas. This service is conducted after normal office hours Monday through Friday. No daytime or weekend cleaning is provided, besides daily routine and common area cleaning by a day porter.

Nightly cleaning service includes the emptying of trash, dusting accessible areas, vacuuming carpets, sweeping hard surface floors, and spot cleaning as necessary.

A detailed cleaning schedule can be obtained by calling the Building Management Office. Arrangements can be made through the Building Office for special cleaning services not included in the regular nightly cleaning contract, such as spot carpet cleaning, ceiling cleaning, and blinds and window washing.

WINDOW WASHING

Building interior and exterior windows are washed two-times a year.

LOST AND FOUND

The Building Management Office will act as a clearinghouse for lost and/or found articles. Please turn any article found into the Building Management Office, along with information pertaining to the location, and time the item was found. We will do our best to insure lost articles are recovered by their rightful owners.

SOLICITORS

Out of respect for your privacy, we do not allow solicitation or any kind within our building. We would appreciate your help in this regard by notifying the Building Office of any solicitors within your office.

Phone: 314-863-3700

ENERGY CONSERVATION

As all of us have become aware in the last few years, energy and water conservation are important. As tenants, you share with us, through rent escalation clauses, the increasing cost of water and energy. We ask you to turn off lights when leaving your office, and report any leaking faucets and/or other incidents in the building that indicate waste of energy.

DIRECTORY CHANGES

Any updates to the Building Directory Board must be requested in writing through the Building Management Office.

TENANT CONTACT PERSON

We ask each tenant to appoint one person to act as liaison with our staff. This includes Building Management notification emails. This will minimize the only person authorized to make requests. Please designate a back-up contact person to fill in during vacation or illness.

Typical requests would be:

- Temperature adjustment.
- Replacement of burned out ceiling lights.
- Requests for special cleaning or complaints regarding existing cleaning.
- Requests including changes in the physical space or changes with locks and keys.

It is important that we have the home phone number of the tenant contact person and the up contact person so that we can notify you of any after hour emergency. These phone numbers are given to management only and are held in the strictest confidence.

We would appreciate your appointment of these individuals and due notification so we may acquaint him/her with our operations.

Please fill out and submit the form on **Page 37** and return to the Property Management Office.

INSURANCE

PPM, LLC cannot insure tenant's personal property against loss or damage.

It is the tenant's responsibility to obtain and pay for insurance covering office furniture, business machinery, etc. We recommend that you check your insurance coverage to assure that you have sufficient coverage for all of your personal possessions housed in the building.

PPM/ UNIVERSITY TOWER, LLC and PARTNERSHIP PROPERTY MANAGEMENT, LLC cannot insure cars or personal property left in cars in the parking garages. Please inform all personal that they are responsible for their own belongings (i.e., stereos, radar detectors, packages, etc.).

RENTAL PAYMENTS

Checks should be made payable to PPM/ University Tower, LLC and mailed to:

PPM/ UNIVERSITY TOWER, LLC
%PARTNERSHIP PROPERTY MANAGEMENT, LLC
1034 S Brentwood Blvd., PH-1A
St. Louis, MO 63117

Statements showing recurring monthly charges, as well as any non-recurring charges for keys, materials, repairs, remodeling, or other services authorized in writing by your company through the Building Management Office will be mailed to you on or before the first of each month. The statements are sent as a courtesy and rent payments are due by the first of each month or as specified in your lease.

Tenants should contact the Building Management Office immediately upon receipt of the monthly statement if there are any questions regarding the amount(s) due for the current period.

RULES AND REGULATIONS

Tenant will abide by and enforce upon its agents and employees (in addition to the terms, covenants and conditions of the Lease) the following Rules and Regulations.

1. Landlord recognizes the following national holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, and Christmas

Landlord shall have the right to close and keep locked all entrance and exit doors of the Building before and after Normal Business Hours, and during such additional hours as Landlord may deem advisable for the adequate protection of the Building and the property of the tenants; provided, however, that Tenant shall have access to the Building and the Premises 24 hours per day, seven days per week via swipe card subject to commercially reasonable security measures instituted by Landlord from time to time. Landlord will provide swipe cards at a ratio of 3:1,000 Rentable Square Feet occupied by the Tenant. Additional or Replacement swipe cards will be made available at a price of \$12 per card. At the end of the natural lease termination the cards are to be returned to Landlord. Failure to do so will result in a \$50 charge per card assessed against the Tenant's deposit.

Landlord shall also have the right to control and prevent access by all persons whose presence, in the judgment of Landlord, shall be prejudicial to the safety, character, reputation and interest of the Building and its tenants. Landlord shall not be liable for any claims or damages which may arise with regard to the admission or exclusion of any person from the Premises or the Building. Nothing herein shall be construed as preventing access to persons with whom Tenant normally deals in the ordinary course of Tenant's business, unless such persons are engaged in illegal activities. Furthermore Tenant is also open on all Sundays and on all national holidays with the exception of Christmas and Thanksgiving. Landlord will provide services to Tenant on those days for Tenants space only.

2. The sidewalks, passages, exits, entrances, elevators and stairwells shall not be obstructed by Tenant or used for any purpose other than for ingress and egress. Any form of loitering in any of these areas is not permitted. Tenant shall not be permitted at any time to go up on the roof of the Building without the express permission of the Landlord.
3. A Building directory will be provided exclusively for the display of the names and suite numbers of Tenant and the other tenants in the Building. Landlord reserves the right to exclude any additional names of Tenant from the Building directory. Tenant will be permitted to one listing on the directory, and shall seek Landlord's prior written approval and consent to place additional name(s) on the Building directory. Tenant may be charged for the placement of any additional name(s). Tenant must provide Landlord with the business name.
4. Tenant shall not place, affix or otherwise install signs, neon signs, awnings, shades or other coverings on, over or in the windows or on the exterior of the Premises. The windows of the Building shall not in any way be covered or obstructed by Tenant. All signs or lettering on doors shall be printed, painted, affixed or inscribed at Tenant's expense, in a manner and by a person or entity approved by Landlord.
5. No television or radio aerial or like structure, or satellite dish or receiver, shall be erected or installed on the roof or exterior walls of the Premises or Building, or on the grounds, without in each instance, the prior written consent of Landlord.
6. The toilets, urinals, washbasins and other plumbing apparatus shall not be used for any purpose other than that for which they were constructed, and no rubbish, newspapers or other substances of

any kind shall be thrown therein. Tenant shall not mark, nail, screw, drill, paint, or in any way deface the walls, ceilings, partitions or floors of the Common Areas. The expense of any damage resulting from a violation hereof shall be paid for by the Tenant who has, or whose employees have, caused such damage.

7. Landlord shall be notified prior to any moving of any office equipment, furniture, appliances, freight and/or other large objects in or out of the Premises or Building. Landlord shall designate the manner and time for the moving of such property. The person or entity employed to move such equipment in or out of the Premises or Building shall be an insured professional moving company or a person or entity otherwise acceptable to Landlord. Landlord shall not be responsible for loss of, or damage to, such property from any cause. Tenant acknowledges that any attempt to bring in or take out any furniture or other office equipment shall be prevented by the on-site security guard, unless prior arrangements have been made by Tenant with Landlord.
8. No machinery of any kind will be permitted in the Premises without the written consent of Landlord. This shall not apply, however, to customary office equipment or trade fixtures or package handling equipment.
9. Landlord shall have the right to limit the weight and prescribe the position of all safes and other heavy equipment in the Premises in order to ensure that the weight is properly distributed and to prevent unsafe conditions. Safes or other heavy objects shall, if considered necessary by Landlord, stand on wood strips of such thickness as is necessary to evenly distribute the weight. Landlord shall not be responsible for any loss or damage to any such heavy equipment. Tenant shall pay the cost of repair for any and all damage done to the Premises and the Building by the moving or maintaining of such heavy equipment.
10. Tenant shall use only hand trucks equipped with rubber tires and side guards in the Premises or Building. The hand trucks are only permitted to transport items via the freight elevator, the main elevator lobby is strictly prohibited.
11. Electrical wiring of any kind shall be connected only as directed by Landlord. Tenant shall not bore or cut any wires in the Premises or in the Building, except with the prior written consent of Landlord, which consent shall not be unreasonably withheld, conditioned or delayed. The location of telephones, call boxes, etc., shall be designated by Landlord.
12. In order to prevent waste and damage, Tenant shall at all times when leaving the Premises ensure that all doors of the Premises are closed and securely locked. All water and water apparatus shall be shut off and all electricity turned off. Tenant shall pay for any damage to the Premises or the Building in the event of Tenant's negligence hereunder.
13. Tenant shall not lay linoleum, tile, carpet or other similar floor covering which results in the same becoming affixed to the floor of the Premises, except as approved by Landlord, which approval shall not be unreasonably withheld, conditioned or delayed. The cost of removal, repair and any damage resulting from a violation of this rule shall be paid for by Tenant.
14. Tenant shall store all trash and garbage within the Premises. No material shall be placed in trash boxes, receptacles or Common Areas if the material is of such a nature that it cannot be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in Missouri without being in violation of any law or ordinance. All garbage and refuse disposal shall be made only through entryways and elevators provided specifically for such purposes and at such times as Landlord shall designate.

15. Medical waste and any other waste, the removal of which is regulated, shall be contracted for and disposed of by Tenant, at Tenant's expense, in accordance with all applicable laws and regulations.
16. No additional lock or locks shall be placed on any door in the Building unless Landlord's prior written consent has been obtained, which consent shall not be unreasonably withheld, conditioned or delayed. Landlord will furnish two (2) keys for the entry door or doors. Any additional keys required must be obtained from Landlord, at Tenant's cost, and neither Tenant their employees or agents shall have any duplicate keys made. Upon termination of the Lease, Tenant shall deliver to Landlord all keys furnished or in the alternative, at Landlord's option, Tenant shall pay Landlord the cost of replacing the keys or changing the lock or locks.
17. Tenant shall not use or keep in the Premises or the Building any kerosene, gasoline or flammable or combustible fluids. Tenant shall not use, generate, manufacture, sell, release or discharge, dispose of or transport to and from the Premises or Building any hazardous materials, as defined in the Lease or in any applicable federal, state or local statute, or allow its employees, agents or contractors to do so. Any tenant who knows or who has reason to know that any such hazardous material is being used, generated, manufactured, produced, stored, released, discharged or disposed of in the Building must give written notice of such condition to Landlord.
18. Tenant shall comply with all fire and security regulations that may be issued from time to time by Landlord. Tenant shall provide Landlord with the name of a designated responsible employee to represent Tenant in all matters pertaining to such fire or security regulations.
19. Overtime heating, ventilation and air conditioning requested by Tenant shall be billed on an hourly basis at rates set by Landlord as provided in the Lease.
20. Tenant, its employees, agents or guests shall not make or permit any loud, unusual, offensive or obnoxious noises, nor interfere in any way with other Tenants in the Building or those persons having business with them. Violation of this permits building security to remove, and potentially permanently ban, the person in question from the University Tower Premises.
21. Tenant shall not allow the Premises or Building to be used for the storage of merchandise held for sale to the general public or conducts any sale of any merchandise from the Premises or Building without Landlord's prior written consent.
22. Tenant shall not allow the Premises to be used for lodging. Cooking shall not be done or permitted by any tenant in the Premises, except the use by Tenant of Underwriter Laboratory approved equipment for brewing coffee, tea, or similar type beverages, and a microwave, and provided that the use is in accordance with all applicable federal, state, city codes, ordinances, rules and regulations.
23. No vending machine or machines of any description shall be installed, maintained or operated upon the Premises without the prior written consent and approval of Landlord.
24. Tenant shall not bring into or keep any animal or bird in the Premises or in the Building, except seeing-eye dogs which are for purposes of aiding and assisting the visually impaired.
25. Tenant shall use, at Tenant's sole cost and expense, such pest extermination contractor as Landlord may direct and at such intervals as Landlord may require.
26. Tenant or its employees, agents, etc. shall not use the parking area for any purpose other than the parking of motor vehicles, without the prior written approval of Landlord.

27. Solicitation is not permitted. Tenant or its employees, agents, etc. shall not disturb, solicit, or canvass any occupant of the Building and shall cooperate to prevent the same. Tenant marketing material, stands or signage (other than previously approved Building Standard suite identification signage) or anything of the kind shall not be permitted in the common areas, hallways, parking garage, elevators or lobbies unless previously approved by the Landlord. Entry doorways to suites must remain closed at all times.
28. Tenant shall be required to notify the property manager of the Building in the event Tenant requires the services of Landlord. Landlord's employees or agents are not authorized to perform any work other than their regular duties unless under special instructions from Landlord.
29. Landlord reserves the right upon written notice to Tenant to amend, modify or waive any of the Rules and Regulations at any time when, in Landlord's reasonable judgment, it is necessary for the safety, cleanliness, preservation of order or the efficient operation of the Building.
30. Other agreements: Tenant shall be permitted computers, servers and a microwave oven not to exceed 800 watts in the Premises.
31. Outgoing mail is to be dropped into the mail slot on the first floor. Landlord has no responsibilities should mail be placed in the mail tubes located on the west side of the floor - they are no longer in service and have been capped off.
32. Building Tenant(s) are permitted to reserve one of the Conference Room(s) located on the 2nd Floor for free of charge for a maximum of four (4) hours per calendar month. If Tenants require further need of the Conference Rooms during the same calendar month, they will be charged according to the following fee Schedule:

<i>Conference Room</i>	<i>Type</i>	<i>Rentable Square Feet</i>	<i>Maximum Occupancy</i>	<i>Per Hour after 4 Hours</i>	<i>Day Rate for 8+ hours</i>
Room A	Large	791	46	\$35.00	\$180.00
Room B	Small	299	18	\$25.00	\$170.00
Room C	Large	790	49	\$35.00	\$180.00

33. The Building is a smoke-free Building. Smoking is strictly prohibited within the Building. Smoking shall only be allowed in areas designated as a smoking area by Landlord. Tenant and its employees, representatives, contractors or invitees shall not smoke within the Building or throw cigar or cigarette butts or other substances or litter of any kind in or about the Building, except in receptacles for that purpose. Landlord may, at its sole discretion, impose a charge against monthly rent of \$50.00 per violation by tenant or any of its employees, representatives, contractors or invitees, of this smoking policy.
34. With Landlord approval, prior to commencement of any Tenant Improvement Work; Tenants Trade and Sub Trade Contractors will be required to provide evidence of insurance to the Landlord, naming the Landlord as the additional insured.
35. Postage is to be placed in the mail bins found on the first floor close to the service elevator. UPS & FedEx can be found on the first floor in the south stairwell.
36. Visitor pick-up and drop-off at the main entrance of the building, is permitted. However if a guest is waiting for a ride and loitering in the lobby, this is not permitted. This interferes with the day to day operations of the building. If you have a guest to the University Tower, they are required to park in

either the garage or in the uncovered parking lots out front. Guests with disabilities and needing assistance are required to enter and exit through the first or third floor entrances which are handicapped accessible. Cars are not permitted to park out in front of the building nor outside the building entrances in the garage. Anyone dropping off or picking up at the main entrance will promptly be redirected by building security to the parking garage or lot.

All city and county ordinances, now in effect and those which later come into effect, shall be observed by tenants in the use of the Building and its Premises. Landlord's failure to enforce any rule or regulation shall not constitute a waiver and shall not prevent Landlord from enforcing any rule or regulation in the future. In the event of any conflict between these Rules and Regulations or any modified Rules and Regulations from time to time issued by Landlord and the Lease provisions, the Lease provisions shall govern and control.

SECURITY

Good office security requires everyone's cooperation. For your protection, please help by observing the following:

- Never leave your reception area unattended.
- Corridor doors should be closed at all times. Be certain that all doors are locked when you close your office or leave the reception area unattended. Be particularly vigilant before or after normal working hours, and during lunch and coffee break periods.
- Advise employees never to leave purses or other valuable items on or under desks. Cash, stamps, blank checks, and portable dictating equipment should be secured in locked cabinets or desks.
- It is suggested that all items of value should be engraved where the engraving can be easily observed without dismantling the object. This greatly increases the risks burglars and thieves must take to steal your property.
- If an employee leaves your firm under adverse conditions without turning in his/her keys, notify the Building Office at once to request rekeying the locks. (This service would be a charge to your company.)
- Be suspicious of people who might enter your office area to ask for directions or to fill out job applications. Call the Building Office at 314-863-3700 if you suspect someone of wrongdoing.
- Out of respect for your privacy and building security, PPM, LLC prohibits solicitation in its buildings. Please notify the Building Office whenever there are any solicitors in your building.
- Demand to see proper identification of anyone who represents himself as a public utility employee, cleaner, etc., before giving the person access to any areas of the building under your control.
- Report any malfunctioning lock or door closer immediately to the Building Office.

AFTER HOURS SECURITY

The management personnel have been instructed that under no circumstances shall they ever unlock a Tenant's door, or grant access to any Tenant, Tenant's contractor, or Tenant's vendor without proper authorization. Please arrange for an authorized employee of your company to provide access for such people.

WEAPONS POLICY

Except as authorized pursuant to this policy, no person shall possess, store, carry, display or unlawfully use any weapon, or possess or carry a concealed weapon, on University Tower property or in the University Tower Building. A "Weapon" is defined as any firearm designed or intended to expel a projectile by action of an explosion of a combustible material. A "Concealed weapon" is defined as any weapon that is hidden from common observance while being on or about a person. A weapon is deemed hidden from common observation when it appears so deceptively as to disguise the weapon's true nature. A "Prop weapon" is defined as any item which looks like a weapon.

ELEVATOR SECURE MODE

Security is a concern for all occupants. To ensure that anyone entering or exiting the Building between Monday through Friday, 7:00 p.m. - 6:00 a.m., after 3:00 p.m. Saturday, and all day Sunday has permission to be in the building, a building access card will be required to operate the elevators. All elevators are equipped with a door timing safety mechanism that causes the elevator to shut down if anything is in the door path or the doors are held open for a period longer than 30 seconds. A buzzing alarm will sound if the doors have reached their open limit and the elevator will then shut down, a call to an outside technician will be required to put the car back into normal service. To avoid elevator shut downs please coordinate any elevator use that might require a longer door open time with the security desk or the Management Office.

CONTRACTORS

From time to time you may require the services of an outside contractor for work not performed under the Lease. If it is necessary that the contractor work in your space between Monday through Friday, 5:00p.m. - 7:00 a.m., or on Saturday or Sunday - you must have approval from the Building Management Office. All outside contractors will need to provide the Building Management Office with their Certificate of Insurance naming PPM/ UNIVERSITY TOWER LLC and PARTNERSHIP PROPERTY MANAGEMENT, LLC as the insured(s).

If you need a contractor referral, Building Management has a list of preferred contractors. Please contact the Management office at 314-863-3700 for this list.

EMERGENCY PROCEDURES

EMERGENCY CALLS

The primary concern in the event of an emergency situation is to minimize the potential danger to all occupants of The University Tower. In all emergency situations, the Richmond Heights Fire Department or the Richmond Heights Police Department may be responsible for providing supplementary directions and guidance in the implementation of these procedures. The primary method to contact the Richmond Heights Fire Department or the Richmond Heights Police Department is to dial 911. In addition, enclosed is a copy of the Bomb Threat Phone Call Form on Page 28, which we recommend be placed within reach of all telephone receptionists and operators.

SYSTEMS

Incorporated into The University Tower are various systems specifically designed to detect smoke, report fires, and if necessary, provide a means for safe exit of occupants.

Fire Alarm Control Panel (FACP)

1. In the event of an emergency fire situation, the Fire Alarm Control Panel (FACP), located in the building lobby in the north hallway.
2. The FACP identifies all fire alarm devices.
3. Fireman's Phone Jacks are located in each stairway on each level of The Tower for use by the Richmond Heights Fire Department.

Smoke Detection System

1. Upon detection of smoke, the *smoke detectors located in air handling units* will:
 - a. Automatically shut down the air handling units to prevent the spread of smoke.
 - b. Provide initial warning of smoke at the FACP located in lobby in the west hallway before the tower elevators.
 - c. Activate audible and visual devices throughout the entire building.
 - d. Activates stairway-pressurized fans, upon activation of smoke detectors located at the stairway.
2. Smoke detectors in all elevator corridors will:
 - a. Provide initial warning of smoke at the FACP located in the lobby in west hallway before the tower elevators.
 - b. Activate audible and visual devices throughout the entire building.
 - c. Activate automatic recall of elevators. **Elevator fire service emergency operation.** The elevators will be recalled to the primary landing zone in the event of a fire. Do not attempt to use the elevators. They will be out of service to prevent them from being called to the fire floor. Firefighters will be able to take control of the elevators for firefighting operations

Manual Fire Alarm Pull Boxes

1. Each floor has two **Manual Fire Alarm Pull Stations**. One is located by the north stairwell door and the second is located by the south stairwell door.
2. These boxes will cause an audible/visible alarm to be activated throughout the entire building when pulled.
3. In addition, an alarm indicating the floor affected will be displayed at the FACP.

Fire Extinguishers

1. All Fire Extinguishers in the common areas of The Tower are ABC (multiuse) and are located in the Fire Extinguisher Cabinets. Operational instructions are on the extinguishers.

Sprinkler System

1. Sprinkler systems are installed on all floors of The University Tower.

Fire Exits

1. Each floor is serviced by two exit stairways, located north and south of the elevator lobby on the west hallway.

FIRE EMERGENCY PROCEDURES

If smoke or fire is sighted, the following actions/procedures should be followed:

- A. PULL THE HANDLE AT THE MANUAL FIRE ALARM PULL BOX AND EXIT THE BUILDING. This alarm will:
 1. Activate audible and visual devices throughout the entire building.
 2. Call 911 after you have exited the area and are in a safe location. If possible, call the Building Management at 314-863-3700 to provide details of the emergency.

- B. WHEN A FIRE IS DISCOVERED:

1. Close the door to the fire area. It is extremely important to close doors to keep smoke and flames from spreading.
2. Pull the closest Fire Alarm. Pull stations are located near the stairwells of each floor, and will automatically notify the Fire Department.
3. Call 911. (Do Not Call from the Fire Floor) and Provide the following information:
 - Your-Name
 - Your Company's Name
 - Your Suite Number and Floor Number
 - What is on Fire - Exact Location of the Fire
 - Your Telephone Number
 - **DO NOT HANG UP UNTIL TOLD TO DO SO**

This operator should relay this information to the Fire Department and to the management.

- C. WHEN AN AUDIBLE/VISUAL ALARM IS ACTIVATED:

1. The Building Manager and Engineer will proceed immediately to the Fire Alarm Control Panel (FACP).
2. The Tenant Safety Coordinator should proceed directly to the lobby and retrieve the orange vest from the Fire Extinguisher Cabinet. Some floors may have more than one orange vest.
3. With the assistance of the **Tenant Deputy Safety Coordinator** and **Tenant Searchers**, all occupants of each floor should proceed to their floor's elevator lobby and await instructions from the **Tenant Safety Coordinator**.
4. **Tenant Safety Coordinator** will have the floor evacuated through the north stairs and report to the **Safety Director** any occupants needing assistance evacuating.

LIFE SAFETY PERSONNEL

CITY OF RICHMOND HEIGHTS FIRE DEPARTMENT

- Upon arrival, the Fire Department will be in command of all emergency fire operations.

SAFETY DIRECTOR

- The Safety Director coordinates the Life Safety Program, and in emergency situations, acts as the liaison between The Tower and local public safety agencies, i.e., local fire department, local police department.

TENANT SAFETY COORDINATOR

- Each floor of The Tower will be under the direction of a designated Tenant Safety Coordinator, who will assume responsibility for:
 1. Checking availability of designated personnel on the "**Floor Emergency Organization Chart**" (Appendix 1) on a regular basis, and providing an alternate when a position on the chart is not covered.
 2. Wearing the **Tenant Safety Coordinator orange vest** for identification during emergency situations.
 3. Activating the **Manual Fire Alarm Pull Box**, if required.
 4. When directed, overseeing the orderly exit of occupants via their stairway.

TENANT DEPUTY SAFETY COORDINATOR

- Deputies will be responsible for:
 1. Assisting the Tenant Safety Coordinators in any or all of their assignments.
 2. Ensuring office spaces are promptly cleared.

TENANT SEARCHERS

- One male and one female tenant searcher will be assigned to each floor to inspect restrooms and lounge areas to insure that personnel are informed of an emergency situation.

SEARCH TEAMS

- The number of **Search Teams** will be determined by staffing boundaries on each particular floor. **Search Teams** will be assigned to areas that they occupy, or with which they are familiar.

EVACUATION PROCEDURES

Some situations may require the evacuation of all or part of the building.

- A. Depending on the circumstances, an evacuation order may be delivered through the building fire alarm system.
- B. Persons may be instructed to evacuate The Tower or evacuate to another floor in the building.
- C. Depending on the circumstances, only fire stairways, or a combination of fire stairways and elevators will be utilized in an evacuation. NOTE: The elevators may not be available if they have been automatically recalled due to detection of smoke.
- D. Each tenant should have a prearranged assembly point away from the building where employees should gather and await further instructions.
- E. Occupants will not be permitted to return to the building until it has been declared safe by the **Richmond Heights Fire or Police Department or the Safety Directors.**
- F. It must be noted that fire department personnel will be assigned to search for missing persons or persons. It is critical the accounting method is accurate so the fire department personnel are not looking for someone that has exited the building, but did not report to their assigned meeting area. This would pull firefighting efforts or other rescue operations to look for someone that is not in need of help.

FIRE PREVENTION

For your protection, please help by observing the following:

- Building Management must approve all contractors working in a tenant's leased premises. Notification and a copy of a contractor's Certificate of Insurance are required prior to the commencement of work.
- Make sure all coffee makers are turned off at the end of the day.
- Do not block any stairwells with boxes, trash, etc.
- Call the Management Office if you have any concerns about the emergency systems, blocked exits, fire extinguishers, exit lights, etc.
- Space heaters are PROHIBITED due to the strong possibility of causing fire.
- Smoking is prohibited inside the building.
- Do not store items in the electrical closets or phone rooms. This is a Building Fire Code Regulations violation. These rooms can get very hot and cause spontaneous combustion.
- The freight elevator lobby should be kept clear of boxes, trash, and particularly combustibles.
- Keep all items at least 18 inches from the ceiling. All storage should be maintained at least 18 inches below the ceiling. This will allow the sprinkler system to work properly.
- Extension cords are prohibited. Power strips with a 15 amp, breaker, or fuse must be used.

BOMB THREATS

Most bomb threats come to light as the result of a telephone call. In most instances, the telephone operator will be the one to receive the threat, and should be prepared to get basic information and take certain steps after the call is received. (See the attached "Bomb Threat Report Form").

- A. If a bomb threat is received by telephone, the person receiving the call should:
 1. Stay calm. *Do NOT* upset the caller. *Do NOT* hang up on the caller. The bomb threat caller is the best source of information and a calm response may result in obtaining critical information.
 2. Keep the caller on the line as long as possible.
 - a. Ask them to repeat the message.
 - b. Record every word spoken by the person.
 3. If the caller does not indicate the location of the bomb or the time of possible detonation, ask the caller for this information.
 4. Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
 5. Pay particular attention to background noises, such as, motors running, music, or any other noise which may give a clue as to the location of the caller.
6. Listen closely to the voice (male, female), voice quality (calm, excited), accent, and speech (impediments).
 - B. After the bomb threat call is complete or if a bomb threat is received by any other means:
 1. Immediately notify the Richmond Heights Police Department at 911 and Building Management at 314-863-3700.
 2. Remain available, as law enforcement personnel may want to interview the person receiving the call.

BOMB THREAT REPORT FORM

INSTRUCTIONS: This form is to be filled out when talking to the person reporting a bomb threat. Be calm, be courteous, listen, do not interrupt the caller. Notify your supervisor while caller is on the line.

Receiver of Call: _____ Date: _____ Exact Time of Call:

Length of Call: _____ Sex of Caller: ____ Race of Caller:

Age of Caller:

Exact words of caller:

Questions to ask:

- 1) When is the bomb going to explode? _____
- 2) Where is the bomb right now? _____
- 3) What kind of a bomb is it? _____
- 4) What does it look like? _____
- 5) Why did you place the bomb? _____
- 6) What would cause the bomb to explode? _____
- 7) Did you place the bomb? _____
- 8) Where are you calling from? _____
- 9) What is your address? _____
- 10) What is your name? _____

Try to Determine: (circle)

Voice: Loud Soft High Pitch Deep Raspy Pleasant Other

Accent: Local Not Local Foreign Region _____

Speech: Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp

Language: Well Spoken Educated Foul Irrational Incoherent

Manner: Calm Angry Rational Irrational Deliberate Emotional Righteous
 Laughing Disguised Excited

If the voice is familiar, who does it sound like?

Were there any background noises?

If so, what kind?

Telephone number on which call was received:

EARTHQUAKE

The following information provides some basic answers on the procedures to be taken in case of an earthquake. There are no rules which can eliminate all earthquake danger. However, damage and injury can be greatly reduced by following the simple rules contained in these procedures.

1. Be calm, do not panic. An earthquake can come suddenly and may not last very long.
 2. Move away from windows, glass partitions, and from beneath light fixtures. An earthquake can shake these items loose and cause serious injury.
 3. Do not stand next to bookcases, large open files, or anything that might topple over in an earthquake.
 4. If possible, position yourself underneath a heavy desk or table and remain there until the earthquake has stopped.
 5. When the earthquake has stopped, occupants of the building should follow the same procedures as in the case of a fire or tornado.
 6. If the building is evacuated following an earthquake, stay away from objects that may topple (brick walls, power lines, etc.), designate a safe refuge area away from the building, if possible.
-
1. Other Items to Remember: No Smoking! No open flames! Gas leaks are not uncommon after an earthquake.
 2. Even after an earthquake has stopped, it is likely that aftershocks will occur. Be prepared.

WEATHER ALERS/TORNADOES

If severe weather produces dangerous conditions, such as a tornado warning, notification will be issued to all tenants via the Public Address System. The St. Louis County Emergency Management Division activates the *Public Warning Sirens* under the following circumstances: 1) A *Tornado Warning* is issued by the National Weather Service, or 2) when a funnel cloud is sighted, or 3) when the County is under a *Tornado Watch* and a severe thunderstorm warning is issued by the National Weather Service, or 4) when directed to activate the sirens by the Emergency Management Division. The *Public Warning Siren* is to *ell courage people outdoors to seek indoor shelter immediately and turn 011 their radios and televisions for more detailed information about the tornado.*

There are two types of Severe Weather Warnings

Tornado Watch: Conditions are favorable for a tornado. *Precautionary Alert. Listen to radio or television.*

Tornado Warning: Tornado has been spotted in the area, **Seek Shelter.**

If a Tornado is sighted in the area and the St. Louis County Emergency Management Division activates the sirens, Building Management will direct occupants through the fire alarm system to take safety measures. Safety measures that may be considered taken in the event of a Tornado Warning are as follows:

1. Close blinds in all exterior offices.
2. Close all doors of offices that lead to the outside or have exterior windows or glass.
3. Move quickly and calmly - Do not stop to look out windows.
4. When the severe weather condition is no longer a threat, Building Management will give an "All Clear" message over the Emergency Communication System
5. After the "All Clear" is given, inspect your office area for any damage, If no damage is found, you may return to your work area. Report any emergencies such as fires, leaks, structural damage, or safety hazards to Building Management at 314-863-3700.

CIVIL DISORDER

During periods of civil disorder, the Building Manager or his/her designated Representative will be in charge.

If there is a potential for violence the Building Manager or his/her designate shall notify the City of Richmond Heights Police Department by dialing 911.

Should it become advisable to lock the tenant areas, elevators, and stairway doors, occupants will be advised by a telephone call and/or a visit from Building Management. Any announcement shall be presented in a calm and professional manner to avoid panic and confusion. All tenants will be asked to remain in their suites until the danger has passed.

The Building Manager will coordinate with the City of Richmond Heights Police Department to determine when normal building operations may be resumed.

HAZARDOUS MATERIALS

- A. An incident occurring **INSIDE** the building.
 - 1. Immediately notify Building Management at 314-863-3700 and give the following information.
 - a. Floor and area.
 - b. Information concerning the type of substance that has spilled or is leaking, the quantity involved, and any cautions.
 - 2. The Building Manager will notify the City of Richmond Heights Fire Department by dialing 911 and relate the information given.
 - 3. If evacuation is ordered, the Building Manager or his/her designate will activate the nearest fire alarm pull station.
- B. An incident occurring **OUTSIDE** the
 - 1. The situation will be assessed by the Fire Department to determine any danger to building occupants.
 - 2. Building Management will turn off all fans bringing outside air into the building.
 - 3. Various chemicals have different characteristics. The same procedure will not always be used. The Fire Department will determine the proper course of action.
 - 4. If a vapor cloud is created and is heavier than air, it will be safer to stay in the building where there are no open windows, and doors will be kept closed.
 - 5. If the vapor cloud is lighter than air and becomes a threat to the building, instruction from the Fire Department will be forthcoming.

ELEVATORS

Elevators are one of the safest modes of transportation that there is. However, from time to time they will malfunction due to their sophisticated automatic controls. The following information provides some basic procedures to follow in the event of a malfunction.

- Remain Calm
- Use the phone in the elevator car to call for help.
- Make noise if there is not a phone available.
- *Do Not* attempt to crawl out of the elevator cab when the doors are open between floors.
- Remain in the cab or serious injury may result.
- *Do Not* try to force open an elevator door.
- The elevator service provider or the Richmond Heights Fire Department will secure the elevator and safely remove the trapped individual(s).

Elevator fire service emergency operation. The elevators will be recalled to the primary landing zone in the event of a fire. Do not attempt to use the elevators. They will be out of service to prevent them from being called to the fire floor.

MOVING PROCEDURES

MOVE-IN PROCEDURES

Without pre-planning and proper coordination, moving can be a hectic experience. The appointment of an in-house coordinator is a good idea. Matters requiring pre-move attention include the following:

- Notify the Building Office of your confirmed move-in date. We request all moves occur after hours Monday - Friday after 5:00 P.M., or Saturday and Sunday by request. If you need to move large items, the freight elevator will need to be reserved. Please reserve the freight elevator through the website or with the Building Management Office directly.
- Please notify our office of any planned telephone installation that requires access to switching gear located outside of your space or for above-ceiling, through-wall, or through-floor installations. We request at least 24 hours notice of such event.
- We do not allow a telephone company to run exposed wire around doorframes or throughout the leased property.
- Arrange for moving company services. Any damage to the building during the move will be the responsibility of the tenant. Please make sure the moving company you use is adequately insured. Inform the moving contractor to contact the building office for specific instructions to be followed during your move. A certificate of insurance should be forwarded to the management office for the moving company that includes PPM/UNIVERSITY TOWER, LLC and PARTNERSHIP PROPERTY MANAGEMENT, LLC as additional insured(s).
- All moving trucks are to use the loading dock area on the north side of the building. All moving must be done via the freight elevator. Movers are not permitted to use the public elevators.
- Order directory strips and arrange for suite signage through the Building office. All suite signage must have the Landlord's prior approval. The cost for suite signage is the tenant's responsibility.
- Order building access cards and suite keys from the Building Office. Please refer to the Rules and Regulations regarding additional key cards or replacement for lost or stolen cards.
- Inform insurance agent of change in location and instruct the agent to send a Certificate of Insurance in accordance with your lease to the Management Office. This must be received prior to move in.

TENANT MOVE-IN CHECKLIST

1. Have moving company contact the Building Office about special requirements. Phone: 314-836-3700
2. Schedule, with the Building Office, the use of the freight elevator.
3. Order door signage through the Building Management Office.
4. Send letter to Building Management requesting names for the Building Directory.
5. Notify post office of change of address.
6. Set up rental payments in the payable schedule for payment by the first of each month.
7. Inform the Building Office of the main contact person's name and home phone number.
8. Inform insurance agent of change in location and instruct the agent to send a Certificate of Insurance in accordance with your Lease to the Building Office.
9. Distribute a copy of *Rules and Regulations* page 10-13 of this handbook to each employee.

MOVE OUT PROCEDURES

At least one week prior to vacating your suite, please notify the Building Office to inform us of your exact moving date.

1. Notify the management office of the date and time of the move out.
2. A certificate of insurance from your moving company must be on file in the management office listing the building owner, PPM/ UNIVERSITY TOWER, LLC and management agent, PARTNERSHIP PROPERTY MANAGEMENT, LLC as additional insured.
3. The Premises should be left in good order, repair, and condition, ordinary wear and tear expected.
4. All cable, phone, and data wire must be removed and terminated from the premises.
5. All office furniture, equipment, trade fixtures, personal belongings, shelving, and trash should be removed from the Premises.
6. All office keys, mailbox keys and building access cards should be turned over to building management.
7. Per your lease, the Tenant is responsible for repairs any damages to the Premises. Please refer to the section in this handbook on "Deliveries" for designated exits to use. Also, please note that the service elevator is not available for move-outs between 7:00 a.m. and 5:00 p.m. on weekdays. The preferred move-out time is after 5:00 p.m. on weekdays or on Saturdays, by appointment with the Management Personnel.

ANY DAMAGE TO THE BUILDING DURING THE MOVE-OUT WILL BE THE RESPONSIBILITY OF THE TENANT. MAKE SURE THE MOVING COMPANY YOU USE IS ADEQUATELY INSURED.

INFORM MOVING CONTRACTOR TO CONTACT THE BUILDING OFFICE FOR SPECIFIC INSTRUCTIONS TO BE FOLLOWED DURING YOUR MOVE.

DIRECTORY AND SIGNAGE

A directory board listing each tenant's name and the names of key individuals is located in the first, second and third floor main lobby of the building.

To avoid mistakes in adding and removing listings, we require that all requests to our Building Office for changes be in writing stating the specific suite, name, and quantity you are requesting. Prior to their installation, please inform clients and visitors of your exact location so that they can find your suite without difficulty. Do not tape anything on the directory board. Change requests that need to be made to the directory board after the initial adding, will result in a charge of \$50.00 to the Tenant. There are a limited number of available spaces on the boards so requests for additional names will be on a first come, first served basis and additional names (those beyond what is provided for in your lease) may be removed in the future.

To insure proper delivery of your mail, we suggest you notify the Post Office of your new address and suite number.

Building Standard Suite Signage is also ordered through the Building Office. There is a nominal charge for Suite Signage. Again, all signage requests must be in writing to avoid mistakes in ordering.

To assure your signage is received prior to your occupancy, we ask that you place the order at least six weeks before your move-in.

KEYS, LOCKWORK, and BUILDING ACCESS CARDS

You are prohibited by your lease agreement from altering any locks in your leased office space. Arrangements for combination changes, dead bolt installation, extra copies of keys, or any special locksmith work must be made through the Building Office. Any lock work that is not covered by the lease agreement will be billable to the tenant.

Building Access Cards will be provided to each Tenant Suite per the following ratio 3:1,000, unless otherwise specified in their Lease. The Building Lobby and Elevators will be open during the following times:

Lobby:	Monday – Friday	7:00 a.m. -7:00 p.m.
	Saturday	8:00 a.m. -3:00 p.m.
	Sunday	Closed

Elevators:	Monday – Friday	6:00 a.m. -7:00 p.m.
	Saturday	7:00 a.m. -4:00 p.m.
	Sunday	None

For access outside of the above stated hours, the Access Card will be required. Any lost or damaged cards can be replaced at the sole cost of the Tenant at \$25.00 each. The Building Office should be notified of any activations, deactivations, changes, or new card requests in writing.

KEYING SPECIFICATIONS

Please have each employee who is authorized to receive a building access card fill out the Employee Access Card Request Form in the attached, Appendix #2.

Please return this request to:

Building Manager
PARTNERSHIP PROPERTY MANAGEMENT, LLC
1034 S. Brentwood, Suite PH-1A
St. Louis, Missouri 63117
314-863-3700

THIS INFORMATION IS REQUIRED ONE WEEK PRIOR TO MOVE-IN TO AVOID ANY DELAYS.

BUILDING SERVICES

VENDING LOUNGE

A Vending Lounge is located on the 14th floor.

CONFERENCE ROOMS

The building has three conference rooms and they are located on the 2nd floor of the building. The conference rooms are available for all tenant's use. There is Audio Visual Equipment and a Conference Call Phone available for rent, if needed. If you wish to reserve the equipment, you may do so through the Building Management office. Any items that are checked out either the day before the conference or held overnight after a conference are to be locked securely in the Tenants suite. **DO NOT LEAVE EQUIPMENT UNATTENDED IN THE CONFERENCE ROOM.**

To reserve a conference room, please make your reservation online at www.stlcre.com. Under the tab marked "Tenants" you will select "Conference Rooms" from the drop down tab and proceed to fill in the information on the form. Upon Building Managements receipt of the reservation, you will receive a confirmation specifying which conference room has been reserved for you. If you are unable to make the reservation online you may contact Building Management at 314-863-3700.

LEASING MARKETING DEPARTMENT

Partnership Property Management, LLC
1034 Brentwood Blvd., Suite PH-1A
St. Louis, MO 63117

Please contact the Leasing/Marketing Office for any information related to leasing additional space or referring someone to us who may be interested in leasing office or industrial property in the St. Louis metropolitan area.

PARKING

Parking space allotments are specified in the lease agreement.

POSTAGE & EXPRESSMAIL

U.S. Postal Service Mail Drop is available on the 1st floor by the loading dock. A UPS Next Day Air box and Federal Express are available in the 1st floor lobby level in the south stairwell.

REMODELING REQUESTS

Remodeling requests should be directed to the Building Management Office.

Remodeling work includes any additions, revisions, alterations, demolitions, partition installation, and/or general improvements to your space, including painting, carpeting, shelving installation, and any changes to the air conditioning and/or electrical systems. Plans for work to be performed must be reviewed and approved by the Building Manager before construction. Please allow 7-10 working days for approval.

Only approved contractors are permitted to work in the building and they must be supervised by an authorized representative from the Building Office.

No remodeling work of any kind is to commence without the prior knowledge and approval of PPM, LLC.

RECYCLING PROGRAM

Recycling collection bins are located on the building dock. If you have any questions regarding the recycling program contact the Building Management office.

SMOKING

The Tower is a smoke free facility. Per St. Louis County, smoking is prohibited inside the office building and within 15 feet of all building entrances, including the dock area and garage.

APPENDIX #1
Fire Type Information

Fires occur as a result of the coming together of three essential elements. They are:

- Heat;
- Oxygen; and,
- Combustible materials.

Depriving the fire of any of these essential elements will extinguish it. Fires are separated into four basic classes in accordance with the combustible elements involved. These classes of fires should be common knowledge but are outlined below.

Class	Common Combustible Material	Type Extinguisher	Effects of Extinguisher
A	Wood, Paper, Cloth, etc.	Water Dry Chemical	Eliminates heat Deprives fire of oxygen
B	Petroleum Products Flammable Liquids	Dry Chemical Smothering Material	Deprives fire of oxygen Deprives fire of oxygen
C	Electrical Fires	CO (Carbon Dioxide)	Eliminates heat/reduces Oxygen
D	Combustible Metals	Dry Chemicals	Deprives fire of oxygen

1 Note: the use of water increases shock hazard

2 Note: The use of water may cause hazardous fumes

APPENDIX #2

EMPLOYEE ACCESS CARD REQUEST FORM

Company Name _____

Employee Name _____

Please circle one: Male Female

Business Phone Number _____

Should you lose or damage your card, it may be replaced at a fee of \$25.00. Please note card damage can occur by leaving your card in sunlight or from heat.

Individual agrees to abide by any and all reasonable regulations pertaining to the use of the building as stated in the Building Rules and Regulations.

Signature

Date

APPENDIX #3
TENANT INFORMATION FORM

*****THIS FORM MUST BE RETURNED TO MANAGEMENT WITHIN 1ST WEEK OF OCCUPANCY*****

GENERAL INFORMATION

Tenant Name: _____ Suite #: _____

Phone: _____ Fax: _____

Normal Business Hours for this location: _____

of Employees: _____

of Handicapped Employees: _____

Please list the names of individuals needing assistance for emergency evacuation purposes:

DAY TO DAY CONTACT INFORMATION: this would be the main person who submits Work Orders, and receives Building announcement emails:

(Primary) Name: _____ Title: _____

Email Address: _____ Fax #: _____

Phone #: _____ Cell #: _____

(Secondary) Name: _____ Title: _____

Email Address: _____ Fax#: _____

Phone #: _____ Cell #: _____

ACCOUNTING CONTACT INFORMATION

(Primary) Name: _____ Title: _____

Email Address: _____ Fax#: _____

Phone #: _____ Cell#: _____

(Secondary) Name: _____ Title: _____

Email Address: _____ Fax#: _____

Phone #: _____ Cell#: _____

EMERGENCY CONTACT INFORMATION

(Primary) Name: _____ Title: _____

Email Address: _____ Fax#: _____

Phone #: _____ Cell#: _____

(Secondary) Name: _____ Title: _____

Email Address: _____ Fax#: _____

Phone#: _____ Cell#: _____

Appendix #4

Price list for services not listed under “Normal Maintenance”

Fee Schedule		
Services	Rate	Unit
Engineering Labor	\$50.00	Per hour with ½ hour minimum
Engineering Labor (Overtime)	\$90.00	Per hour with ½ hour minimum
Porter Labor	\$35.00	Per hour with ½ hour minimum
Porter Moving Assistance	\$100.00	Per hour with ½ hour minimum
Porter Labor (Overtime)	\$45.00	Per hour with ½ hour minimum
Microwave Clean	\$35.00	Each
Refrigerator Clean (Small)	\$40.00	Each
Refrigerator Clean (Large)	\$50.00	Each
Trash Removal		
Small Item Disposal	\$30.00	Each
Large Item Disposal	\$50.00	Each
Security Labor	\$50.00	Per hour with 4 hour minimum
Security Dock & Freight Operator	\$50.00	Per hour with 4 hour minimum
Re-Pin Door Cylinder	\$90.00	Per door, labor only
New Lock Cylinder (Includes 2 keys)	Please call for a quote	
Door Keys-Lost key Replacement	\$5.00	Each, plus ½ hour minimum labor
Suite Lockout	\$25.00	Each
Access Card – Lost card Replacement	\$12.00	Each
Access Card – Reprogramming	\$5.00	Each
Floor Directory Signage	Please call for a quote	
Suite Signage	Please call for a quote	
Condenser Water Usage	\$100.00	Per ton/per year
Overtime HVAC	\$130.00	Per hour/per floor
Extermination	Please call for quote	
Additional Cleaning Services	Please call for quote	
Cable TV Services	Please call for quote	
Locksmith Services	Please Call for quote	

**** All prices are subject to change**

Appendix #5

Entering a Work Order:

- Go to the website www.STLCRE.com
- Scroll across the top tab bar over to “**Current Tenants**”
- Select from the drop down menu “**Work Order Request**”
- Please fill in all of the information for each blank
- After all of the request information is complete, hit “**Submit Request**”

This email will go to everyone at **STLCRE**, and your request will be addressed promptly.

Reserving a Conference Room:

- Go to the website www.STLCRE.com
- Scroll across the top tab bar over to “**Current Tenants**”
- Select from the drop down menu “**Conference Room Request**”
- Please fill in all of the information for each blank
- Select which conference room you will need from the drop down list
- *In the notes section, you will need to include if you will require the use of the audio visual equipment or the conference room phone. Both will need to be reserved from the Building Management Office.*
- After all of the request information is complete, hit “**Submit Request**”

This email will go to everyone at **STLCRE**, and your request will be addressed promptly with a confirmation of your meeting date and time and room.