

MOVING IN TO 355 ALHAMBRA BUILDING

The relocation of your company is very important and our goal is to assist in making this transition as smooth as possible. The key to any successful move is frequent and effective communication and coordination between the tenant, the tenant's moving company and the Management Office. In order to achieve this goal, the following guidelines have been established to ensure an organized and effective move-in process will be coordinated by management personnel.

To permit an efficient flow of furniture and material, the proper scheduling of the service elevator should be considered. We strongly recommend you contact the Management Office to reserve the freight elevator and loading area for your move. The freight elevator and loading area will be available for furniture move starting at 4:00 pm Monday through Friday, and at anytime on Saturday and Sunday. The Management Office will need to be notified at least 7 days in advance prior to the scheduled move-in date.

After your company has moved into 355 Alhambra we would request that your company continue to give us at least 24-hour advance notice of any substantial deliveries, so that we can reserve the service elevator for you.

The keys for your office will be turned over to a designated representative of your firm after the final acceptance of your finished space is made. One (1) set of keys of exterior office door and restroom keys will be issued to your company.

Moving Procedures have been created to help everyone involved in the move. We suggest that you review our moving procedures with the moving company prior to the day of the move.

MOVING PROCEDURES

In order to make your move into the building as smooth as possible, we have developed the following procedures. These procedures should also be followed by any furniture deliveries or other shipments you will be receiving or sending out of the building in the future.

1. Establish the date and time of the move, the moving contractor, and the contact person within your company. Contact the Management Office (305) 445-4865 one week prior to the move and provide all pertinent information.
2. **All moves must take place between the hours of 4:00 pm and 7:00 am during the week, or at any time during the weekend.** Scheduling your move during these times will make your move easier and will not disturb the other tenants. All move-ins will be made through the loading dock area. Deliveries will not be permitted through the lobby entrances on the first floor. The clearance height in the dock area is 20' 0".
3. Only the designated service elevator in the building will be used for the movement of furniture, equipment and supplies. The service elevator can be accessed through the loading dock area. By scheduling the move in advance, space can be reserved at the loading dock for the truck being used. The freight elevator inside dimensions is: 6' 3" x 6' 3" x 9'(h). The door dimensions are: 3' 6" wide x 6' 11 1/2" height.
4. It is suggested that your moving contractor make a site visit to the building prior to your move in order to get familiar with the building and make a punch list of deficient items. The punch list should include any damage to your property (i.e. damaged walls, torn carpet etc). Please make sure your moving contractor protects doors, walls and floor during the entire move-in route and inside your space. The moving company will also be responsible for protecting the freight elevator wood casing and the carpet and tile on the common area of the floor you are moving in. After completion of the move, tenant will be held fully responsible for repairs of damages and defects not already noted. Any damage to the building or fixtures caused by the move will be repaired by or paid by the tenant. The removal and disposal of boxes from the move will be the responsibility of the tenant and/or the moving company. Prior arrangements must be made with either the moving company or another vendor to have these boxes removed from the building.
5. For your protection, the building will be locked after normal business hours and patrolled by security. For this reason, it is necessary that you coordinate your moves through the Management Office so security can be notified.

6. Employees of the moving company will not be permitted to access any part of the building other than the predetermined moving route.
7. Prior to your move, your moving company needs to provide Taylor & Mathis of Florida, LLC with a certificate of insurance for their company. The certificate of insurance must name CPT 355 Alhambra Circle, LLC and Taylor & Mathis of Florida, LLC as additional insureds under the general liability. Please refer to 355 Alhambra Contractor's insurance requirements below for additional information on insurance coverage and limits of liability.
8. All steps outlined above must be fulfilled before the move will be allowed to proceed. **Any movers who do not adhere to the procedures stated above will not be allowed to enter the building or will be required to discontinue the move.**

By following the procedures mentioned above and coordinating the move with the Management Office, your move and any future deliveries will run smoothly. Should you need assistance during your move, the number for the security desk in the main lobby of the building is (305) 446-8287.

355 Alhambra Building Contractor's Insurance Requirements

Contractor shall at all times carry on and maintain at the Contractor's sole expenses, on all operations hereunder, workmen's compensation (in statutory amounts) and employer's liabilities (in the amounts of Five Hundred Thousand Dollars (\$500,000) each accident, Five Hundred Thousand Dollars (\$500,000) disease policy limit and Five Hundred Thousand Dollars (\$500,000) disease each employee) insurance covering the employees of Contractor in accordance with the laws of the State.

Commercial General liability insurance including premises operations, products completed operations, personal injury coverage and medical expenses of not less than One Million Dollars (\$1,000,000) each occurrence and One Million Dollars (\$1,000,000) general aggregate. Business Auto Liability insurance including hire and non-owned auto coverage of not less than One Million Dollars (\$1,000,000) combined single limit. **Such insurance shall be endorsed to name CPT 355 A Alhambra Circle, LLC and Taylor & Mathis of Florida, LLC as additional insureds, to provide primary coverage for the Owner and Managing Agent.** Such insurance shall be with insurance companies licensed to do business in Florida.

In addition to the above, Contractor shall at all times carry on and maintain at the Contractor's sole expense excess umbrella liability coverage in amounts not less than One Million Dollars (\$1,000,000). **Such insurance shall be endorsed to name CPT 355 Alhambra Circle, LLC and Taylor & Mathis of Florida, LLC as additional insureds, to provide primary coverage for the Owner and Managing Agent.** Such insurance shall be with insurance companies licensed to do business in Florida.

Before Contractor performs work at or on premises or delivers materials to site of construction, Contractor shall furnish certificates of insurance to Taylor & Mathis of Florida, LLC evidencing the foregoing insurance coverage. Said certificates shall provide endorsement that insurance will not be cancelled or reduced without thirty (30) days prior written notice to Owner and Manager.

Certificate Holder:

CPT 355 Alhambra Circle, LLC
c/o Taylor & Mathis of Florida, LLC.
355 Alhambra Circle, Suite 1520
Coral Gables, Fl. 33134
Attn: Property Manager

GENERAL INFORMATION

The Management Office is located on the 15th floor of the Building. Our Management Office is open to serve our tenants' needs from 8:30 am to 5:30 pm Monday through Friday.

The telephone number for the Management Office is (305) 445-4865. Our fax number is (305) 774-1225 the mailing address for the Management Office is:

Taylor & Mathis of Florida, LLC
355 Alhambra Circle, Suite 1520
Coral Gables, Florida 33134
Attn: Property Management

Below please find a list of important phone numbers that should be always be posted conspicuously at the front desk or anywhere that is easily accessible, should there be a need to use any of these numbers:

Security Desk	305-446-8287
Coral Gables Police Department:	305-442-1600
Coral Gables Fire Department:	305-442-1600
Coral Gables Post Office:	305-443-2532
Coral Gables Chamber of Commerce:	305-446-1657

If you are working late and would like to be escorted to your vehicle, you may contact the Security Desk at (305) 446-8287. Always be alert and take steps to protect yourself and your property.

Building Hours of Operation and Holiday Schedule

The building operating hours are from 7:00 am to 7:00 pm, Monday through Friday. During these hours, the security system will keep all building entrance doors unlocked. To maintain security, the Building will be locked on Saturdays, Sundays and legal holidays.

The following holiday schedule is to be observed by the 355 Alhambra staff. The Management Office will be closed on those dates. Security Guard will be on site 24 hours, however janitorial services, including day porter services will not be available except where noted.

New Year's Day	
Martin Luther King Day	(building services available)
Memorial Day	
Independence Day	

Labor Day
Thanksgiving Day
Friday after Thanksgiving Day (building services available)
Christmas Eve (building services available)
Christmas Day

During all holidays, the security desk will be staffed should you require assistance.

Unless otherwise specified in your Lease Agreement, HVAC (air conditioning system) regular operating hours for your space are from 8:00 am to 6:00 pm Monday through Friday, and 8:00 am to 1:00 pm on Saturdays. HVAC will not be provided on Sundays or legal holidays. Should your company require additional services or overtime HVAC, through advance arrangements, there will be an additional charge of \$30.00 per hour plus applicable sales tax.

Mail Service

All mail facilities are located off the Main Lobby in the back service area by the service elevator. Mail is picked up Monday through Friday. All outgoing mail must be placed in the drop box located in the mailroom facility.

The Post Office servicing 355 Alhambra is located at 251 Valencia Avenue, Coral Gables, Florida 33134, Telephone number (305) 443-2532

The location of the nearest Federal Express mail facility is in the main lobby of the 150 Alhambra Circle Building. Their hours of operation are: 9:00 am to 7:15 pm Monday through Friday and 9:00am to 5:00 pm on Saturday. A Federal Express and a UPS DropBox have been provided, for your convenience, in the vending area next to the mailroom. For further information on services provided by Federal Express, please call 1-800-463-3339. For United Parcel Services (UPS) information, please contact 1-800-742-5877.

Deliveries

All deliveries are to be made through the loading or service area and must utilize the service elevator only. It will be necessary for a tenant to notify the Management Office of any delivery that will require the use of the service elevator for more than one (1) hour. A reservation should be made 24 hours prior to the delivery time to assure the elevator is available at the time.

Deliveries will not be permitted through the main lobby entrances on the first floor. The use of passenger elevators for equipment and furniture deliveries is strictly prohibited.

Telephone System

Prior to moving in, each Tenant should contact their telephone company for installation of their system. Please contact the Management Office for information regarding on-site telecom service providers. Costs for special work such as special conduit, electrical outlets etc. are the responsibility of the Tenant. Any additional telephone or electrical work subsequent to move-in will be performed at the Tenant's expense.

Tenant Contact

Each tenant is requested to designate an individual to be the "Tenant Contact" person.

All requests for services and complaints by individual tenant employees should be made directly to the "tenant contact" person. The tenant contact person will then pass these requests on to the management office. This procedure will eliminate duplicate and conflicting calls to the management office and will allow us to deal with your requests in the most efficient manner. Please provide your employees with the tenant contact name and phone number with instructions to follow.

Please list the name of the Tenant Contact Person and Alternate Contact on the Company Information Form included in this Handbook and return to the Management Office. This information must be updated every time contact information changes.

Emergency Contact

All tenants will be asked to designate individuals to be contacted in the event of an after-hour emergency. These contacts should be officers or administrators who are capable of making decisions in emergency situations. The names and phone number of the emergency contact persons should be listed on the Company Information Form provided in this Handbook and to be returned to the Management Office. Tenants are responsible for updating information when emergency contact name information changes and submitting to the Management Office.

HVAC System

The heating and air conditioning equipment is computer controlled for a comfortable setting. If the employees feel areas in your office are too warm or too cold, the "tenant contact" person should contact the Building Management Office at (305) 445-4865 as soon as possible. Individual temperature adjustments must be handled by a member of the building engineering staff. We will make every effort to provide an even temperature and as comfortable an environment as possible.

Standard operating hours for the building heating and air conditioning system are from 8:00 am to 6:00 pm, Monday through Friday and from 8:00 am to 1:00 pm on Saturday. For overtime air conditioning hours and cost, please refer to the Extra Building Services section of this Handbook.

Elevator Service

At 355 Alhambra, two elevators serve the Parking Garage and five elevators serve the main building. They all provide fast and efficient service 24 hours a day to the building and the garage respectively.

Each elevator is equipped with a phone and an alarm signal to use in the event of an emergency. The phones are located on the lower right side panel of the elevator. Should there be an emergency, you must press the phone button in the elevator panel and it will automatically dial Thyssen Krupp Elevator dispatcher, our elevator maintenance company. You must use the alarm button inside the elevator to signal your stalled status to Building Security. Building Security will contact appropriate personnel to handle the problem.

Building staff will make every effort to release you from the elevator as quickly as possible. However, due to safety regulations, building staff may be limited in the assistance they can provide. Our elevator maintenance company will be immediately dispatched to correct the problem. Building staff will remain in constant contact to let you know what is being done.

Parking

355 Alhambra has parking facilities for approximately 670 automobiles. The entrance to the parking garage is located on Alcazar Street, one block north of Alhambra Circle.

The parking garage is operated by AMPCO SYSTEMS PARKING. Parking attendants are on site from 7:30 am to 7:30 pm, Monday through Friday and from 8:00 am to 5:00 pm on Saturday, except holidays.

Each tenant will be provided with as many access cards as they have number of parking spaces specified in their lease agreement. Access cardholders will have access to the parking garage facilities 24 hours 7 days a week.

All parking charges will be handled by AMPCO directly. Please refer to your Parking Agreement with AMPCO Systems Parking for further details.

Parking is prohibited in all areas not expressly designated for parking including areas not striped for parking, aisles, where "NO PARKING" signs are posted, etc. Violators will be towed at vehicle owner's expense. All vehicles parked in the parking garage must be parked within the marked spaces.

All directional signs and speed signs (5MPH) posted in the garage must be observed.

Persons using the parking garage do so at their own risk. Landlord specifically disclaims all liability, except when caused solely by its gross negligence or willful misconduct, for any personal injury incurred by users of the parking garage, their agents, employees, family, friends, guests or invitees, or as a result of damage to, theft of, or destruction of any vehicle or any contents thereof as a result of operation or parking of vehicles in the parking garage. Landlord disclaims all liability from improper use of parking garage gates when entering or exiting the garage.

Lighting System

Due to the rising energy cost and our desire to conserve energy, it is very important that all lights are turned off at the end of the day when the last person leaves the office. Our janitorial service has been instructed to follow this procedure. Please remember that for safety reasons, all coffee pots **must** be turned off before the last person leaves the office.

After-Hours Emergencies

The Security Desk located in the main lobby is staffed 24 hours 7 days a week. Should you have an emergency after hours, please call Security at (305) 446-8287. Security will be able to contact appropriate personnel should there be a need to do so.

Keys and Access Cards

Upon assumption of the premises, each tenant shall be issued one (1) set of office keys and one key for every interior door that requires to be locked.

If you wish to re-key the locks in your suite, please contact the Building Management Office and we will provide you with the name and phone number of the locksmith that services the building. The entrance door to your suite and all interior doors must be keyed to the building key system and copies of door keys must be provided to the management office. If the locks are changed, they must be rekeyed to the building standard at the tenant's expense.

If you wish to install an internal security system, appropriate security code and/or copy of the key must be provided to the building management office immediately. This allows appropriate building personnel entry into your suite in the event of an emergency. Building Security will not be provided with keys to your offices.

Each tenant will be provided with as many access cards as they have parking spaces per the Lease Agreement. Should you require additional access cards for your employees for building after-hours access only, please fill out the "Access Card Request Form" included in the Forms section of this Handbook and return to the management office. **Initial access cards are at no charge to the Tenants. A replacement fee of \$25.00 will be assessed to the cardholder for any cards lost, damaged or stolen.** Tenant must notify the management office immediately of any cards stolen or lost. Upon notification, the lost/stolen card will be voided and a new one activated when the replacement fee is paid.

Said fee must be paid with personal or company checks only. Cash will not be accepted. An additional fee of \$25.00 will be applied for any returned checks. Tenant will be responsible for providing the Management Office all information pertaining to the lost/stolen card (i.e. card number, cardholder's name etc.) before the new card can be activated.

Directory Listing and Suite Signage

The directory board for 355 Alhambra is located in the main lobby. The initial addition of a new tenant to the directory board is free of charge to the tenant. Any subsequent changes will be at tenant's expense and should be submitted in writing to the Management Office. Please use the order form included in this Handbook to specify the name to be listed in the directory and return the form to the Building Management Office prior to occupancy.

Suite signage will be provided for each tenant according to building standards. Use the "Tenant Suite Signage" order form provided in this Handbook to specify the suite number and name, as you would like it to be shown and return to the building management office prior to occupancy. As with the directory board, the initial sign will be free of charge to the tenant however, any changes made after the initial request has been submitted to sign company will be at the tenant's expense.

Building Maintenance Requests

Maintenance requests or requests for service of any kind should be made through the Building Management Office. Engineering personnel and Day Porters are available for regular service Monday through Friday. Engineering staff is available from 7:00 am to 4:30 pm and Day Porter service from 7:00 am to 3:30 pm. If there is an emergency maintenance situation after-hours, contact the Security Desk at (305) 446-8287 and a building staff person will be paged immediately. The "Tenant Contact Person" should notify the Management Office of all building maintenance items, abnormal room temperatures and cleaning issues.

When placing a maintenance request, the Tenant Contact Person must provide the exact location, name of contact person if necessary, and clearly identify the problem. The Engineer and/or Day Porter will be dispatched to correct the problem. Maintenance requests that are above building standards services will require a written request to the Management Office. Small items, such as replacing incandescent bulbs, may be handled through a work order ticket by contacting the Management Office.

Janitorial Services

Standard janitorial services provided for 355 Alhambra tenants entail five (5) days per week services that include dusting, emptying wastebaskets, vacuuming of carpets, sweeping and mopping hard surface floors and cleaning and restocking restrooms.

If tenant requires cleaning services above our standard provisions a request should be made, in writing, to the management office by the Tenant Contact Person. Upon receipt of said request, the management office will arrange a meeting with the tenant and the Building Cleaning Project Manager to discuss any special cleaning requirements. The management staff will make frequent inspections of tenant areas to monitor the quality of janitorial services and will meet regularly with cleaning supervisor to assess performance and areas where improvement may be needed. We request that the tenant contact person notify the management office immediately with any concerns and comments regarding cleaning.

Tenant will be responsible for disposing crates, furniture or anything that will not fit in the wastebasket. Cleaning personnel will dispose of empty boxes however; they will need to be marked "BASURA" or "TRASH" for cleaners to be able to easily identify boxes to be disposed of. Cleaning personnel **will not** dispose of boxes not clearly marked "BASURA" or "TRASH".

Recycling Services

To comply with recycling regulations at our facility, 355 Alhambra has implemented a new "Recovered Materials" recycling program which allows us to recycle 70 to 80% of materials which, is mostly disposed of as waste. In order for the single stream recycling program to be successful, the following rules need to be observed:

- Recovered Materials or materials that can be recycled (containers with clear plastic bags) – All paper, cardboard, plastic, glass, ferrous and non-ferrous metals, textiles, and rubber. Simply put these items into the waste basket or container currently located at your desk and the janitorial crew will handle the disposal of the items into the new single stream recycling compactor in the loading dock. Cardboard boxes must be marked "BASURA" (as mentioned above) for the cleaners to remove from your office.
- Garbage or materials that cannot be recycled (containers with dark plastic bags) : food, cellophane, styrofoam cups. Do not place these items in the waste basket in your desk; rather, dispose of them in the waste basket or trash container in your break room or kitchen. The janitorial crew will handle the disposal of the items into the regular trash dumpster. Containers will be provided for your break room/coffee room to facilitate the recycling of cans, plastics and glass in these areas.

In addition, 355 Alhambra recycles the following batteries: AA, AAA, C, D and 9 volts (car batteries are not accepted). Simply bring your batteries for recycling and place them in the blue recycling container located in the Fedex/UPS room in the service area on the ground floor.

Recycling of electronic equipment such as computer monitors, keyboards, laptops, printers, fax machines, copiers, telephones, TV's etc is also done at 355 Alhambra. Containers for the recycling of electronic equipment have been placed in the service area

on the ground floor. Please bring the equipment to the ground floor and place them inside the containers of contact us for information.

Extra Building Services

In addition to standard building services, the following above standard services will be supplied at an additional charge to the tenant. We recommend you check with the management office before placing a service request, as some of these charges may need to be adjusted periodically without prior notification.

The tenant contact person must submit requests for these services to the management office. The following is a list of the above standard services offered:

1. **After-Hours Air Conditioning**
Request for overtime air conditioning must be submitted to the management office, in writing, **by 1:00 pm the day for which service is requested**. If overtime air conditioning is needed during the weekend, requests must be submitted, in writing, **before 1:00 pm on the Friday before the requested date**. If overtime is required on a Holiday, requests should then be submitted before 1:00 pm the day before the Holiday.
(See After-Hours A/C Request Form)
2. **Lock and Key Maintenance**
 - a. Re-key cylinder
 - b. Replace cylinders, passage sets or lock sets
 - c. Additional keys
3. **Replacement of non-standard lighting**
4. **Additional maid or janitorial service**

Building Amenities

Car Wash – car wash services by Pronto Wash is set up every morning on the 7th floor of the parking garage from 8am to 6pm; Monday through Friday. For information please contact Ronald Perfetti at 786-269-1248 and/or Victor 786-382-7746, or see Victor in the morning in the 7th floor of the parking garage. Those employees who park on the ground floor parking area and would like to have their vehicle washed will need to enter the parking garage, pull a ticket and drive up to the 7th floor. When exiting, the parking ticket must be presented to the parking attendant with their parking garage “clicker” number written on it.

Dry Cleaning Services – dry cleaning delivery services is available to our tenants through Blue Roo Dry Cleaning. They will pick up and deliver to your office free of charge. Delivery and Pick-Up dates are Tuesdays and Thursdays. To register for their services or for more information please contact Blue Roo Customer Services at (888) 222-7440.

Banking facilities – JPMorgan Chase is located on the ground floor. Banking facilities are available Monday through Friday from 9:00 am to 6:00 pm and Saturdays from 9:00 am to 3:00 pm.

Vending Machines – for your convenience we have installed in the building a snack machine containing chips, candies, pastries, etc., and a soda machine that will provide you with either 12 oz. soda cans or 20 oz bottles including water. Vending area is located on the ground floor service area next to the mailroom and freight elevator entrance.

Umbrellas for Loaners – for your convenience, we have provided the security desk with umbrellas to loan our tenants on rainy days. Please see our security guards for procedures on umbrellas log in/out. Umbrellas will only be loaned to tenants of 355 Alhambra and each person will be responsible for returning the umbrellas to the security desk daily. There will be a charge of \$25.00 to each individual that does not return the umbrellas to security within 24 hours of signing the umbrella out.

Area Amenities – 355 Alhambra Circle Building is located within minutes of The Miami International Airport and within walking distance of the Coral Gables Business District. For your convenience, we have included in the pocket section of this Manual a Coral Gables Map as well as information on restaurants, stores, hotels and other services in the Coral Gables District.

Rental Remittance

All payments for rent and for above standard services shall be made payable to:

CPT 355 ALHAMBRA CIRCLE, LLC

Payments shall be mailed directly to the following address:

**c/o Taylor & Mathis, Inc.
P. O. Box 440668
Kennesaw, GA 30160-9512**

As a courtesy to our tenants, our accounting department will be sending monthly statements. Regardless of when these statements are received, all rental payments are due and payable on the first day of each month. Late fees will be applicable in accordance with the provisions of your lease.

Charges made to tenants for above standard services will be included as a separate line item in the monthly rent statement mailed to the tenants each month. Payment for said services is due and payable upon receipt of the invoice.

Insurance Requirements – Certificates of Insurance

It is required that a certificate of insurance be submitted to the Management Office prior to the move-in date. During the term of the Lease at 355 Alhambra, each tenant shall carry and maintain the following types of insurance:

Commercial General Liability Insurance covering claims arising from bodily injury and property damage with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate.

Comprehensive Automobile Liability Insurance: a limit of not less than \$1,000,000 per occurrence for bodily injury, \$500,000 per person and \$100,000 property damage or a combined single limit of \$1,000,000 for both owned and non-owned vehicles.

Excess Liability Insurance: umbrella liability insurance with a limit of not less than \$5,000,000 per occurrence.

Property Insurance: coverage property insurance on a replacement cost basis with coverage equal to not less than 80% of full replacement value of all personal property, furniture, equipment, leasehold improvements etc. Tenant policy will also include business interruption/extra expenses coverage in sufficient amounts.

Workers Compensation & Employer's Liability Insurance: Workers Compensation insurance covering all employees of Tenant, as required by laws of the State of Florida and Employer's Liability coverage subject to a limit not less than \$100,000 each employee, \$100,00 each accident, and \$1,000,000 policy limit.

All policies shall be taken with insurers licensed to do business in the State of Florida having an A.M. Best A Class 9 rating; must provide 30 days firm notice of cancellation; name Landlord (CPT 355 Alhambra Circle, LLC), Manager (Taylor & Mathis of Florida, LLC) as additional insureds.

For complete information on insurance requirements, please refer to your Lease Agreement.

Smoking Policy

355 Alhambra Building is designated a **non-smoking building** and smoking is not permitted anywhere in the building including stairwells and restrooms or within twenty five (25) feet of the building entrances.

BUILDING RULES AND REGULATIONS

1. The Landlord may from time to time in its reasonable judgment adopt appropriate systems and procedures for the security or safety of the Building, any persons occupying, using, or entering the same, or any equipment, furnishings, or contents thereof, and the Tenant shall comply with the Landlord's reasonable requirements relative thereto.
2. Only persons approved from time to time by the Landlord may prepare, solicit orders for sell, serve, or distribute foods or beverages in the Building or use the Common Areas for any such purpose. Except with the Landlord's prior written consent and in accordance with arrangements approved by Landlord, the Tenant shall not permit on the Premises the use of equipment for dispensing food or beverages or for the preparation, solicitation of orders for sale, serving, or distribution of food or beverages. Notwithstanding anything to the contrary in this paragraph, Tenant shall be entitled to provide kitchen facilities and vending machines and other types of incidentals and non-commercial distribution of food.
3. Tenant shall not install or operate any machinery or apparatus other than usual small business machines (including, without limitation, standard computers, printers, fax machines and kitchen appliances) without specific written approval of Landlord.
4. No additional locks or similar devices shall be placed upon doors of the premises and no locks shall be changed except with written consent from landlord. Upon termination of Lease, Tenant shall surrender to Landlord all keys to the Premises. Such consent of Landlord shall not be unreasonably withheld.
5. Tenant shall be permitted to move furniture and office furnishings into or out of the Building at their own risk only at such times and in such a manner designated by Landlord so as to cause the least inconvenience of other Tenants. Any damages caused to the Premises or Building shall be repaired at the expense of Tenant.
6. Provided Landlord is required to furnish janitorial services no person shall be employed by Tenant to do janitorial work in the Premises, and no persons other than janitors for the Building shall clean the Premises, unless Landlord shall first give its written consent. Any person employed by Tenant with Landlord's consent to do janitorial work shall, while in the Premises and Building, be subject to and under the control and direction of the Landlord, but shall not be considered the agent or servant of the Landlord.

7. Window coverings other than building standard, either inside or outside the windows, may not be installed without Landlord's prior written consent and must be furnished, installed and maintained at the expense of Tenant and at Tenant's risk, and must be of such shape, color material, quality and design as may be prescribed by Landlord.
8. If tenant desires additional telegraphic or telephonic connections, or the installation if nay other electrical wiring, Landlord will, upon receiving a written request from Tenant and at Tenant's expense, direct the electricians as to where and how the wires are to be introduced and run, and without such direction no boring, cutting or installation of wires will be permitted.
9. The sidewalks, entrances, passages, courts, corridors, vestibules, halls, stairways and elevators in or about the Premises and Building shall not be obstructed or used for storage or for any purpose other than ingress and egress by Tenant.
10. Tenant shall not create or maintain a nuisance in the Premises nor make or permit any noise or odor or use or operate any electrical or electronic devices that emit loud sounds, air waves, or odors, that are objectionable to other tenants of this Building or any adjoining building or premises; nor shall the Premises be used for lodging or sleeping nor any immoral or illegal purpose that will violate any law, damage the Premises, or injure the reputation of the Building or Property.
11. Landlord reserves the right at all times to exclude newsboys, loiterers, vendors, solicitors and peddlers from the Building and Property as deemed necessary and to require registration, satisfactory identification and credentials from all persons seeking access to any part of the Building or Property. Landlord shall exercise its best judgment in executing such control but shall not be held liable for granting or refusing such access.
12. No animals, pets, bicycles or skateboards other vehicles shall be brought or permitted to be in the Premises or Building, other than fish in a fish tank, the size of which shall be subject to Landlord's reasonable approval, or seeing eye dog.
13. Tenant shall not make any room-to-room canvas to solicit business from other Tenants of the Building or Property.
14. Tenant shall cooperate fully with Landlord to assure the most effective and efficient operation of the Building and the use of utilities. Tenant shall not adjust any common controls other than room thermostats installed for specific use. Tenant shall not tie, wedge, or otherwise fasten

open any water faucet or outlet. Tenant shall keep all common corridor doors closed.

15. Except to the extent Landlord otherwise provides security for the Building, Tenant assumes full responsibility for protecting the Premises from theft, robbery, pilferage and other crimes. Except during Tenant's normal business hours, Tenant shall not prop open any common doors to the Building, and shall be liable for any loss caused by negligence thereto.
16. Tenant shall not overload any floor and shall not install any heavy objects, safes, business machines, files, or other equipment without having received Landlord's prior written consent as to size, maximum weight, routing and location thereof. Safes, furniture, equipment, machines and other large or bulky articles shall be brought through the Building and into and out of the Premises at such times and in such manner as the Landlord shall direct and at Tenant's sole risk and responsibility.
17. Tenant shall not use more electrical current from individual or collective circuits as is designated by the amperage rating of said circuits at the circuit breaker panels for Tenant's suite. Should Tenant exceed the safe capacity as designed and as stated on the circuit breakers for said circuits then Tenant shall bear the entire expense of modifications to adjust or increase the amperage for Tenant's safe and proper electrical consumption. Landlord's consent to such modifications to the electrical system shall not relieve Tenant from the obligation not to use more electricity than such safe capacity.
18. Tenant, its employees, its invitees and guests shall not smoke in the Premises, Building or any indoor common areas. Smoking is allowed in designated smoking areas only.
19. Tenant shall be responsible for any damages including stoppage caused by failure to use the apparatus as instructed or for the purpose constructed done to any common area including but not limited to restrooms, elevators, stairways, hallways, lobby, sidewalks, parking lots, landscape areas caused by Tenant, its licensees, guests, agents, contractors or invitees negligence or misuse.
20. Landlord reserves the right to establish rules and regulations which shall govern the access, activity, conduct and set specific rules and regulations with respect to contractors, subcontractors, agents or consultants which perform activities in the Building, Premises and or Property.
21. Landlord reserves the right to make such further reasonable rules and regulations as in its judgment may from time to time be necessary for the safety, care and cleanliness of the Premises and the preservation of good

order therein. Any additional rules and regulations promulgated by Landlord shall be binding upon the parties hereto with the same force and effect as if they had been inserted herein at the time of execution hereof. Tenant shall be responsible for the observance of all the foregoing rules and regulations by Tenant's employees, agents, clients, customers, invitees and guests. Landlord shall not be responsible for any violations of the foregoing rules and regulations by other tenants of the Building, but Landlord shall use commercially reasonable efforts to uniformly enforce the rules.

22. Tenant shall not conduct or permit any auctions or sales at the Premises or Property.
23. In these Rules and Regulations, "Tenant" includes the employees, agents, invitees, and licensees of the Tenant and others permitted by the Tenant to use of occupy the Premises.
24. In case of any conflict between the provisions of the Lease and the Rules and Regulations, the provisions of the Lease shall control.

BUILDING RULES AND REGULATIONS FOR CONTRACTORS

The contractor acknowledges that this building is or may be in the future certified/rated pursuant to the U.S. EPA’s Energy Star Portfolio Manager and/or the U.S. Green Building Council’s rating system. All construction and maintenance methods and procedures, material purchases, and disposal of waste must be in compliance with minimum green building standards and specifications as defined in these Contractor Rules and Regulations, and the latest version of the U.S. Green Building Council’s Existing Building’s reference guide. Where there is a difference between the two, the more restrictive shall prevail.

I. Removal of Waste Materials: The recycling program at 355 Alhambra has been expanded to include waste generated by any construction work from a facility alterations and addition. This applies to base building elements that enter the waste stream due to facility renovations, demolitions, refits, and new construction additions. **Specific actions with regard to construction related waste are listed below, all adherence and documentation is the responsibility of the contractor, and documentation shall be provided to the property management office as requested.**

WASTE REDUCTION ACTIVITY	DESCRIPTION
MATERIALS RECYCLED	
Facility alterations (including but not limited too)	<ul style="list-style-type: none"> • Building components <ul style="list-style-type: none"> ○ Wall studs ○ Insulation ○ Doors ○ Windows • Attached Finishings <ul style="list-style-type: none"> ○ Drywall ○ Trim ○ Ceiling panels • Panels • Carpet and other flooring material • Adhesives • Sealants • Paints • Coatings
RECYCLING STRATEGIES	
Subcontractor requirements	<ul style="list-style-type: none"> • Require all subcontractors who perform work on base building elements to comply with recycling at least 75% of waste generated (by volume) by any facility alteration or addition
Contracts	<ul style="list-style-type: none"> • This recycling plan will be included in all construction plans and contracting documents that all construction waste be qualified by type of material by weight.

II. Construction Management Plan for Indoor Air Quality: Contractor agrees to develop and implement an Indoor Air Quality (IAQ) Management Plan for the construction and occupancy phases of the area being built out as follows:

- During construction, meet or exceed the recommended Design Approaches of the Sheet Metal and Air Conditioning National Contractors Association (SMACNA). IAQ Guideline for Occupied Buildings Under Construction, 1995, Chapter 3.
- Protect stored on-site or installed absorptive materials from moisture damage.
- If air-handlers must be used during construction, filtration media with MERV 8 must be used at each return air grille, as determined by ASHRAE 52.2-1999.
- Replace all filtration media immediately prior to occupancy.
- Upon completion of construction, HVAC and lighting systems must be returned to the designed or modified sequence of operations.
- Remove contaminants that may be remaining at the end of the construction period and all interior finishes have been installed and prior to occupancy by:
 - Install new filtration media and flush out the affected space.
 - Flush-out: Must be done by supplying a total outdoor air volume of 14,000 cubic feet per square foot of floor area while maintaining an internal temperature of at least 60 degrees F and maintaining a relative humidity no higher than 60% where cooling mechanisms are operated. The affected space may be occupied only after the delivery of at least 3,500 cubic feet of outdoor air per square foot of floor area and the space has been ventilated at a minimum of 0.30 cfm per square foot of outdoor air or the design minimum outside air rate (whichever is greater) for at least three hours prior to occupancy until the total of 14,000 cubic feet per square foot of outdoor air has been delivered to the space. The flush-out may continue during occupancy.

The following rules and regulations are to be considered standard operating procedures for any contractor working at 355 Alhambra. The word "Contractor" applicable to any entity or individual that is or will provide a service to any tenant or management inclusive of any other entity or individuals that may be working under their direct supervision (Subcontractors).

1. Contractor shall notify and receive prior written approval from building management for any request to work after hours (after 6:00 am Monday through Friday and any time weekends and holidays) by its personnel, subcontractors or any of its agents. A work schedule and names of all those who will be working must be submitted with the request for access after hours, no later than 5:00 pm day of work or 5:00 pm Friday prior to weekend work. Please use the attached "After Hours/Weekend Work Schedule" form.
2. No construction personnel are allowed in any of 355 Alhambra's common areas: This is applicable to any floor or main lobby(ies) at any time. **Exception:** Entry and exiting from tenant suite while under construction or service via service elevator.
3. No construction personnel are allowed in passenger elevators at any time. All construction materials and workers are restricted to the service elevator.
4. No construction personnel will congregate in the first floor lobby area at any time. All personnel shall enter and exit through the service area.

5. No eating or drinking is allowed in the building except in the work areas or areas specifically designated by the property management office.
6. No radios are allowed during the hours of 7:00 a.m. and 7:00 p.m. After hours no loud music is allowed. Doors to spaces under construction shall be maintained closed at all times.
7. When working in Common area, the contractor shall maintain area in clean safe manner. The contractor and its workers shall not interfere, disturb, fraternize or interrupt the tenant's environment or habitat.
8. Proper conduct / dress code is expected and mandated of any contractor and its personnel. Anyone violating these two requirements will be asked to leave the premises and no future access will be granted to such individual.
9. No construction personnel are allowed in common area bathrooms. A restroom is provided for construction personnel in the ground floor service area.
10. Areas under construction as well as storage areas and all unoccupied areas are to be kept clean on a daily basis.
11. All material hauling on occupied floors is to be done between the hours of 6:00 pm and 6:00 am, Monday through Friday or weekends through the use of the freight elevator. Adequate covering must be placed on all corridor and hallway floors for protection. Extra caution shall be placed if going through marble or tile floors. Floors must be covered with plywood or Masonite.
12. Occupied floors with areas under construction are to have all construction debris (vacuumed if necessary) removed from building (corridors, restrooms, lobbies, stairwells, electrical and mechanical rooms.) on a daily basis and work area "Broom Clean".
13. 355 Alhambra is a designated **non-smoking** building and smoking is not permitted anywhere in the building including stairwells and restrooms or within twenty five feet of building entrances.
14. Construction personnel are to be confined to the areas in which they are working. They will not be allowed to congregate on building grounds.
15. No alcoholic beverages, illegal drugs, or firearms are permitted in the building or its grounds.
16. Tenant's Contractor(s) shall:
 - A. Provide daily project supervision to assure compliance with the construction schedule and the proper management of its progress. The contractor's superintendent/project manager shall be solely responsible for all coordination with management and for contractor's conduct.
 - B. Comply with 355 Alhambra's rules and regulations for contractor in its entirety.

- C. Hold weekly coordination meetings with tenant and tenant's architect to discuss the progress of the work and to address any problems.
- D. Submit a complete list of its subcontractors, suppliers and an organizational chart listing the personnel responsible for the project to property manager.
- E. Submit a complete test and balance report from landlord's designated contractor (3 signed and sealed copies).

The calibration of the thermostats and adjustment of the min./max. VAV settings should be included in that service.

- F. Submit copies of the building permit before the start of any work and the C.O. or C.C. when the project is finished. Also provide "As Built" drawings, copies of all warranties, guarantees and service manuals.
- G. Submit insurance certification for liability, workman compensation and auto/truck.
- H. Submit copies of all required licenses needed to work in the state, county and city.
- 17. No building materials and/or equipment are to be stored in the common area, service corridors, or lobby area at any time.
- 18. On site parking is provided at the current daily rate.
- 19. Contractors, subcontractors, and suppliers shall not use the front area for parking.
- 20. Contractors may not operate air conditioning equipment and units. Prior arrangement for air conditioning must be made with the Property Manager or Chief Engineer.
- 21. Contractors will maintain clean and safe-working conditions at all times. Trash removal will be done daily at contractor's cost, including all labor and dumpster locations are to be approved by building personnel.
- 22. Contractor will be responsible for precautions and protections to adjacent areas against damage from fire, smoke, welding, or soldering (must be fully supervised) and delivery of materials and equipment. Any damage caused as a result of the construction must be immediately corrected by the contractor at its own expense.
- 23. Work that will cause to disturb and inconvenience other tenant's of the building will not be allowed during working hours of 8:00 a.m. through 6:00 p.m. on normal working days. These shall include, but not be limited to drilling, loud hammering, odor causing material, etc.
- 24. Contractor may work in the building from 6:30 am. to 6:00 p.m. without the need to make any special arrangements, but with full compliance of all items mentioned above. Off-hours are considered from 6:00 p.m. to 6:30 a.m. the following day or weekends. Contractor may work off-hours (with prior written approval from Building Management). Again, with full understanding and compliance of all items mentioned above.

25. No utilities or services to any areas in the building are to be cut or interrupted without the written approval of the Property Manager.
26. Contractors are responsible for providing its employees, subcontractors and suppliers a copy of these rules and regulations. Full compliance will be enforce and expected.
27. All Fire alarm certification, smoke evacuation system testing and concrete slab core drilling must take place after 7:00 pm and must be scheduled twenty four hours in advance with Chief Engineer.
28. Mechanical contractor and a representative of Siemens should be present during preliminary and final smoke evacuation system testing.
29. Contacts within 355 Alhambra:
 - A. **Senior Property Manager: Lisa C. Mitchell (305) 448-8411**
(for matters dealing with plans and permit approval, tenant improvement allowance payment processing).
 - B. **Assistant Property Manager: Vivian Lowell (305) 445-4865, fax (305) 774-1225**
(for matters dealing with access after hours, utilities after hours, use of service elevator, deliveries and security arrangements, contractor rules, regulations, and proof of insurance).
 - C. **Chief Engineer: Sucre Reyes (305) 443-3288** (for matters dealing with building systems, electrical, mechanical, fire protection and fire alarm system).
 - D. **Lobby Security Desk (staffed 24/7): (305) 446-8287**

AGREED AND ACKNOWLEDGED:

Contractor Company Name: _____

By: _____ Date: _____

Memorandum

To: 355 Alhambra Property Management Office
CC: 355 Alhambra Security & Engineering Departments
From:
Date:
Re: After Hours/Weekend Work Schedule

Tenant/Job: _____

We are requesting access for after hours or weekend work as follows:

Subcontractor/Employee	Floor	Tenant/Common Area	Dates	Time	Approved

Upon approval of the request, property management office will forward copies of this request to security and engineering.

SECURITY

Our on-site Security Officers constantly monitor our building entrances and lobby area, loading area, building elevators and parking garage elevator landings through CCTV cameras. They are responsible for securing the building and building grounds 24 hours seven days a week. Scheduled building rounds are performed regularly after regular business hours and on weekends.

After-Hours Access

Building after-hours is from 7:00 pm to 7:00 am the following day, Monday through Friday, all day Saturday and Sunday and legal Holidays. The security system will automatically lock the building main entrance doors at 7:00 pm and unlock at 7:00 am the next day on weekdays. On weekends and legal holidays the building doors will remain locked. Access into the Building after normal business hours will be with security access cards given to authorized personnel. Tenant Contact person must inform the Management Office of the employees of the company that will need to have security access cards for after-hours access to the building. Request for security access cards must be made in writing (refer to Access Card Request Form in the Form section of this Handbook).

Only authorized personnel with a valid access card will gain entrance to the building after-hours. The security system will not allow access without the use of an access card. After-hours access to the building will be through the main entrance doors to the lobby. **Security Guards will not admit anyone into the building after normal working hours.**

To open doors after hours you must present your access card over the proximity card reader located on the right hand side of the doors and, once the card is accepted, the doors will unlock for a period of approximately 10 seconds.

To exit the building you will not require the use of an access card. The building main entrance doors on Alhambra Circle and the back entrance doors leading to Alcazar Street are controlled by sensors that will automatically unlock the doors as you approach them. If the doors do not unlock for you, please press the exit button located on the right-hand side on door frame and the doors will unlock automatically for approximately 10 seconds.

The five (5) building elevators are also controlled by the security system. All floors have security controlled elevator access after hours. Upon presenting your security access card in front of the proximity reader inside the elevator on the right hand side panel and then pressing your floor number, the elevator will take you to that particular floor. You will not need the access card to call the elevator to your floor after-hours. Elevator access to the ground floor will be available at all times.

If you are expecting visitors after normal business hours, you will need to make arrangements to have someone from your company give them access through the main

lobby entrance. All visitors, contractors and vendors will be required to log in and out in the visitor's log at the security desk in the main lobby when entering and exiting the building.

For security reasons, all stairwell doors are locked from inside the stairwell not allowing access into the floors. Stairs should only be used as a mean of egress during a building evacuation.

Theft

Report any suspected theft to the Security Desk Office immediately. Security Guards will then contact the management office with details. You may also want to notify the Coral Gables Police Department. Tenants are responsible for carrying personal property insurance. The building's insurance policy does not cover theft of personal belongings.

Vendor or Contractor Access

There may be instances when vendors or contractors will need to perform work in your suite during non-business hours. In such instances, please provide written notification to the management office by using the "After Hours/Weekend Work Schedule" form included with the Building Rules and Regulations for Contractors section of this Handbook.

Building Staff or Security will not admit your contractor into your suite. Please make arrangements to meet with the vendor or provide them with keys.

Solicitation

Solicitation is not allowed in the building or on the building premises. Please notify the Security Desk at (305) 446-8287 immediately if you notice a solicitor within the building. Report as much specific information about the person appearance and behavior as you can. Security will locate the person as quickly as possible and escort him/her out of the building.

Suite Security Measures

Although our main objective is to maintain reasonable security of the building, its occupants and their possession, due to its public nature and the number of people that are continually entering the building; there is always the possibility of petty thefts and other incidents. Since any building system is only as effective as the people relying on it, we encourage you to review these security tips to help you avoid unnecessary loss and problems within your suite:

- 1 Lock all doors and then verify that they are properly locked at the end of the business day. We recommend locking your suite entry door at all times even if people are working late. When there is no one in the office, do not leave the door

- unlocked even for a short time. When working during non-regular business hours, keep all exterior door to your office locked at all times.
- 2 Do not leave the handbags, laptop computer, attaches and other articles of value in clear view or unguarded in reception areas. Small articles left in plain view are easy target for thieves.
 - 3 Never leave valuables or articles of personal property on desks or in unlocked drawers.
 - 4 Notify the Security Desk immediately if you notice a suspicious person loitering in or about your premises, in corridors or restrooms. Be suspicious of any person who enters your suite and when confronted makes excuses that they are lost or looking for another company. Ask for and verify identification of unfamiliar and unexpected visitors, delivery persons, or repair persons before admitting them into employee areas.
 - 5 Offices are most vulnerable to thieves during lunchtime and right before closing. At these times, there is often a lot of movement, and people are frequently away from their desks.
 - 6 Keys and security access cards should be collected from employees before leaving your company. If an employee is terminated for any reason, consider changing the cylinders on the lock and changing security access codes if applicable.
 - 7 Keys kept on a key ring should never have an identifying tag. If they are lost, they may easily be used by thieves to access your property.
 - 8 Stairwells are to be used only in emergencies and not as a routine means of travel between floors.
 - 9 Should there be a need, our on-site security guard is available to escort tenants to and from the parking garage during non-regular business hours. To make arrangements, please contact our security desk at (305) 446-8287 prior to leaving the premises.

We recommend that the above suggestions be distributed to your employees in order to help maintain the privacy and security necessary.

EMERGENCY PROCEDURES

In order to assure that all tenants are aware of the proper procedures to follow during an emergency, please review carefully the following instructions with all your employees to ensure you will react quickly and appropriately in an emergency situation. Remember that being prepared and staying calm are the two most helpful aids to coping effectively during an emergency.

Tenant Warden System

The use of a Tenant Warden System will facilitate the implementation of the Emergency Evacuation Procedures at the time of an emergency. Each tenant must have two (2) individuals assigned to serve as tenant wardens. These individuals fill the positions of one (1) Tenant Warden and (2) Assistant Tenant Warden. The names of the Tenant Wardens are to be listed on the enclosed "Tenant Warden Form" in the Form section of this Handbook and must be returned to the Management Office as soon as possible.

In the case of an emergency, the Tenant Wardens have an important role in assuring a safe and orderly evacuation of the building. All Tenant Wardens and Assistant Tenant Wardens should be aware of their responsibilities and be ready to assist employees and visitors during an emergency. They will also be responsible for the efficient and safe evacuation of everyone in their suite.

Each tenant can assist in the successful implementation of the Emergency Procedures by realizing a responsibility to a) assign responsible and respected personnel to function as Tenant Wardens and Assistant Tenant Warden; b) insist that the wardens read and understand the Emergency Procedures; c) assure that copies of the Emergency Procedures are disseminated to all employees; d) support the overall objectives of the Emergency Procedures.

Tenant Wardens Roles and Responsibilities

Tenant Wardens are the connecting links between the Building Management staff and their respective employees. They are responsible for all decisive matters relating to the safety of their employees during an emergency. Therefore, Tenant Wardens must be sure to do the following:

1. Communicate all preplanned emergency procedures dates (i.e. fire drills) to employees.
2. Be knowledgeable about what is not commonplace i.e., unusual or foreign to the normal environment.
3. Notify Assistant Tenant Warden of a planned absence from the building.
4. Be completely familiar with the floor arrangement and the location of floor exits, pull stations and fire extinguisher locations.
5. Determine and communicate to employees the traffic pattern to use for emergency stair exits.

6. Make arrangements to have employees or visitors who cannot use the stairs unaided assisted when an evacuation is directed.

Each Tenant Warden and Assistant Warden will be responsible for following the procedures stated below during an evacuation:

- Upon hearing a Fire Alarm or Verbal Notification of an emergency requiring evacuation, the Tenant Warden will locate, if possible, the Assistant Tenant Warden to begin the evacuation.
- Instruct everyone to evacuate the building using the nearest stairwell. If smoke is evident in the stairwell, instruct them to use the other stairwell for evacuation. The Coral Gables Fire Department does not recommend and does not plan for rooftops evacuation; therefore you should always proceed DOWN the stairwells during an evacuation. Enlist the assistance of other employees to ensure evacuation of any injured or disabled person. **DO NOT ALLOW ANYONE TO USE THE ELEVATORS.**
- Instruct everyone to calmly evacuate the building and proceed to the ground floor to a safe place on parking lot east of the building on the corner of Salzedo and Alcazar Street, to await the "All Clear". **REMINDEMPLOYEES NOT TO CONGREGATE NEAR OR RE-ENTER THE BUILDING.**
- Inspect the complete suite, including bathrooms, conference rooms and locked offices, to ensure that everyone has left. **LEAVE DOORS CLOSED BUT UNLOCKED. Wardens will be the last individuals to leave the suite.**
- Ensure the group stays together and perform a head count once the evacuation is complete.
- Notify Building Security and Management Office in the event of a bomb threat and begin evacuation procedures

Emergency Evacuation Procedures for All Tenants

Tenant Wardens and Assistant Tenant Wardens have been assigned for each suite and will control the flow of personnel during an emergency situation. Each employee should follow their instructions if they differ from the following procedures:

- The **Fire Alarm or Verbal Notification** will be the signal for everyone to **STOP WORK and evacuate your work area immediately. DO NOT PANIC.** Tenant Wardens should immediately instruct everyone to start evacuating the building.

- If possible, put important papers into a drawer, credenza, filing cabinet etc. and lock it. Take your keys and purse and **LEAVE YOUR OFFICE DOOR CLOSED BUT UNLOCKED.** **If you are not in your office when the fire alarm goes off, please do not return to your office to pick up your belongings – EVACUATE IMMEDIATELY.**
- **DO NOT USE THE ELEVATORS.** The stairwells must be used to leave the building. The elevators will automatically go to the first floor for the Fire Department use only.
- **PROCEED TO THE NEAREST STAIRWELL.** Inspect the stairwell to the floor immediately below yours for smoke. If the stairwell is smoke free, go down the stairs to the first floor. If there is smoke, use alternate stairwell. Evacuate the building in a calm manner using the handrail as you go down the stairs. The Coral Gables Fire Department does not recommend and does not plan for rooftops evacuation; therefore you should always proceed DOWN the stairwells during an evacuation. Stay with your group until evacuation is complete
- Unless instructed otherwise, proceed to the Alcazar Street and Salzedo Street surface lot to await further instructions. **Do not, under any conditions, congregate near or re-enter the building until the “All Clear” is given by either Fire Department or Building Security.** If the building cannot be re-entered due to damage, a Building Management Office representative will make the necessary announcements. Stay away from the building and from any fire equipment.
- If you have a disability or require assistance in evacuating the building, you must advise your Tenant Warden or Assistant Tenant Warden. They will assign someone to assist you.
- In no way should the activities of the Coral Gables Fire Department or Police Department be hampered by anyone.

Fire Emergencies

In the event a fire is discovered in your office or you see smoke coming from another part of the building, remain calm and follow this instructions:

- Call the Coral Gables Fire Department at 911
 - a) Give the building name: 355 Alhambra,
 - b) Give the building address: 355 Alhambra Circle, Coral Gables
 - c) Give floor where fire or smoke has been detected
 - d) Give your name and the phone number you are calling from
 - e) Do not hang up until the Fire Dispatcher has the information needed

- Activate pull station. Pull stations are located at the exit stairwells. To activate, pull down where indicated and this will put the building in general alarm. Horns will ring and strobes will lit.
- If conditions permit, contact the Security Desk at (305) 446-8287 to advise them where the fire or smoke has been detected.
- Begin evacuation procedures using the stairwells. Move quickly but do not run or shove others. Use handrails and descend in a single file to allow room for firefighters to ascend, if needed.
- If you are near the fire, maintain contact with the wall and feel if doors are hot. Open doors slowly and be prepared to close them if heat, smoke or flames pour in. Confine the fire by closing off the fire area. Close doors behind you as you exit.
- Stay low. Smoke and toxic gases rise. Clean air is near the floor.
- If while exiting the building your clothes catch on fire – Stop, Drop and Roll.
- After exiting the building, move away from it to allow firefighters and equipment easy access and avoid the risk of falling glass.
- Do not return to the evacuated area until advised by Fire Department or Building Management.

Evacuation of Disabled Persons

Each disabled person should have a “buddy” assigned to assist them in the event of an evacuation. For the visually impaired, it is better to ask the person before hand on the best way to assist them during an evacuation in order to lead them to safety. For the physically disabled, it might be only necessary to move the person into the stairwell and advice the Fire Department of the location where this person is at if not possible to assist them out of the building.

Fire Alarm System Operation

The only component that will activate the fire alarm system manually is a pull station. The Pull Stations are located next to all stairwell doors and exit door on the ground floor. To activate a pull station, please follow the instructions on the station. Smoke detectors installed throughout the building will automatically activate the fire alarm system

The activation of a manual and/or automatic fire alarm device shall cause the following:

1. The fire alarm system horns will ring and strobes will lit.
2. The alarm will sound on the floor where the device was activated, one floor above and one floor below, parking garage and stairwells.
3. All elevators will automatically be recalled to the ground floor and go into the fireman’s service mode. They will remain unavailable for use except by the Fire Department.

4. If Fire Alarm System is activated by a smoke detector, the HVAC system will automatically shut down on the floors in alarm and the smoke evacuation system will be activated.

Medical Emergencies

In case of a medical emergency, please follow the procedures below:

- Call 911 and ask for Fire/Rescue
- Give the building address, floor, name of company and suite number.
- Identify type of problem, i.e. possible heart attack, seizure, etc.
- Identify yourself and give your telephone number
- If requested, stay on the line with the dispatcher
- Send someone or call Security Desk to meet the Fire Rescue Personnel and request to the freight elevator standing by in the main lobby for Fire/Rescue.
- Building Security will notify the Management Office.

Civil Disorders

While many demonstrations such as labor strikes and pickets are done in an orderly manner, some demonstrations can turn into riots. Any public demonstration is cause for extra security and protective measures. Please take the following precautions during a civil disorder or demonstration:

- Unless Building Management instructs otherwise, have all employees remain in their work area and maintain as normal an operation as possible.
- Close drapes or blinds and stay away from windows as possible.
- Lock all doors but ensure keys are available in the event of a fire or emergency
- Do not argue or enter into a debate with any of the participants
- In serious breaches of public order, employees should be restricted from leaving the building until the authorities have determined that is safe to do so.
- Do not become a spectator or unwilling participant, leave or avoid the area of the demonstration to prevent injury or possible arrest.

Bomb Threat Procedures

Notification

When a bomb threat is received, either by telephone or letter, or a suspicious object is observed, the employee who receives the call or letter or noticed the suspicious object should record as much data about the call as possible (see Bomb Threat Checklist included in the Form Section of the Handbook) and immediately notify the following:

- Coral Gables Fire Dept/ 911 - provide name, building address, floor and
(Bomb Squad) suite number and repeat information from the caller.
- Security Desk (305) 446-8287
- Management Office (305) 445-4865

Evacuation

All bomb threats will be taken seriously. Upon notifying Building Security, an announcement will be made over the P.A. System to start evacuation procedures. At this time, building evacuation procedures should be followed.

Suspicious Objects

If you discover a suspicious object, your safety and the safety of others in the building is paramount. The following steps should be taken:

- DO NOT TOUCH or in any way attempt to remove the object
- Keep yourself and everyone else away from the immediate vicinity of the object.
- Give details as soon as possible to your Tenant Warden who will notify the following:
 - a) Security Desk (305) 446-8287
 - b) Management Office (305) 445-4865
- Follow the Tenant Warden instructions for evacuation

Explosives or incendiary devices take many forms – a bottle, small soap box, a piece of steel pipe, a wrapped package, a briefcase, and airline travel bag, a purse a simple brown envelope, or an ordinary cigar box. Everyone should be alert for suspicious objects, items or parcels that appear to be out of place, particularly in their own offices. Daily examination of the offices can help avoid problems.

Identifying and Handling a Suspicious Package and Hazardous Discharge

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

- Origin – postmark or name of sender is unusual, unknown, or no further address is given.
- Postage – excessive or inadequate postage
- Balance – the letter is lopsided or unusually thick

- Weight – the letter or package seems heavy for its size
- Contents – stiffness or springiness of contents; protruding wires or components; oily outer wrapping or envelope; feels like it contains powdery substance (when checking, do not bend excessively).
- Smell – particularly almond or other suspicious odors
- Writing – Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient. Common words or names are misspelled.
- Rub-on block lettering

Handling a suspicious package:

- Do not excessively handle or open a suspicious package
- Immediately segregate it in an unused room or space
- Attempt to verify the sender and/or the legitimacy of the package (i.e. ask the recipient if he/she was expecting a package that matches the suspect package size and shape).
- If the letter or parcel remains suspect, call the police.

Incident Response for Suspect Nuclear or Biological Release:

- Contain the material to minimize the impacted area
- Contain the material to minimize the number of individuals exposed;
- Contain the potential impacted individuals to ensure that they receive proper medical attention;
- Remove non-impacted individuals from the area as quickly as possible;
- Maintain control of all potentially impact materials.

Notification:

- Notify your supervisor
- Notify Building Security
- Notify Property Management
- Notify Local Emergency Response Authorities

Containment:

- If material is released, impacted or potentially impacted individuals should move from immediate area to adjacent control area. Minimize activities until appropriate response staff arrives. If absolutely necessary, move impacted individuals into nearest bathroom facility on floor.
- Non-impacted individuals on the impacted floor should be evacuated, and await further instructions from response team.
- HVAC system for impacted and adjacent areas, and bathrooms should immediately turn off.
- Isolate impacted area(s), e.g. shut door during exit. Do not allow any unprotected personnel into the impacted area.
- Retain all impacted material for response team.

Power Failures

Should a power failure occur, it would typically affect either an isolated area of the building or a large geographic area of which this building is a part of.

All suites and common areas are equipped with independently powered exit signs and emergency lights. Sufficient emergency lighting will be available to permit a calm and orderly evacuation should it be necessary.

In the event of an electrical failure, please observe the following guidelines:

1. Contact the Management Office immediately
2. Open draperies and raise blinds to let in outside light.
3. If you are instructed to evacuate the building, turn off all machines (i.e. copy machine, coffee machines etc.) and lock all areas of your premises.
4. All elevators will return to the ground floor. One elevator in each bank will remain in service. Should you get trapped in an elevator during a power failure, do not panic. Wait for assistance. Do not attempt to force the doors open or escape through the roof hatch. Use the elevator telephone to contact Thyssen Krupp Elevator dispatcher and notify them of your location. The dispatcher will notify our Security Desk and an elevator technician will be dispatched immediately.
5. Security will notify you as soon as possible when power will be restored.

Tornadoes

In the event the National Weather Service issues a Tornado Warning in our area, each individual should:

1. Get away from the perimeter area of the building and exterior glass
2. Exit exterior offices and close the door
3. Proceed to the interior corridor or stairwells and protect yourself by sitting down and placing your head as close to your lap as possible, or kneel protecting your head
4. Do not leave the building
5. Do not use elevators – use the stairwells
6. Do not go to the first floor lobby area.

To: 355 Alhambra Tenant Contacts
From: Lisa Mitchell
Date: May 23, 2009
Re: 355 Alhambra Tenant Hurricane Procedures

The property management staff has taken the opportunity to review our tenant hurricane procedures. In an effort to better communicate with our tenant contacts and to help our tenant contacts communicate with their company's employees, we are providing the following information:

Pre-hurricane planning
Actions at a hurricane warning
During a hurricane
Following a hurricane

Pre-hurricane planning

The property management office will communicate with each tenant's designated contact. It is the responsibility of the tenant contact to ensure the property's hurricane procedures are passed on to their employer/employees.

Each tenant in the building should develop an internal hurricane/employee communications plan that suits its needs. Please keep the following building information in mind when developing your company's hurricane plan:

- Advise property management if there have been any changes to your tenant contact information.
- It is probably safe to assume there will be interruptions to Florida Power & Light's electrical service in the event of a major storm. The building's emergency generator powers emergency equipment only (emergency/exit lighting, fire pumps, life safety system, etc.) and **does not** provide power to individual tenant's computer/telephone, etc. systems. We recommend that you turn off and unplug electrical equipment to avoid power surge damage once electrical service is restored.
- The exterior windows are hurricane rated up to winds of 115.5 miles per hour. Please **do not** tape the windows – taping provides virtually no protection to the glass.
- Locate your insurance policies and keep copies off-site. Remember the building insurance does not cover tenant's contents or personal belongings. Damage to personal property and business interruption losses are the responsibility of the tenant.
- All valuables, records and equipment should be removed from perimeter offices having windows and stored in offices near the core of the building. Remove all loose papers from desktops and cabinets, and put into a safe place.

- Do not leave automobiles or any other vehicle in the parking garage. Neither the property owner nor the parking garage operator are liable should they become damaged or are not accessible after the storm.
- Close all interior and exterior office doors. Lock all suite entrance doors upon leaving your premises.

Actions at a hurricane warning

Immediately after a Hurricane “**WARNING**” is issued by the National Hurricane Center/National Weather Service for our area the property management/engineering staff will begin the shutdown of the building. These procedures include the following:

- An announcement will be made over the building’s public address system that a hurricane warning has been issued and the building shut down procedure is starting. The shutdown procedure will take **two to three** hours, which will give you and your employees an opportunity to wind down operations. Announcements will be made periodically, with the last announcement made at the final close of the building.
- The building engineers will begin shutting down the building’s mechanical plant (air conditioning, elevators, etc.) in an effort to protect the equipment from water and power surge damage.
- The final shutdown activity will be the locking of exterior doors to the building, and the posting of signs noting that the building is closed.
- All tenants and visitors in the building will be required to leave the building by the final close.

During a hurricane

The building and parking garage will be closed to tenants and visitors while a storm is in progress (i.e., the area is under a hurricane warning).

Following a hurricane

The building will be reopened once the following has occurred:

- 1) The hurricane warning has been lifted by the National Hurricane Center/National Weather Center.
- 2) The property staff has been able to safely return to the building to evaluate any damage to the building and the status of public utilities (i.e., electricity, water/sewer), and if conditions allow, reopen the building.

In the event conditions do not allow the reopening of the building immediately, the property staff will make every attempt to reach each tenant’s contact to advise them of the status. Alternatively, please contact the building’s security desk (which will be staffed throughout a hurricane situation) for information regarding the status of the building. **Their contact numbers are (305) 446-8287 or (786) 251-0223.**