

**Peachtree Center  
Electronic Tenant® Portal**

**Created on October 27, 2022**

## **Amenities: Overview**

Peachtree Center offers a broad range of on-site services and amenities to tenants.

Today's workforce is comprised of a large percentage of dual-career and single-parent households, which creates mixed needs in their work environments and personal lives. Peachtree Center's restaurants, pharmacy, gift stores, jewelry store, professional services, car detail shop and much more bring those conveniences to you at the office.

## **Amenities: Banks & ATM's**

Peachtree Center is in the heart of the Central Business District. Therefore, banks and ATM's are plentiful.

[Bank of America](#) is located off the Courtyard and has two ATM's on the property-two outside of the branch and one in The Hub at the Marquis One sky bridge. [SunTrust Bank](#) also has an ATM at the base of the escalators on The Hub Gallery Level. In addition, [Wells Fargo](#) and SunTrust Banks have branches and ATM's within the Peachtree Center block.

## **Amenities: Business Services**

Peachtree Center boasts a range of business services to benefit tenant office needs. Banks and ATM's as mentioned here, wireless phone repair services, as well as faxing, copying and Notary Services at The Guest Services booth in The Hub (The Guest Services booth is staffed Monday-Friday from 8:00 AM to 5:00 PM) – all available on-site to better service our tenants.

The Management Office also offers four conference facilities complete with audio visual and catering areas for rental for tenant meetings. Please call (404) 524-3787 to make reservations.

Accounting and legal services are plentiful within the complex. [Federal Express](#), [UPS](#) shipping drop locations and a [U.S. Postal Service](#) complete with mailboxes on-site make business mailing convenient.

## **Amenities: Car Detail Shop**

The detail shop, 70's Hand Car Wash, is located on the 4th level of the Peachtree Center Garage with various levels of hand washing and detailing available. Call (678) 362-9434 for an appointment or call Lanier Parking Solutions at (404) 572-2900 for more information.

## Amenities: Conference Facilities

Peachtree Center is proud to offer four (4) conference facilities throughout the property: one (1) in Tower 225, one (1) in Tower 233 and two (2) in Marquis Two. The facilities accommodate anywhere from 10-100+ guests and are available for rent to both tenants and non-tenants for a small fee on a first-come, first-served basis. Those wishing to make a reservation must do so through the [Angus Workorder](#) system.

**Standard hours of operation** for all four conference facilities: Monday - Friday, 8:30 AM - 5:30 PM.

Use of the conference facilities after-hours/weekends is permitted and must be pre-authorized by Property Management.

Please continue reading for additional details pertaining to each location:

	<b>Tower 225</b>	<b>Tower 233</b>	<b>Marquis Two (Lobby)</b>	<b>Marquis Two Lower Lobby Marquis Room**</b>	<b>Marquis Two Lower Lobby Portman Room**</b>
<b>Suite #</b>	575	201	N/A	111	111
<b>Capacity</b>	25	100	15	24	56
<b>Amenities</b>	Projector /screen, dry erase board, TV monitor, sink, ice machine	Projector/screen (must p/u projector from Mgmt. Office), speakerphone, microwave, sink	Writing board	TV monitor, access to full servery/kitchen area (NOTE: servery does not come equipped with stove, microwave, refrigerator or ice maker)	Two (2) flat screen TV monitors
<b>Furniture Included</b>	10 tables, 25 chairs	14 tables, 3 buffet tables, 1 round table, 100 chairs	1 large conference table, 15 chairs	12 tables, 24 chairs	56 chairs
<b>Catering space</b>	Yes	Yes	No	Yes	No
<b>Breakout /meeting space</b>	Yes	No	No	Yes	Yes
<b>Restrooms</b>	Yes (located on same floor)	Yes (located on same floor)	No	Yes	Yes
<b>WiFi Available</b>	Yes (posted in room)	Yes (posted in room)	Yes (posted in room)	Yes (posted in room)	Yes (posted in room)
<b>Tenant Rate (half day)* *4 hour min.</b>					
<b>Half day consists of either AM or PM</b>	\$200	\$200	\$200	\$200	\$200
<b>Tenant Rate (full day)* *up to 8 hours</b>					
<b>Non-Tenant Rate (half day)* *4 hour min.</b>					
<b>Half day consists of either AM or PM</b>	\$300	\$300	\$300	\$300	\$300
<b>Non-Tenant Rate (full day)*</b>					
	\$450	\$450	\$400	\$450	\$450

**\*up to 8  
hours**

**\*\* Marquis Two Lower Lobby A & B may be rented together (Full Day/8 Hour min.: \$500/Tenants & \$600/Non-Tenants)**

**Additional Charges and Fees (Subject to change)**

- After-hours/weekend HVAC: \$60/hr.
- Cleaning: weekend reservations will incur an additional cleaning fee of \$150
- Furniture placement: failure to return the room to its original configuration upon vacating will result in a fee of \$80.

\*Fees are subject to change

**Cancellations:**

Those wishing to cancel their reservation must do so in writing to Property Management within 48 hours of the existing rental date. Failure to do so will result in the tenant/vendor being billed for a minimum of four (4) hours, plus a 15% administrative fee.

**Forms:**

[Conference Facilities - Making a Reservation](#)

[Conference Facilities - Rules & Regulations](#)



Marquis Two Conference Room - Lobby



Tower 233 Conference Room



Tower 225 Conference Room - Breakout Area





Tower 225 Conference Room



Marquis Two Conference Room - Lower



Marquis Two Conference Room -

Lobby B



Lower Lobby A

Marquis Two Conference



Room - Lower Lobby A & B - Breakout

Marquis Two Conference Room - Lower Lobby A - Servery

## **Amenities: Fitness Center**

Resolution Fitness is located in Marquis Two Baker lobby, suite 75. The fitness center is open Monday – Friday 6am – 8pm.

Features:

- State-of-the-art cardio & weight equipment
- Yoga studio
- Lockers available during your workout
- Private showers
- Grab-n-go healthy food & drinks for purchase

Complimentary membership for all Peachtree Center tenants. Members must have a building access card provided by their company.

A [Waiver](#) must be downloaded and submitted through [Angus](#).

## **Amenities: Guest Services**

The Guest Services booth in The Hub is staffed Monday-Friday from 8:00 AM to 5:00 PM. The friendly staff sells U.S.P.S. stamps and offers faxing, copying and Notary Services for nominal fees. There is also a wide selection of complimentary Atlanta brochures, maps and publications of interest to both locals and tourists.

Call (404) 654-1296 for information.

## **Amenities: Hotel Information**

Located in the heart of Downtown Atlanta, Peachtree Center boasts a number of first-class hotels. Nearby hotels offer over 4,000 rooms, along with meeting rooms and banquet facilities. Peachtree Center is connected by sky bridges to the Marriott Marquis, Hyatt Regency and Hilton.

The Marriott Marquis is located at 265 Peachtree Center Avenue. This 50-story convention hotel has 1,671 rooms and 180,000 square feet of flex meeting space and is the largest hotel in the Southeast. Reservations can be made at (404) 521-0000. A covered sky bridge connects The Hub at Peachtree Center with the Marriott Marquis.

The Hyatt Regency Atlanta, ranked as the second largest hotel in the Southeast with 1,264 rooms, is located at 265 Peachtree Street and has a 22-story atrium and bubble elevators. Reservations can be made at (404) 577-1234. A covered sky bridge connects The Hub at Peachtree Center with the Hyatt Regency Atlanta.

The Westin Peachtree Plaza is located at the corner of Peachtree Street and International Boulevard. Sporting 1,074 Rooms, this 70-story hotel is one of the world's tallest hotels and boasts the famous revolving restaurant and view on top! Reservations can be made at (404) 659-1400.

The Hilton Atlanta hotel is 28 floors and located at 255 Courtland Street. This Hilton offers 119,000 sq. ft. of flexible function space with the latest technology and 1,242 guest rooms. The Grand Ballroom provides 18,000 sq. ft. of space plus an in-house technology department to help you plan the ideal meeting or event. Enjoy intense flavors and tastes, fresh ingredients and an elegant ambiance with a view overlooking Atlanta's starlit skyline at Nikolai's Roof restaurant. The Point of View lounge adjacent to Nikolai's Roof offers classic cocktails and a cozy atmosphere. A covered sky bridge connects The Hub at Peachtree Center with the Hilton Atlanta hotel.

## **Amenities: Lunch & Learn Seminars**

Periodic free seminars inform tenants on a broad range of interesting topics during the lunch hour. Look for information concerning upcoming seminars on building lobby posters, in the latest edition of the Peachtree Post, or call the [Management Office](#) at (404) 524-3787.

## **Amenities: Peachtree Center Plaza**

The Peachtree Center Plaza has a designated area available for private tenant rentals on a first-come, first-served basis.

Please see the [Plaza Rental Guidelines](#) and [Event Space Diagram](#) for details as well as complete rules and regulations governing the rental process.

## **Amenities: Peachtree Insider (Monthly Newsletter)**

- [Peachtree Insider - March 2020](#)
- [Peachtree Insider - February 2020](#)
- [Peachtree Insider - January 2020](#)
- [Peachtree Insider - December 2019](#)
- [Peachtree Insider - November 2019](#)
- [Peachtree Insider - October 2019](#)
- [Peachtree Insider - September 2019](#)
- [Peachtree Insider - August 2019](#)
- [Peachtree Insider - July 2019](#)
- [Peachtree Insider - June 2019](#)
- [Peachtree Insider - May 2019](#)
- [Peachtree Insider - April 2019](#)
- [Peachtree Insider - March 2019](#)
- [Peachtree Insider - February 2019](#)
- [Peachtree Insider - January 2019](#)



## **Amenities: Security & Safety Seminars**

A variety of security and safety seminars are held throughout the year, including floor warden training, fire drills and other tenant safety measures (including safety in the workplace, safe refuge identification for safety & severe weather, safety in parking garages and clean car campaign tips).

## Amenities: The Hub at Peachtree Center

[The Hub at Peachtree Center](#), located in the heart of the property, provides a point of convergence for downtown visitors and workers, hosting more than six million visitors a year.

- A staffed Guest Services booth is located in The Hub, offering general information on the property and directions to other destinations downtown. For more information about The Hub at Peachtree Center, call (404) 654-1296.
- Designed to accommodate the needs of today's busy professionals, The Hub at Peachtree Center is spaciouly structured with three levels containing a variety of shops, eateries and sit down restaurants, offering everything from hand-crafted gifts to fine jewelry, take out/fast food to gourmet dishes and much more! Special features include ample seating areas and direct covered access from all Peachtree Center buildings.
- Eateries and Retail Stores 10:00 AM to 6:00 PM, Monday through Saturday.
- **Select Eateries Open for Breakfast 6:00 AM to 6:00 PM, Monday through Saturday.**

### RESTAURANTS

Visit restaurants for specific hours of operation. Sunday opening and extended hours may vary according to merchant, special events and convention activity.

- **Sit-Down Restaurants:** Aviva by Kameel, Hsu's, Tin Lizzy, Gus' Fried Chicken, Metro Café Diner, Gibney's Pub
- **Apparel & Gifts:** The Fan's Wear, Kahn's Jewelers, Socks n' Socks, Hello Atlanta, Flower Paradise, Southern Candy Co.
- **Services:** Bank of America, Shoeshine, CVS, U.S. Post Office, Nail Salon, Dry Cleaners, Alterations, Car Detailing

All of these wonderful amenities come along with on-site access to MARTA and convenient pedestrian walkways to adjacent hotels.

### MOBILE COUPON PROGRAM

After more than 20 years, Peachtree Center's popular coupon program has converted to a fully mobile platform! Tenants and visitors to The Hub at Peachtree Center are now able to simply opt-in to receive these special offers direct to their smart phones, save them to their mobile device and redeem at participating restaurants and retailers – it's that convenient!

To get started, simply text 'OPT IN' to '76671' from your Apple/iOS or Google/Android device and follow the prompts to opt-in and begin saving TODAY!

\*By participating in Peachtree Center's Mobile Coupon Program, you are agreeing to receive recurring autodialed marketing messages and coupons at the mobile number that's been provided at opt-in. Message frequency varies. Message & data rates may apply. Text HELP to 76671 for help, or STOP to 76671 to unsubscribe. No purchase necessary. [Privacy policy](#). [Terms & Conditions](#).

## **Amenities: Mobile Coupon Program**

### **A NEW WAY TO SAVE AT THE HUB!**

With savings offered at more than 35 restaurants and shops and the ability to redeem coupons multiple times, it's easier than ever to save on your favorites.

Simply:

- Scan the QR code or visit the new Coupon Program page at [peachtreecenter.com/coupon-program/](http://peachtreecenter.com/coupon-program/)
- Select your coupon from the list
- Present on your mobile device at checkout to redeem

[Click here for a printer-friendly version of these instructions.](#)

## Amenities: Transit Cards

The Peachtree Center [MARTA](#) Station provides direct access to Atlanta's rapid rail system. The Peachtree Center station is located directly off the main entrance of The Hub at Peachtree Center. The rapid rail system operates over 583 daily on-site [MARTA](#) trains. Tenants can reach [MARTA](#) without going outside and can ride to locations all over the city in only a few minutes. Hartsfield-Jackson Atlanta International Airport is a quick 17-minute train ride from Peachtree Center.

Peach Passes for use in the Georgia Express Lanes and tickets for the Xpress Commuter Coach service can both be purchased in the Peach Pass/Xpress Retail Center, located on Garden Level at Marquis One, Suite 250. The Center is open 8 a.m.-5 p.m. Monday-Friday. Peach Pass transponders are connected to an account established with the State Road and Tollway Authority (SRTA) that automatically deducts the proper tolls when using Georgia Express Lanes. These lanes give commuters the option to bypass traffic along interstates that are within some of the most congested corridors in metro Atlanta. *Xpress*, operated by SRTA, gives commuters throughout the metro Atlanta region a valuable transportation option and also improves the capacity of Georgia's most congested highways. **The 27 routes in 12 metro Atlanta counties carry more than 1.8 million passenger trips annually**, providing workers with reliable, stress-free commutes to and from major employment centers in Downtown, Midtown, and Perimeter Center.

# Emergencies: Active Shooter

[Click here for the Active Shooter Booklet.](#)

## **CONTACTING AUTHORITIES - When you are safe:**

**Call Security or 9-1-1 and be prepared to give the following information concerning the incident:**

- Your exact location (building, floor, room number)
- Specific location and direction of the assailant(s)
- Number of assailant(s)
- Sex, race and age of assailant(s)
- Clothing color and style
- Number injured, types of injuries

**Run - if there is an accessible escape path, attempt to evacuate the premises.**

*Be sure to:*

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 9-1-1 when you are safe

**Hide - if evacuation is not possible, find a place to hide where the active shooter is less likely to find you.**

*Your hiding place should:*

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

*To prevent an active shooter from entering your hiding place:*

- Lock the door
- Blockade the door with heavy furniture

*If the active shooter is nearby:*

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

**If evacuation and hiding out are not possible:**

- Remain calm
- Dial 9-1-1, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

**Fight - As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:**

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons

- Yelling
- Committing to your actions

## **Emergencies: Bomb Threat**

Most bomb threats prove to be false alarms, but for safety's sake, they should be taken seriously.

### **The following procedures should be followed:**

- Remain calm. Gather information.
- If possible, record the call.
- Try to determine from the caller the location of the bomb and the time of detonation.
- Listen for background noises that may help in identifying the area from which the call is coming. Listen to voice characteristics of the caller.
- Write down all information.
- Notify Peachtree Center Security at once (404) 688-3066 with a follow up call to Property Management (404) 524-3787.
- [A Telephone Procedures Bomb Threat Checklist](#) is available by clicking the link.
- Keep a lookout for strange or suspicious items. DO NOT TOUCH any suspicious items. DO NOT USE A CELL PHONE IN THE IMMEDIATE AREA of any suspicious item. Some bombs are set to detonate upon movement or cell phone activity.

### **If a Suspicious Package is found:**

- Notify security and property management immediately. Remain calm.
- Do not use a cell phone or any type of radio anywhere near the item due to if item is a bomb device the use of these items could possibly set the device off.
- Do not touch or disturb the item. Note the description of the item. Back away from the item.
- Inform others to stay away.
- Immediately observe your surroundings to see if anything is out of place or has been disturbed. Have others look at their surroundings and report any irregularities.
- Report findings to security and property management as quickly as possible with updated information as it is made available.

## **Emergencies: Civil Disturbance**

### **In case of a riot or public disturbance, follow these steps:**

- Notify Peachtree Center Security at (404) 688-3066 (24 hours/day, 7 days/week). During normal business hours, follow up with a call to property management at (404) 524-3787 giving the same information that was given to security. If one or more of the participants enters your suite, keep calm, be courteous and do not provoke an incident. If you elect, call Atlanta Police (911) to have the individual removed. Follow up with a call to Central Security at (404) 688-3066 and property management at (404) 524-3787 with the information give to the police.
- Do not become a spectator. Leave or avoid the area of the disturbance to prevent injury or possible arrest. Consider locking your doors.
- If a riot erupts, security will work with property management to furnish necessary information detailing the knowledge of the areas at risk, street closings, public transportation reports, etc.
- In the event an evacuation becomes necessary, security, property management, Police and Fire personnel will coordinate the evacuation process in a safe and orderly manner.
- If you are away from your office when a riot or other public disturbance takes place, i.e. in the Peachtree Center Courtyard, Mall parking garage, or on a surface street around Peachtree Center, try to return to your office or one of the buildings on property immediately near you. The Security Lobby Officer will assist in directing you to a safe area.
- During a riot or public disturbance Peachtree Center's property management may find it necessary to limit certain services that restrict access to the buildings to protect the tenant and the property.
- Security personnel and necessary building maintenance staff will immediately secure the buildings for the duration of the emergency.



# Emergencies: Earthquake

## Earthquake Preparedness

*Keep an earthquake preparedness kit on hand. Include the following:*

- Food and water - at minimum, a 3 day supply (a 7-day supply is ideal)
- First Aid kit and First Aid manual
- Large and small heavy-duty plastic bags, duct tape and scissors
- Extra prescriptions and eyewear
- Heavy-duty shoes and gloves
- Extra clothing and a whistle
- Rescue tools
- Portable TV and/or radio with extra batteries
- Flashlights and extra batteries
- Cash (ATMs and credit cards may not work)
- Emergency Phone List, including family at work, school, daycare, etc.
- Long-distance message check-in phone number
- Cell phone

## During an Earthquake

Falling objects or debris that has become dislodged by the quake causes most earthquake-induced injuries. During an earthquake, please observe the following:

- Remain calm; do not panic.
- Stay in the office area.
- Take cover under tables, desks, or strong doorways.
- Keep away from windows and glass doors.
- Keep clear of filing cabinets, shelves and tall stacks of materials.
- Check for any injured personnel and administer first aid where necessary.
- Floor Wardens should assess damage and injuries and be prepared to expedite evacuation of serious cases.
- In the event of a fire resulting from an earthquake, follow the fire emergency procedures.

Elevators are equipped with seismic detectors, which when activated, will automatically stop the elevator at the nearest floor; if they are occupied at the time, inhabitants should exit immediately and follow instructions issued by the Floor Warden.

## Following an Earthquake

- Be prepared for aftershocks. While aftershocks are generally smaller than the earthquake that generates them, they can cause additional damage.
- If you smell gas, notify Security immediately.
- Check immediate location - make sure you are safe.
- Check for injuries and apply first aid as needed. Be prepared for an absence of immediate emergency services and be prepared to help yourself and others.
- Extinguish any fires. Do not light matches. Do not smoke.
- Listen for news or pertinent instructions on the radio or television.
- Do not use the telephone unless you have a dire emergency.
- Ensure that all telephone receivers are properly mated to their cradles.
- Conserve and responsibly ration food and water.

## **Emergencies: Elevator Malfunction**

Elevator Entrapment is a very uncommon occurrence, but due to the fact that it is a mechanical device, failure is possible. Therefore, preparedness to deal with this type of emergency is necessary.

**The following procedure is to be used if you become trapped in an elevator:**

- Remain calm.
- Alert security immediately upon receiving any calls via the emergency communication system/alarm button located on the elevator panel inside the elevator cab.
- Do not attempt to pry open doors.
- Do not attempt to crawl out or jump from elevator cab. Do not attempt to use the overhead hatch.
- An elevator mechanic will be called to secure elevator cab for safe exit.
- If 911 is called via cell phone, please also immediately contact security at (404) 654-1285 so that proper procedures can be applied in facilitating emergency response units to needed locations.
- Remember to stay calm and communicate with others via talking intercom use or cell phone during elevator entrapment. By following the above listed procedures and knowing every effort is being made by management to facilitate a safe exit from elevator entrapment here at Peachtree Center.

# Emergencies: Emergency Contacts

## Emergency Contacts

<b>Police, Fire, Ambulance</b>	911
<b>Security (24 hours/day, seven days/week)</b>	(404) 688-3066
<b>Central Security Office (main number)</b>	(404) 654-1285
<b>Central Security Office (emergency phone)</b>	(404) 688-3066
<i>Medical Facilities</i>	
<b>Atlanta Medical Center (303 Parkway Drive)</b>	(404) 265-4262
<b>Crawford Long (550 Peachtree Street)</b>	(404) 686-4411
<b>Grady Memorial Hospital (80 Butler Street)</b>	(404) 616-6200
<b>Piedmont Hospital (1968 Peachtree Road)</b>	(404) 605-5000
<b>Poison Control Center of Metro Atlanta</b>	(404) 616-9000

## Important Notes

If you call 911 as a result of a medical emergency, please be sure also to notify Property Management with your name, call-back number and location so that security may swiftly guide the paramedics to your exact location. If the audible alarm within the building sounds, please do not call the [Management Office](#), unless you have something specific to report.

Property Management is aware of the noise, as well as the source of the alarm, whether it's false or a legitimate emergency. Please keep the telephone lines clear so Management may attend to the situation as quickly and efficiently as possible.

# Emergencies: Evacuation

## Safe Areas:

1. For *Marquis Towers*, the safe area is the Courtland Garage.
2. For the Front 4 Towers it is the 161 Peachtree Center Garage.

**EVACUATE** - quietly and calmly using your nearest Emergency Stairwell Exit. Use Safe Stairwell Procedures listed below:

1. Remove high heeled shoes.
2. Move quickly. Walk in a single file using handrails.
3. Do not use the elevator.
4. Be prepared to move to one side for Emergency Personnel.
5. Allow others to enter without holding up traffic.
6. Send messengers down letting fire department know of location of physically impaired individuals.
7. Do not smoke.
8. Do not spread false information.
9. Travel as quickly as possible.
10. Do not panic or push while exiting the building.
11. Report any necessary information to Fire Department or other individuals as you exit the building.

## Evacuation of Disabled Persons

1. Please be sure to provide your Assistant Property Manager with a list of the names and locations of all persons who require assistance should it become necessary to evacuate the building. Because of emergencies, this list should be updated on a regular basis.
2. Any physically impaired individuals on your floor should be assisted into the stairwell by assigned co-workers.
3. Safe Refuge areas and Evacuation routes are planned, tested, and posted in case of an emergency evacuation. If an emergency warrants leaving the building, employees should know where these designated safe refuge areas are located.
4. Property Management has a list of [Safe Refuge Locations](#).

# Emergencies: Fire & Life Safety

## Fire & Life Safety

### Floor Warden Information

Case studies of office fires show that most could have been prevented if simple safety precautions had been exercised.

### You can prevent fire by following these simple precautions:

- Assign someone to make certain that all appliances are turned off at the end of the day
- Be alert for strange odors, sparks or flashes from electrical appliances. Have malfunctions checked immediately.
- Do not overload electrical receptacles or circuits.
- Store and use flammable liquids according to safety regulations. Clean up spills at once. Do not place flammable materials on top of computer terminals.
- Do not use space heaters or place live Christmas trees in your suite.
- Do not obstruct sprinkler heads. Nothing should be stored within 18" of the ceiling. Have all employees participate in Fire Drills and aware of [safe refuge locations](#).

### Plan Ahead

- Assign a Floor Warden and an Alternate to handle related responsibilities applicable with emergency procedures.
- Have Fire Department and other emergency phone numbers available for quick reference in case of an emergency.
- Know where your Primary and Secondary Emergency Exits are located and where they lead.
- Know the routes and count the doors to your Emergency Exits. It is hard to see exit signs through smoke and you may have to feel your way out.
- Know location, type and operation of fire alarms and fire extinguishers. Contact your Floor Warden or Fire Safety Director for fire extinguisher training.
- Know location of [Safe Refuge Areas](#) inside and outside your building. Participate in all fire drills.

### If You Discover a Fire:

- **CLEAR** anyone in immediate danger.
- **CONFINE** the fire by closing all doors and windows to the area.
- **CALL** the Fire Department (911), Security (404) 688-3066, Property Management (404) 524-3787 and your Floor Warden.
- **ACTIVATE** fire alarm by pulling the hand on the fire alarm pull station (located next to the fire escape door).
- **EXTINGUISH** the fire only if you can do so without endangering yourself.
- **EVACUATE** quietly and calmly using your nearest Emergency Stairwell Exit. Use Safe Stairwell Procedures listed below:
  1. Remove high heeled shoes.
  2. Move quickly. Walk in a single file using handrails.
  3. Do not use the elevator.
  4. Be prepared to move to one side for Emergency Personnel.
  5. Allow others to enter without holding up traffic.
  6. Send messengers down letting fire department know of location of physically impaired individuals.
  7. Do not smoke.
  8. Do not spread false information.
  9. Travel as quickly as possible.
  10. Do not panic or push while exiting the building.
  11. Report any necessary information to Fire Department or other individuals as you exit the building.

## FOLLOW DIRECTIONS OF EMERGENCY PERSONNEL.

### If You Smell Smoke Or Hear The Alarm:

- Before opening any door, feel the top of the door with your hand. If the door is HOT - DO NOT OPEN IT.
- Proceed to an alternate exit door.
- If no alternate exit door is available, call Fire Department (911). Give them your exact location and all known facts.
- Call Security (404) 688-3066 and Property Management (404) 524-3787. Give them the same information that you gave the Fire Department.
- Seal the door and any vents with cloth material to keep the smoke out. Retreat - Close as many doors between you and the fire as possible.
- If you encounter smoke, stay low. Air is cooler and cleaner closer to the floor. If water is available, keep a wet cloth over your mouth or nose.
- Avoid breaking windows. This may cause the fire to spread in your direction by being a fresh source of oxygen. Signal at the window by waving a brightly colored object.
- Remain calm. Help is on the way.

#### **If the Door is Not Hot:**

1. Open door cautiously while standing behind it while being prepared to quickly close the door if needed. Check the corridor.
2. If there is smoke present, stay low and crawl to the nearest Exit. Be sure to close the doors behind you. Walk down.
3. If there is no smoke, walk to your Primary Stairwell Exit. Evacuate using Safe Stairwell Procedures.
4. In any fire where heavy smoke is present, remember that smoke rises, and cleaner air is near the floor - you may want to crawl on your hands and knees. If water is available, hold a wet cloth over your nose and mouth.

#### **Evacuation of Disabled Persons**

1. Please be sure to provide your Assistant Property Manager with a list of the names and locations of all persons who require assistance should it become necessary to evacuate the building. Because of emergencies, this list should be updated on a regular basis.
2. Any physically impaired individuals on your floor should be assisted into the stairwell by assigned co-workers.
3. [Safe Refuge areas](#) and Evacuation routes are planned, tested, and posted in case of an emergency evacuation. If an emergency warrants leaving the building, employees should know where these designated [safe refuge areas](#) are located.
4. Property Management has a list of [Safe Refuge Locations](#).

## **Emergencies: Hazardous Substances / Fire Hazards**

The Employee Right to Know Law states that employers must inform employees about hazardous substances in their work environments. Material Safety Data Sheets (MSDS) must be given to the [Management Office](#) for any hazardous substances used by your company or by a vendor of your firm. The manufacturer of the hazardous substance is required by law to provide the MSDS upon request.

Please note that lease restrictions prohibit storage of gasoline, paint or other flammable substances.

### **Space Heaters**

- A large number of fires are caused each year by portable space heaters. For this reason, no type of portable space heater is allowed in Peachtree Center. This is a violation of Atlanta fire code.

### **Christmas Trees**

- Live Christmas trees are not allowed in commercial office buildings unless properly treated by a fire retardant chemical. Lights are allowed on artificial trees, but not on natural trees or live wreaths (even if treated with fire retardant).

## **Emergencies: Flooding**

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by [Property Management](#) personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.



## **Emergencies: Homeland Security**

Peachtree Center recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks.

**Click on the links below to access a variety of resources that aid in preparing for a regional emergency:**

- *Georgia Office of Homeland Security*  
<http://www.gema.state.ga.us>
- *Department of Homeland Security*  
<http://www.dhs.gov/dhspublic>
- *Federal Emergency Management Association*  
<http://fema.gov/>
- *American Red Cross*  
<http://www.redcross.org/>
- *Center for Diseases Control and Prevention Emergency Preparedness and Response*  
<http://www.cdc.gov/>

**Local media outlets will provide important information during an emergency situation:**

- *WSB TV 2 (ABC):*  
<http://www.wsbtv.com/index.html>
- *WAGA TV 5 (Fox):*  
<http://www.myfoxatlanta.com/myfox/>
- *WXIA TV 11 (NBC):*  
<http://www.11alive.com/>
- *WGCL TV 46 (CBS):*  
<http://www.cbs46.com/>
- *Atlanta Journal Constitution:*  
<http://www.ajc.com/>

## **Emergencies: Medical Emergency**

If outside emergency services are needed, call 911. If 911 is called, also immediately notify Security at (404) 688-3066 or property management at (404) 524-3787. If a medical emergency arises, first aid should be administered by someone qualified. Security will meet the medical personnel and escort them to the patient. Cover the victim and do not move him/her unless there is immediate danger of further injury.

# **Emergencies: Pandemic Preparedness & Response Plan**

March 26, 2020

Dear Tenants,

We are committed to continuing to communicate as warranted with our tenants as we navigate through the COVID-19 pandemic and to sharing any updates that could affect your operations. We also continue to proactively expand our protocols within our properties as extraordinary measures are enacted by governing jurisdictions. Protecting your health and safety, and that of our workforce is foremost on our minds as we respond to these unprecedented events.

## **Updated Operations:**

- Engineering will no longer be responding to work order requests in person. Please log your requests (building or janitorial related) in the building work order system and they will be addressed on a case by case basis.
- Inspections of any nature in your suite will be suspended until further notice.
- Management will no longer be accepting guests in the management office but are readily available to take your calls and emails.
- Management and Engineering have adjusted their schedules to maximize their safety and health so that we can continue to service our tenants and guests needs without detriment to your operations.

## **Property Management continues to:**

- Repeatedly clean and disinfect highly touched surfaces and high traffic common areas with hospital-grade cleaning agents.
- Provide hand sanitizer dispensers in select high traffic lobbies as available.
- Remind our staff and tenants – if symptoms appear, or exposure occurred - STAY AT HOME and seek medical care.
- Promptly respond to tenant inquiries re: specific issues and questions as appropriate.
- Communicate property specific, known facts on a routine basis.
- Host ultra-frequent leadership calls across our real estate portfolio to remain focused on addressing issues that surface and to discuss next steps.

## **For our Tenants:**

- NOTIFY THE MANAGEMENT OFFICE AT (404) 524-3787 AS SOON AS POSSIBLE SHOULD A CONFIRMED CASE OF COVID-19 BE REPORTED IN YOUR PREMISES.
- The decision to close your place of business is the responsibility of each tenant and not the owner /manager unless mandated by governmental action. Please be mindful of your mail and package deliveries as management will not be able to intercept.
- Manage your business continuity plan and protocol to avoid the spread of the disease.
- Contact your insurance carrier to determine coverage.
- Refer to the following link regarding the new small business relief guidelines issued by the SBA - <https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>

We SINCERELY appreciate your cooperation as we partner to shorten this pandemic.

## **Resources:**

Centers for Disease Control  
Department of Health and Human Services  
United States Occupation Safety and Health Administration

[www.cdc.gov](http://www.cdc.gov)  
[www.hhs.gov](http://www.hhs.gov)  
[www.osha.gov](http://www.osha.gov)

## **State Specific:**

Georgia Emergency Management  
Georgia Department of Public Health

[www.gema.ga.gov](http://www.gema.ga.gov)  
[www.dph.georgia.gov](http://www.dph.georgia.gov)



## **Emergencies: Power Failure**

Interruption of electrical service may occur within the building for various reasons. If your suite encounters a power failure, please contact your Assistant Property Manager and relay location and the type of equipment affected (lights, computers, telephones, etc.). The staff will make every effort to restore power as quickly as possible.

If power failure is due to the building's main Power Supplier (GA Power), property management will relay the reason or cause as soon as information is received.

## **Emergencies: Severe Weather**

A "*Weather Alert*" radio is monitored by security. Our local weather service will advise of severe weather conditions by automatically activating this radio. You may also tune in to a local radio station for weather information or subscribe to "severe weather text alerts," offered by numerous cell phone carriers.

### **Tornado**

- Unlike hurricanes, tornadoes are not as predictable and little or no warning is given. Tornado Weather is typically identifiable as hot "sticky" days with southerly winds and a threatening sky that includes dark thunderstorm clouds, often greenish black in color. Danger signs include severe thunderstorms, hail, roaring noise, winds, and funnel shaped clouds.
- In case of a tornado warning, the building should not be evacuated. Move away from windows and gather in the "core" of the building. Remain on your floor away from the outer walls and glass windows.
- A Tornado "Watch" means that conditions are right and tornadoes are expected to develop. Keep tuned to your local radio station for further information when a bad storm threatens.
- A Tornado "Warning" means that a tornado has actually been sighted or detected by radar. Take cover at once. If you see or hear a tornado coming, do not wait for Tornado Warning Signal. Take cover immediately.
- Whenever a tornado watch or warning is given, do not call the weather service except to report a tornado. Individual requests for information could tie up the telephone lines that are urgently needed to receive special reports or to relay special information to the public safety agencies and local broadcasting agencies.

## **Emergencies: Toxic Hazards**

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed,

**Call 911 and provide the following information:**

- Building's Address
- Your Floor
- Phone Number
- What Type of Spill has Occurred

Take appropriate action to contain the hazard; close doors behind you and always follow all safety procedures when working with toxic materials.

## **Emergencies: Unauthorized Visitors**

### **No Solicitation Policy**

Peachtree Center has a no solicitation rule, which prohibits door-to-door sales, and all other types of solicitation. If your office encounters these types of visitors, please contact your Assistant Property Manager /Property Manager and be prepared to give a detailed description of the individual.

If your office encounters an unwanted visitor, you should ask the visitor to leave your suite. If the visitor fails to comply, call Security at (404) 654-1285 and an officer will be dispatched to your location to speak with the visitor and, if necessary, call the City of Atlanta Police.

While it is always best to give as much information as possible to Security or the Assistant Property Manager /Property Manager, there may be a time when you cannot speak freely if the unwanted visitor is in the same room as you. In cases such as these, you are to call Security and give your company name followed by the building name and suite number and use the following duress code "your package is ready". If you are not able to place the call yourself, you should alert someone else in your office to place the call. Proper training with your internal staff is very important in regards to the way you choose to set up your in-house policy. With proper training your staff will know what to look for, what to do and who to call when they see or hear the applicable hand motion or certain word in which your company has put into place for this situation.

When security dispatch receives a call with the information requested along with hearing "your package is ready", they will automatically know that you have a problem in your suite and cannot speak freely. Upon receipt of such a call, security immediately dispatches an officer on property to go at once to the location from which the call was received.



## **Introduction: Welcome**

The tenant information provided is meant to provide you with a better understanding of Peachtree Center and to facilitate your company's operations. There is a great deal of information contained within this handbook. Take the time to familiarize yourself with this handbook and it will become a valuable resource for you and your company. In addition, the Management Office is available to help in any way possible and your first call for any problem or question can always be directed to the [Management Office](#) at (404) 524-3787.

Every attempt has been made to provide current and accurate information in this portal, but it is possible that some items will change over time. Please feel free to contact the Management Office with any questions you may have. We are here to serve you.

## **Introduction: About Banyan Street Capital**

Banyan Street Capital is a private equity firm focused on acquiring and managing office properties directly or in joint ventures with institutional capital partners.

With a concentrated presence in the Eastern United States, the company capitalizes on the team's experience and expertise to remain at the forefront of today's emerging economic growth and investment strategies. Banyan Street Capital's mission is to implement strategies that add value and deliver high risk-adjusted returns to its investors. More information about Banyan Street Capital is available at [banyanstreet.com](http://banyanstreet.com).

## **Introduction: About Peachtree Center**

Peachtree Center, often coined a city-within-a-city, was developed by renowned architect John Portman and offers an authentic, urban experience with endless opportunities.

Comprised of six high-rise buildings totaling 2.3 million square feet, Peachtree Center also offers the largest concentration of restaurants and shops in the area, is centrally located over a MARTA station and adjacent to three world-class hotels accessible by pedestrian bridges. It is within minutes of major freeways and thoroughfares and walking distance to several major attractions, including Mercedes-Benz Stadium, Philips Arena and more.

For the latest information on Peachtree Center, visit this website and engage with Peachtree Center on [Twitter](#), [Instagram](#) and [Facebook](#).

# Introduction: Mobile Property

## ***Access your Electronic Tenant® Portal from the palm of your hand!***

By bookmarking the Mobile Property App on your smartphone and adding an icon to your home screen, you will be able to access all of the information and features of a desktop portal, wherever you go.

### **Simply follow these 2 easy steps:**

1. Type, or copy and paste the URL into your smartphone browser: [peachtreecenterhandbook.com](http://peachtreecenterhandbook.com)
2. Add the bookmark to your home screen by following the instructions below:

#### *iPhone / iPad*

1. When you have the Mobile Property App displayed in your web browser, click on the share icon (bottom/center - box with arrow icon) and choose "Add to Home Screen."
2. Choose a name for the new application, or leave as is and click "Add."

#### *Android*

1. When you have the Mobile Property App displayed in your web browser, use the menu button and choose "Add Bookmark."
2. Go to your desktop / home screen and hold down a finger on any blank area until prompt comes up. At the prompt - select shortcuts - Bookmarks - Mobile Site.

#### *BlackBerry*

1. When you have the Mobile Property App displayed in your web browser, use the menu button and choose "Add to Home Screen."
2. Choose the name and location for your application, or leave the default settings, and press "Add."

## **Introduction: Welcome Video**

## **Neighborhood: Directions**

Peachtree Center is bounded by Andrew Young International Boulevard and John Portman Boulevard to the south and north and by Peachtree Street and Peachtree Center Avenue on the west and east.

### [Peachtree Center Directions and Parking Information](#)

#### **From I-75/I-85 heading south:**

- Take Courtland Avenue exit and continue south to the 3rd traffic light. Turn Right onto Andrew Young International Boulevard. Proceed one block to Peachtree Center Avenue. To park in the International Garage, take the first Left immediately after crossing over Peachtree Center Avenue.

#### **From I-75/I-85 heading north:**

- Take the Andrew Young International Boulevard exit and follow the signs to Andrew Young International Boulevard. To park in the International Garage, take first Left immediately after crossing over Peachtree Center Avenue.

#### **From I-20 heading east or west:**

- Follow signs to I-85 north and exit at Andrew Young International Boulevard. To park in the International Garage, cross over Courtland and then Peachtree Center Avenue. Take next immediate Left into the International Garage.

#### **From the Airport via MARTA:**

- From the Airport Station, take the northbound train to Peachtree Center Station. Exit and follow the signs to Peachtree Center.

## **Neighborhood: Transportation**

[Please click here for transportation information.](#)

[Please click here for downtown transportation services.](#)

## **Operations: Accounting**

Tenant shall pay to landlord, without demand, deduction or setoff, base rent as set forth in the Lease Agreement. Base rent is due and payable in advance on the 1st day of each month. Please note that payments are not accepted at the property management office and rent is not considered paid until payment is received in the lockbox.

Please contact your [Lease Administrator](#) to confirm the correct lockbox payment address.



# Operations: FAQs

## Frequently Asked Questions

*Q: How do I reserve a conference room?*

A: The Peachtree Center Conference Facilities are available on a first-come, first-served basis. Please contact [Management](#) for reservations.

*Q: How do I request a service call?*

A: Place an Angus request through the [Angus](#) Maintenance system.

*Q: How do I request additional space?*

A: Contact the [Leasing](#) team.

*Q: What do I do when my office is too cold or too hot?*

A: Place an Angus request through the [Angus](#) Maintenance system.

*Q: Can I bike to work?*

A: Absolutely - There is a bike rack located in front of the MARTA entrance near CVS. Please make sure to always use a sturdy lock.

*Q: Where Can I Smoke?*

A: Peachtree Center is a smoke-free workplace. Smoking is not permitted anywhere (inside or outside) on Peachtree Center property.

*Q: I am sensitive to the light, how do I request an adjustment to my lighting?*

A: Place a request through the [Angus](#) Maintenance System. An engineer will assist you.

*Q: Can I bring a space heater?*

A: No.

*Q: Can I bring in a coffee maker or other appliance?*

A: Yes, as long as your suite has sufficient power outlets.

*Q: Where can I park?*

A: In addition to a limited number of reserved Parking spots underneath several office buildings, Peachtree Center also encompasses 3 covered parking garages. [Peachtree Center Directions and Parking Information](#).

## **Operations: Holidays**

**The property holidays observed each year are listed below in order to aid your planning operations during the year:**

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

On these days, normal property services are not provided.

## **Operations: Leasing**

The office leasing company for Peachtree Center is [Colliers International](#), located at 1230 Peachtree St., NE Suite 800 Atlanta, GA 30309. The main phone number is (404) 888-9000.

The retail leasing company for the Hub Peachtree Center is [Colliers International](#), located at 1230 Peachtree St., NE Suite 800 Atlanta, GA 30309. The main phone number is (404) 888-9000.

### **Listed below is the contact information for the authorized representatives:**

Deming Fish	(404) 376-1330
Heather Lamb	(404) 285-7396
Jessica Doyle	(404) 771-8223
Whitney Spangler	(404) 888-9000

## Operations: Property Management

BSC Realty Services, Inc. is responsible for overall management of Peachtree Center. BSC Realty Services, Inc. sets the highest standards in every aspect of our business, and we are committed to providing our tenants with the best level of service this industry has to offer. The Management Office is located in Tower 225 at 225 Peachtree Street, Suite 200.

The office is open from 8:30 AM until 5:30 PM, Monday through Friday; however, the main phone line is answered 24 hours/day, seven days/week. The main telephone number is (404) 524-3787 and the facsimile is (404) 654-1200.

### Property Management Contacts

Marquis One Tower, Marquis Two Tower and Peachtree Center Parking Garages (404) 654-1209  
**Debbie Cook**, *Senior Property Manager*

The Hub at Peachtree Center, Tower 235, Tower 233, Tower 229 and Tower 225 (404) 654-1299  
**Sharles Menezes**, *Senior Property Manager*

Marquis One Tower, Marquis Two Tower and Peachtree Center Parking Garages (404) 654-1203  
**Vacant**, *Assistant Property Manager*

Tower 225, Tower 235, and The Hub at Peachtree Center (404) 654-1265  
**Spencer Rich**, *Property Administrator*

Tower 229, and Tower 233 (404) 654-1271  
**Diana Martinez**, *Property Administrator*

**Marti J. Blackstock**, *CPM, CCIM, Managing Director* (404) 654-1221

## **Policies: Contractors**

Lease Agreements require that the Landlord be advised, in writing, prior to performance of any alteration to tenant spaces.

This applies to services ranging from electrical outlets, painting, or relocation of walls. If your firm is contemplating improvements of any type, please submit written notification to the [Management Office](#) prior to commencement of work.

## **Policies: General Rules & Regulations**

**The following Rules and Regulations may vary slightly from lease to lease:**

1. The sidewalks, halls, passages, exits, entrances, shopping malls, elevators, escalators, and stairways of the buildings shall not be obstructed by any tenant or used by tenants for a purpose other than for ingress to and egress from their respective premises. The halls, passages, exits, entrances, shopping malls, elevators, escalators and stairways are not for the general public. Landlord shall, in certain cases, retain the right to control and prevent access thereto of all persons whose presence in the judgment of Landlord would be prejudicial to the safety, character, reputation, and interests of the buildings and its tenants, provided that nothing herein contained shall be construed to prevent such access to persons with whom any Tenant normally deals in the ordinary course of its business, unless such persons are engaged in illegal activities. No Tenant and no employee or invitee of any Tenant shall go upon the roof of the Building except such roof portion thereof as may be contiguous to the Premises of a particular Tenant and may be designated, in writing, by Landlord as a roof deck or roof garden area.
2. No sign, placard, picture, name, advertisement, or notice visible from the exterior of any Tenant's premises shall be inscribed, painted, affixed, or otherwise displayed by any Tenant on any part of the Building without the prior written consent of Landlord. Landlord will adopt and furnish to authorized Tenant personnel general guidelines relating to signs inside the Building on the office floors. Tenant agrees to conform to such guidelines, but may request approval of Landlord for modifications, which approval will not be unreasonably withheld. All approved signs or lettering on doors shall be printed, painted, affixed or inscribed at the expense of the Tenant by a person approved by Landlord, which approval will not be unreasonably withheld. Material visible from outside the Building will not be permitted.
3. The Premises shall not be used for storage of merchandise held for sale to the general public or lodging. No cooking or related activities shall be done or permitted by the Tenant on the Premises, except that use by Tenant of Underwriters' Laboratory-approved equipment for brewing coffee, tea, hot chocolate, and similar beverages provided that such use is in accordance with all applicable federal, state, county and city laws, codes, ordinances, rules and regulations.
4. No Tenant shall employ any person or persons other than the cleaning company or companies retained by the Landlord for the purpose of cleaning its premises, unless otherwise agreed to by Landlord in writing. Except with the written consent of Landlord, no person or persons other than those approved by Landlord shall be permitted to enter the Building for the purpose of cleaning the same. No Tenant shall cause any unnecessary labor by reason of such Tenant's carelessness or indifference in the preservation of good order and cleanliness. Cleaning service will not be furnished on nights when rooms are occupied after 9:30 PM, unless by agreement, in writing. Service is extended to a later hour for specifically designated rooms.
5. Landlord will furnish each Tenant with two keys to each door lock in its premises free of charge. Landlord may make a reasonable charge for any additional keys. No Tenant shall have any keys made. No Tenant shall alter any lock or install a new or additional lock or any bolt on any door of its premises without the prior written consent of Landlord and Tenant shall in each such case furnish Landlord with a key for any such lock. Each Tenant, upon the termination of its tenancy, shall deliver to Landlord all keys to doors in the Building which shall be furnished to such Tenant.
6. The freight elevator shall be available for use by the Tenants in the Building, subject to such reasonable scheduling as Landlord in its discretion shall deem appropriate. Persons employed to move such equipment in or out of the Building must be acceptable to Landlord. Landlord shall have the right to prescribe the weight, size and position of all equipment materials, furniture or other property brought into the Building. Heavy objects shall, if considered necessary by Landlord, stand on wood strips of such thickness as is necessary to properly distribute the weight. Landlord will not be responsible for loss of or damage to any such property from any cause and all damage done to the Building by moving such property shall be repaired at the expense of Tenant.
7. No Tenant shall use or keep in its premises or Building any kerosene, gasoline or inflammable or combustible fluid or any other material other than limited quantities thereof reasonably necessary for the operation or maintenance of office equipment, or, without Landlord's prior written approval, use any method of heating or air conditioning other than that supplied by Landlord. No Tenant shall use, keep, permit to be used any foul or noxious gas or substance in its premises, or permit or suffer its premises to be occupied or used in any manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odor or vibrations, or interfere in any way with other tenants or those having business therein.
8. Landlord shall reserve the right, exercisable without notice and without liability to any Tenant, to change the name and street address of the Building.
9. Monday thru Friday building "after hours" are 7:00 PM to 7:00 AM and at all hours on Saturday & Sundays for Tower 233, Tower 229, Tower 235 and Tower 225. Marquis I and Marquis II Tower's

building "after-hours" are Monday thru Friday 8:00 PM to 7:00 AM and at all hours on Saturday & Sundays. All persons entering or leaving the Building during such times may be expected to be questioned by Building security personnel as to their business in the Building and will only be granted entry via card access. Landlord shall, in no case, be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In the case of invasion, mob, riot, public excitement, or other circumstances rendering such action advisable in the Landlord's opinion, Landlord reserves the right to prevent access to the Building during the continuance of such action as Landlord may deem appropriate, including closing doors.

10. The directory of the Building will be provided for the display of the name and location of the Tenants and a reasonable number of the principle officers and employees of Tenants, and Landlord reserves the right to exclude any other names there from. Any additional name, which Tenant shall desire to place upon said directory, must first be approved by Landlord and, if so approved, a charge will be made there for.
11. No curtains, draperies, blinds, shutters, shades, film screens or other covering, hanging or decorations shall be attached to, hung or placed in, or used in connection with any window of the Building without the prior written consent of Landlord. In any event, with the prior written consent of Landlord, such items shall be installed on the office side of Landlord's standard window covering and shall in no way be visible from the exterior of the Building.
12. No Tenant shall obtain for use in its premises, ice, drinking water, food, beverages, towel, or other similar services, except at such reasonable hours and under such reasonable regulations as may be fixed by Landlord.
13. Each Tenant shall see that the doors of its premises are closed and locked and that all water faucets, water apparatuses and utilities are turned off before such Tenant or Tenant's employee leave its premise, so as to prevent waste or damage. Tenant shall be responsible for any default or carelessness in this regard and shall make good all injuries sustained by other Tenants or occupants of the Building or Landlord. On multiple-tenancy floors, all Tenants shall keep the doors to the Building corridors closed at all times except for ingress and egress.
14. The toilet rooms, toilets, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed. No foreign substance of any kind whatsoever shall be thrown therein and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by tenant who, or whose employees or invitees, have caused it.
15. Except with the prior written consent of Landlord, no Tenant shall sell, or permit the sale at retail, of newspapers, magazines, periodicals, theater tickets or other goods of merchandise to the general public in its premises, nor shall any Tenant carry on, or permit or allow any employee or other person to carry on, the business of stenography, typewriting, word processing, or any similar business in or from its premises for the service of accommodation of occupants of any other portion of the Building, nor shall the premises of any Tenant be used for manufacturing of any kind, or any business or activity other than that specifically provided for in such tenant's lease.
16. No Tenant shall install any radio or television antenna, loudspeaker or other device on the roof exterior walls of the Building.
17. There shall not be used in any space, or in the public halls of the Building, either by any Tenant or others, any hand trucks except those equipped with rubber tires and side guards or other such material handling equipment as Landlord may approve. No other vehicles of any kind shall be brought by Tenant into the Building or kept in or about its premises.
18. Each Tenant shall store all its trash and garbage within its premises. No material shall be placed in the trash boxes or receptacles if such material is such nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in the City of Atlanta without being in violation of any law or ordinance governing such disposal. All garbage and refuse disposal shall be made only through entryway and elevators provided for such purposes and at such times as Landlord shall designate.
19. Canvassing, peddling, soliciting, and distribution of handbills or any other written materials in the Building are prohibited, and each Tenant shall cooperate to prevent the same.
20. Tenant requests will be fulfilled only upon submission of request(s) to the Property Management Office utilizing the Angus work order system, and in special circumstances, via e-mail or telephone. Employees of Landlord shall not perform any work or do anything outside of their regular duties unless work orders have been submitted to, and approved by, Landlord. Additional charges may apply. Tenant shall be notified prior to work being performed of any applicable charges. Contact your Assistant Property Manager for access to the Angus work order system.
21. No animals, including without limitation pets (other than trained seeing-eye dogs required to be used by the visually impaired), bicycles or other vehicles shall be brought into the Building.
22. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular Tenant or Tenants, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other Tenant or Tenants, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the Tenants of the Building.

23. These Rules and Regulations are in addition to and shall not be construed to, in any way, modify or amend, in whole or part, the terms, covenants, agreements and conditions of any lease of any premises in the Building.
24. Landlord reserves the right to make such other and reasonable rules and regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of the Building and for the preservation of good order therein.



## **Policies: Insurance Protection**

All tenants are required to provide and maintain current certificates of insurance with the Management Office throughout the lease term. Amounts of coverage may be found in your Lease Agreement. Please note that BSC Realty Services, Inc. must be listed as additional insured.

In addition to the above, any person or company you employ to perform labor (moving companies, any type of construction, telephone vendors, computer cabling vendors, etc.) in your office space must also provide certificate of insurance substantiating proof of insurance to the [Management Office](#) listing BSC Realty Services, Inc. as additional insured prior to the commencement of such work.

These types of insurance provide for repair to the building or tenant suite due to damage inadvertently caused by your vendor, or provide for medical care should your vendor become injured performing work for your company.

[Click here for Contractor Insurance Requirements](#)

## Policies: Moving Procedures

The following rules are for moving furniture or equipment in or out of the buildings. Any movers who do not adhere to the rules will not be allowed to enter the premises or will be required to discontinue the move:

1. Move-ins of large quantities of furniture, equipment, or supplies must be accomplished after 6:00 PM on weekdays or on weekends or holidays and must be coordinated through the [Management Office](#).
2. All moves must be approved using a security clearance form. Upon arrival, all parties associated with move (construction projects should have the site manager report and act as primary contact with security) must check in with security on the loading dock. By providing a picture ID as a deposit, a security access card for the freight elevator will be assigned. The identification will be returned upon receipt of security card. Replacement cost for any lost security access card is \$50.00.
3. Clean masonite sections will be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. The masonite should be at least one-fourth inch thick. All sections of masonite should be taped to prevent sliding.
4. The mover must provide and install protective coverings on all vulnerable corners, walls, door facings, elevator cabs, and other areas along the route to be followed during the move. These areas will be inspected for damage after the move.
5. Never stick duct tape on the floors, walls, doorjambes or doors.
6. Tenants must make arrangements with the [Management Office](#) for use of a freight elevator for each move. A firm arrival time must be established.
7. The moving company must schedule a time following the move to arrange to pick up all discarded boxes.
8. No smoking is allowed inside the buildings loading docks or parking areas by any employee of the moving company.
9. All moving company employees should provide upon check-in to Central Security a picture I.D. and must be wearing a company uniform. Any moving company individual without picture I.D. or uniform will be denied access to work on property unless authorized by security supervisor or property /construction management.
10. The moving company must carry insurance coverage including, but not less than, the following:
  - **Worker's Compensation** in compliance with State of Georgia laws.
  - **Employer Liability** with limits of: Bodily Injury by Accident: \$500,000 each accident Bodily Injury by Disease: \$500,000 policy limit Bodily Injury by Disease: \$500,000 each employee
  - **Commercial General Liability** Insurance covering bodily injury and property damage. Such insurance shall be in limits no less than \$1,000,000 per occurrence.
  - **Fidelity Bond** covering all employees in an amount not less than \$50,000.
  - **Automobile Liability** Insurance with a limit of at least \$1,000,000 covering all owned, on-owned, and hired vehicles.

Each moving company shall present the above certificates to the Management Office at least forty-eight (48) hours prior to the scheduled moving day. BSC Realty Services, Inc. shall be listed as additional insured on the Commercial General Liability and Automobile Liability Insurance policies thus reading as follows:

### Certificate Holder:

ACP/ DLF Peachtree Center LLC c/o BSC Realty Services, Inc.  
Attn: Property Manager 225 Peachtree Street, NE Suite 200  
Atlanta, GA 30303

### Tower 235, Tower 225, Tower 233, Tower 229:

#### Insurance Certificates

**Additional Insured's:** ACP Peachtree Center LLC, BSC Realty Services, Inc., their officers agents and employees are named as additional insureds.

ACP Peachtree Center LLC c/o BSC Realty Services, Inc.  
225 Peachtree Street NE, Suite 200  
Atlanta, GA 30303

### Marquis One:

## **Insurance Certificates**

**Additional Insured's:** ACP Marquis I LLC, BSC Realty Services, Inc., their officers agents and employees are named as additional insureds.

ACP Marquis I LLC  
c/o BSC Realty Services, Inc.  
225 Peachtree Street NE, Suite 200  
Atlanta, GA 30303

## **Marquis Two:**

### **Insurance Certificates**

**Additional Insured's:** ACP Marquis II LLC, BSC Realty Services, Inc., their officers agents and employees are named as additional insureds.

ACP Marquis II LLC  
c/o BSC Realty Srevices, Inc.  
225 Peachtree Street NE, Suite 200  
Atlanta, GA 30303

The BSC Realty Services, Inc. staff is not allowed to move furniture or equipment. Should you require these services, you can call your Assistant Property Manager for a list of companies who provide specialized moving needs in this area.

## **Policies: Rent Payments**

Tenant shall pay to Landlord, without demand, deduction or setoff, Base Rent as set forth in the Lease Agreement. Base rent is due and payable in advance on the 1st day of each calendar month.

### **Please note that:**

- Payments are not accepted at the Property Management Office and rent is not considered paid until payment is received at the lockbox.
- Please contact your [Lease Administrator](#) to confirm the correct lockbox payment address.

## **Policies: Smoking**

Smoking is not permitted anywhere (inside or outside) on Peachtree Center property. This includes all parking decks, loading docks and patios. We are following the recommendations from our neighbors at the [American Cancer Society](#) and creating a clear policy to encourage wellness for all, as well as foster a clean, safe, enjoyable work environment.

Thank you for your assistance in making Peachtree Center a smoke-free workplace.

## **Security: After-Hours Access**

Peachtree Center has a card access control system to enhance perimeter and internal security. Card readers are located at the majority of main entry doors and in select elevator cabs within each tower. Each individual company is responsible for controlling access of their suite.

### **Normal Property Hours**

8:00 AM to 6:00 PM, Monday through Friday, excluding property holidays, and 8:00 AM to 2:00 PM on Saturday. Those entering the building prior to 7:00 AM or after 7:00 PM, Monday through Friday and throughout the entire weekend will be required to use a building access card, which may be requested through the Angus Maintenance System.

Marquis One Tower, Marquis Two Tower and Peachtree Center Parking (404) 654-1203  
Garages

**Vacant**, *Assistant Property Manager*  
Tower 225, Tower 235, Tower 233 and Tower 229 (404) 654-1265  
**Spencer Rich**, *Property Administrator*

## Security: Deliveries / Special Access

Routine, small deliveries may be made during normal property hours. Large deliveries (size or quantity, i.e. move in/out or furniture, etc.), after-hours special contract services must be scheduled in advance with the Management Office and require Security clearance. Security clearance may be obtained through the Angus Maintenance System.

### Delivery Points

- **Tower 235, Tower 225, Tower 229, Tower 233 and Retail:** Through the main loading dock off Peachtree Center Avenue.
- **Marquis One:** Through the loading dock off John Portman Blvd.
- **Marquis Two:** through the loading dock off Baker Street.

All delivery personnel must check in with the dock security officer. Parking is limited to 15 minutes for deliveries.

# Security: General Office Security

***Property security services are provided 24 hours a day, seven days a week.***

- Should you notice solicitors or other suspicious activities, please contact Security at (404) 654-1285. A security officer will be dispatched immediately.

## Unauthorized Persons

- If an unwelcome person comes into your office and you feel threatened, please contact Security at (404)654-1285 and use the code phrase "your package is ready". Please remember to identify your office and suite number. Security will immediately dispatch an officer to your suite.
- The Security Emergency (Red Phone) telephone number is (404) 688-3066, only to be used in the case of a real emergency.

## Security Checklist

Good security starts with each individual tenant. Follow the simple procedures below to help protect your tenant space and the property as a whole.

- Notify your Assistant Property Manager if there are any changes with building access cards.
- Restrict office keys to those that actually need them, and keep a list of keys distributed. Establish adequate procedures for collecting keys from departing employees.
- Restrict duplication of keys except for those specifically ordered, in writing, through the [Management Office](#).
- Lock filing cabinets each night and keep an accounting record of keys.
- Record all office equipment serial numbers (i.e., computers, calculators, audiovisual equipment, etc.) to maintain correct identification in case of theft or fire.
- Immediately deposit incoming checks and cash. Do not keep large sums of money in the office overnight. Clear desktop of important working material that should be safeguarded when you leave work.
- Monitor the reception area at all times.
- Secure doors when there is no one to monitor and or staff the receptionist area so that no unwanted visitors can enter your suite.
- Keep handbags, cell phones, laptop computers, valuables, etc. in drawers or cabinets that can be secured and locked.
- Promptly report solicitors or any suspicious persons.
- Question any unknown person in your suite by asking "May I help you?"
- Assign one person to insure that entrance doors to your space are secured at the end of each working day.
- Provide your Assistant Property Manager with a current detailed list of all staff with building access cards, updating regularly as changes to staff are made.
- Provide the Assistant Property Manager with "Emergency After Hours Contacts" and update any time changes to your emergency contacts are made.



## **Security: Keys & Access Cards**

Keys and access cards will be provided in accordance with your request upon move-in. After that time, you may obtain additional keys and building access cards through the [Angus Maintenance System](#) at a cost of \$28.75/per card.

No additional lock, latch or bolt of any kind may be placed on any door nor may any changes be made to existing locks without a written request from tenant and accompanied consent of the Landlord.

## **Security: Lost & Found**

Please contact Central Security at (404) 654-1285 to claim or report items that have been lost or found in the buildings.

## **Security: Property Removal**

Please place a service request through the [Angus Maintenance System](#).

## **Security: Security Escort**

For those working late, Security provides an escort for any tenant who is parked in Peachtree Center parking garages, including all Peachtree Center reserved garages, International Garage, 161 Peachtree Center Avenue Garage and Courtland Garage. To arrange for an escort, contact Security at (404) 654-1285.

## **Security: Solicitation**

Solicitation is not permitted at Peachtree Center.

In the event your office encounters a solicitor, please contact Central Security at (404) 654-1285 immediately and be prepared to give a detailed description of the person, including clothing and the location last seen. A security officer will be dispatched at once. In the event any literature is distributed by a solicitor, please give this information to the security officer upon his/her arrival.

## **Security: Workplace Violence**

Workplace violence refers to threatening behavior, harassment, verbal or written threats and abuse, and physical violence that endangers the physical or psychological safety or well-being of a person in his or her place of employment.

**There are three types of workplace violence, according to the United States Occupational Safety and Health Administration:**

1. The first type of workplace violence is stranger or outsider violence, which refers to someone with no connection to the business committing the violence.
2. The second type of violence is client or customer violence, which refers to a client of the business committing the violence.
3. The third type of workplace violence is employee or employee-related violence, which refers to an employee attacking another employee or someone related to an employee entering the workplace and attacking an employee.

**If you experience any workplace violence, please follow these procedures:**

- Determine your exact location (street address, floor company name, suite number).
- **Call 911 immediately.**
- Notify Central Security of the situation at (404) 654-1285. Secure your space.

## Services: Cleaning

Nightly janitorial service is provided after building operating hours five nights per week, Monday through Friday. Day porter service for common areas is provided from 7:00 AM until 5:00 PM, Monday through Friday. Janitorial services are not provided on holidays.

- All personnel may be identified by uniform and picture identification badge.
- Trash generated during the workday will be removed by the building night janitorial service. Trash items should be kept within the office. No items are allowed in hallways, stairwells or lobbies. All cardboard items should be marked trash and broken down as much as possible.

### Procedures not included in night cleaning are as follows:

- Cleaning personnel are instructed not to disturb paperwork or any articles left on desks or furniture. Special wall fabrics will not be cleaned.
- Special floor cleaning needs will be addressed with specific instructions received from property management.
- All trash not placed in trashcans should be labeled trash. Orange trash labels can be obtained from the [Management Office](#). All cardboard items should be marked "Trash". Any questionable items will not be removed.
- Computer equipment will not be cleaned.
- The washing of dishes and the cleaning of refrigerators and microwaves are not included in the janitorial contract scope of work.
- Your moving company should remove trash items generated by move-ins, such as boxes, wall protection, pallets and packing materials.
- Old furniture and old computer equipment cannot be disposed of in the building compactor and should be removed from the site by your vendors.
- Special cleaning requests, such as carpet shampooing, cleaning rugs, or furniture may be arranged by contacting your Assistant Property Manager in the Management Office. Fees do apply for these services and require written approval prior to services rendered.

## **Services: Elevators**

Elevators operate 24 hours/day, seven days/week. A building access card must be used to access your floor after- hours. After-hours is currently Monday through Friday, 7:00 PM to 7:00 AM, Saturday through Sunday, 24 hours.

Please note [Scheduling Procedures and the Rules and Regulations for the Freight Elevators](#).



## Services: Forms

For your convenience, we have included downloadable and printable PDF document forms that will expedite various property management service requests. Hard copies of all forms are available from the Property [Management Office](#) as well.

To view and print PDF files, you need the *Adobe Acrobat Reader* software. If not already installed on your computer, it can be obtained for free at [www.adobe.com](http://www.adobe.com).

- [Active Shooter - How to Respond Guidelines](#)
- [Bomb Threat Checklist](#)
- [Conference Facilities - Making a Reservation](#)
- [Conference Facilities - Rules & Regulations](#)
- [Contractor Insurance Requirements](#)
- [Contractor Rules & Regulations](#)
- [Downtown Transportation Services](#)
- [Peachtree Center Directions and Parking Information](#)
- [Event Space Diagram](#)
- [Fitness Center Waiver](#)
- [Mobile Coupon Program "How To" Guide](#)
- [Moving Procedures](#)
- [Plaza Rental Guidelines](#)
- [Safe Refuge Map](#)
- [Tenant Contact Form](#)

## **Services: HVAC**

Hours of operation are 8:00 AM until 6:00 PM, Monday through Friday and Saturday per lease requirements. An automated heating, ventilation and air conditioning system operates to insure your comfort in the building.

Sensors that are calibrated to maintain industry parameters for optimum comfort are strategically placed within your office to control temperature. Any discomfort with the temperature in your space should be reported via [Angus](#) or to your Assistant Property Manager. Please do not adjust the temperature without the assistance of a building engineer.

If you require HVAC service after normal business hours, this may be requested through the [Angus Maintenance System](#) no later than 2:00 PM on the day service is required or by 2:00 PM, Fridays for weekends. An hourly rate will be charged for this service, per the terms of your lease agreement.

## Services: Mail Service

Mailrooms located throughout Peachtree Center provide mail pick-up via Post Office boxes, drop boxes via [Federal Express](#), [UPS](#) and other express mail services, and company mailboxes. Post Office boxes are serviced and controlled by the US Post Master. Contact your Assistant Property Manager for information regarding questions/directions for Post Office Box needs. Mail pick-ups are Monday through Friday (excluding holidays) at 12:00 PM and 3:00 PM for regular mail. Overnight courier mail is collected as noted on their respective drop boxes.

### **Mailrooms and post office boxes are located at the following locations in Peachtree Center:**

- Tower 235 (on the back corridor from Tower 233)
- Marquis I Tower (HL Level)
- Marquis II Tower (BL Level)

Mail drop chutes are located and controlled by US Post Master on each floor in the main elevator lobby for Tower 235, Tower 225, Tower 229 and Tower 233.

### **Other locations for mail drop chutes are:**

- Tower 235 Main lobby (1st floor)
- The Hub Gallery Level (Tower 225 Elevator Lobby)
- Tower 233 Main Lobby (1st floor)
- Tower 229 Main Lobby (1st floor)

The nearest full-service U.S. Post Office is the Peachtree Center Station located at: 249 Peachtree Street N. W., Atlanta, Georgia 30303, below the Merchandise Mart located off Peachtree Street. Hours are 8:00 AM until 5:00 PM, Monday through Friday.

### **Nearest drop boxes:**

#### [Federal Express](#)

- Hyatt Regency Atlanta
- Tower 235 Mailroom (off Courtyard)
- Marquis II Mail Room

#### [UPS](#)

- Marquis I Mail Room
- Marquis II Mail Room
- Tower 235 Mailroom (off Courtyard)

## **Services: Pest Control**

Peachtree Center contracts monthly preventative maintenance to control office building pests. Please report any pest control concerns through the [Angus Maintenance System](#). The exterminator will respond within 48 hours.

Additional charges may apply for special services.

## **Services: Service Requests**

Tenant requests for services such as temperature adjustment, lighting replacement, janitorial, security, or electrical should be directed to the Angus Maintenance system. Our staff is available to handle your service requests from 8:00 AM until 5:30 PM, Monday through Friday. The [Angus](#) Maintenance system may be accessed 24 hours/day, seven days/week. After-hours emergency requests should be directed to our main office line at (404) 524-3787. Your request will be routed to the appropriate engineer for corrective action.

We suggest that all service calls be directed through one person designated by your office as the coordinator for service requests. This will avoid duplication of efforts and ensure a timely response and follow-up by the Peachtree Center staff.

## **Services: Signage & Directory**

Upon move-in, each tenant's company name will be added to the main lobby directory of the tower in which they are located. A tenant plaque, front door sign with company name and suite number will also be provided for identification at each main suite entrance. All multi-tenant floor elevator lobbies will have signage that list the name of companies located on that specific floor along with arrows of direction for means of locating tenants on that floor.

Unless permitted in your lease agreement, no other type of sign may be affixed to the outside of any tenant premises without prior written consent of the Management Office.

## Services: Waste Removal

**Office waste is removed from designated waste receptacles by the janitorial staff Monday through Friday evenings.**

All trash not placed in waste receptacles should be labeled trash. Orange trash label stickers can be obtained from the Management Office. Any questionable items will not be thrown away. Corridors must be kept neat and orderly. Please refrain from storing or placing any boxes, newspapers or other storage trash in building corridors, phone closets, electrical closets, stairwells, elevator lobbies and other common areas including paths of emergency exits. Property Management and City of Atlanta inspectors do monitor these areas and if any storage is found applicable fees are subject to be assessed. If these items need to be removed prior to arrival of the janitorial staff in the evening, contact your Assistant Property Manager.

Our compactor limits disposable waste to normal office trash (papers, files, boxes, food waste, etc.). Discarded furniture and outdated office equipment cannot be placed in the compactor. Please make arrangements with your office supply or office equipment vendor to remove these items at the time new equipment is delivered. If such items are discovered in lobbies, loading docks or other areas of the building, tenants to whom items belong will be responsible for any charges incurred by property management for disposal and removal fees.

Toner cartridges, paint and other related items cannot be disposed of via our normal waste removal process. Please call your Assistant Property Manager if assistance is needed in removal of such items. During moving activity, your moving company is responsible for removing boxes, pallets or crates. A fee may be imposed if the [Management Office](#) is forced to pay for removal of any of the above items.

## **Sustainability: LEED / Energy Star**

**The following buildings are LEED certified:**

- Marquis One Tower

**The following buildings are Energy Star rated:**

- Tower 235
- Tower 225
- Tower 233
- Marquis One & Two Towers



## **Sustainability: Bicycle Parking / Storage**

Commuting by bike to work is a great way to cut down on auto emissions and reduce your carbon footprint along with increasing daily physical activity. To support these initiatives at Peachtree Center, we provide bicycle parking in front of the MARTA entrance near CVS.

Access to the bicycle parking is available at no charge and on a first-come, first-serve basis. Please ensure your bike is securely locked, as Peachtree Center Management is not responsible for any damage or loss due to theft.

[Click Here for Safe Biking Tips](#)

## **Sustainability: Carpooling**

At Peachtree Center, we encourage carpooling as another great way to decrease automotive emissions and keep the air clean. Carpooling can also save money on your commute costs along with wear and tear on your vehicle.

**Please see below for links to carpooling information in the area:**

- <http://www.erideshare.com>

## **Sustainability: Green Tips**

At Peachtree Center, we are committed to protecting and preserving our environment. Along with the green initiatives we have taken in the building, we have provided tips and links to great websites that will aid in continuing the initiative in daily life here and at home.

### **Green Tips**

- Optimize the energy settings on computers and other electronic devices and make sure to shut them down at the end of the day.
- Unplug printers, scanners and copiers that are only used occasionally.
- Turn off all lights and any audio / visual equipment that is not being used.
- Keep things digital and minimize the use of materials whenever possible, do not use unnecessary amounts of paper.
- Implement the use of recycled materials such as recycled paper whenever possible.
- Bringing lunch and using reusable containers cannot only save unnecessary waste but costs too. If you order take-out join co-workers in large orders to minimize waste of small individual packaging.
- Bring in mugs / glasses / utensils to reduce the use of paper/plastic goods.

### **Click on the links below for more Green Information:**

- <http://www.earthshare.org/green-tips.html>
- <http://www.thegreenguide.com/green-living>

## Sustainability: Recycling

At Peachtree Center, we appreciate and support the positive effect that recycling can have on the environment. With that in mind, we have established a convenient single stream recycling program.

Throughout the property and tenant suites, all wastebaskets with clear can liners will accept all recyclable materials, no need to sort. Break rooms and kitchens will use black can liners, which will accept food and wet waste that cannot be recycled.

Please contact the [Management Office](#) for further details on the single stream recycling program.

*E-Recycling drives are also held on an annual basis.*

***Please see below for a list of recyclable items vs. non-recyclable items:***

### Accepted Recyclable Items:

- Office Paper
- Newspaper
- Brown Paper Bags
- Magazines
- Junk Mail
- Phone Books
- Plastic Bottles and Containers #1-7
- Aluminum / Tin / Steel Cans
- Flattened Cardboard (e.g. Cereal and Snack Boxes)
- Paper Cardboard (e.g. Dairy and Juice Containers)
- Glass Bottles and Jars

### Non-Recyclable Items:

- Anything in the above list that is not soiled or wet
- Styrofoam
- Wax Paper
- Pizza Boxes
- Any Plastic without #1-7
- Tempered Glass

For more information on recyclable materials in general, [click here](#).

## **TECH: Electronic Tenant Portal**

The *Electronic Tenant*® Portal, also known as our *tenant work order system*, allows for 24/7-access to vital property information including:

[Amenities](#)  
[Services](#)  
[Preparedness](#)  
[Security](#)  
[Sustainability](#)  
[Policies](#)  
[Operations](#)

This informational hub is also a central access point for all online services (i.e. [Service Requests](#), [Certificate of Insurance Tracking](#), [Tenant Communications](#), etc.) associated with the property.

# TECH: On Demand

It's an on demand world. Need a ride? A reservation? Food delivered? Tickets? Click on the logos below. Any additional suggestions of local on demand services? Drop us a line.



## **TECH: TECH at the Property**

**Registered** tenants have the ability to set communication preferences for receiving Email Notifications, Calendar updates, and Instant Alert Notifications.

[\*Click here to register!\*](#)

**Preferences** determine what information users receive (amenity, emergency, sustainability, exclusive retail / restaurant offers, calendar events, etc.) as well as how they receive the notifications (email and text messages). Preferences also allow Users to opt in (or out) of messages based on the alert level (low, medium and high).

## TECH: Tenant Center

*Peachtree Center wants to ensure you are kept in the know!*

# Tenant Center Registration Video

Tenant Center Access will allow you to:

- **Customize** notification options - receive information via email and/or text!
- **View and manage** your contact information.
- **Sign up for notifications** containing critical property information such as updated policies, security procedures, building closings, etc.!
- **Receive alerts** pertaining to the latest news about the surrounding area like weather and traffic conditions!
- **Stay current** and improve your involvement in crucial property initiatives like sustainability and preparedness campaigns!
- **Learn more** and take better advantage of the [available amenities](#) and affinity programs at your property!

## SIGN UP SIGN IN

### Need Access?

1. Click on the "[Request Account](#)" link on the login page of the Tenant Center.
2. Enter your contact information and click "Submit". Your account request will then be sent to Management for review.
3. Once your request is approved, you will receive your login credentials via email. You can then login to the Tenant Center, update your password, and review and update your contact information and notification preferences.

### Download the App!



# Help Center

\*Requires being logged into the Tenant Center

## **Wellness: Overview**

At Peachtree Center, we recognize the workplace wellness programs that support employees and their work environment.

Wellness has a positive impact on employee morale and can also present a positive return on investment for the employer, too. If employees are healthy and happy they will be more productive!

This property is invested in providing a healthy environment that fosters employee wellness and satisfaction.

## Wellness: CDC Workplace Health Promotion / ScoreCard

The *Center for Disease Control (CDC)* offers a website dedicated to workplace health promotion and offers you a property scorecard to evaluate wellness awareness. **The scorecard provides you and your property team with suggestions for moving forward with programs appropriate for your property, and steps on how to integrate them:**

- [Workplace Health Promotion Scorecard](#)

**Below, please find links to helpful information and ideas regarding wellness in the workplace:**

- [101 Low-Cost Ideas for Worksite Wellness - Moda Health](#)
- [121 Employee Wellness Program Ideas - SnackNation](#)
- [Brown & Brown Benefit Advisors - Compliance Corner](#)

# Wellness: General Health

## General Health

- [Vaccines & Immunizations](#)
- [Smoking & Tobacco Use](#)
- [Workplace Health Promotion](#)

## **Wellness: Nutrition**

### **Nutrition**

- Employers can offer healthy foods at meetings, conferences and catered events.
- Remember to stay hydrated - drink plenty of water throughout your day!

# Wellness: Pandemic Preparedness

## What you Need to Know

- An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus can cause serious illness because people do not have immunity to the new virus. Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.
- Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include "waves" of influenza activity that last 6-8 weeks separated by months. The number of health care workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins.

## Importance and Benefits of Being Prepared

- The effects of a pandemic can be lessened if you prepare ahead of time. Preparing for a disaster will help bring peace of mind and confidence to deal with a pandemic.
- When a pandemic starts, everyone around the world could be at risk. The United States has been working closely with other countries and the World Health Organization (WHO) to strengthen systems to detect outbreaks of influenza that might cause a pandemic.
- A pandemic would touch every aspect of society, so every part of society must begin to prepare. All have roles in the event of a pandemic. Federal, state, tribal, and local governments are developing, improving, and testing their plans for an influenza pandemic. Businesses, schools, universities, and other faith-based and community organizations are also preparing plans.
- As you begin your individual or family planning, you may want to review your state's planning efforts and those of your local public health and emergency preparedness officials. State plans and other planning information can be found at [www.pandemicflu.gov](http://www.pandemicflu.gov).
- The Department of Health and Human Services (HHS) and other federal agencies are providing funding, advice, and other support to your state. The federal government will provide up-to-date information and guidance to the public if an influenza pandemic unfolds.

## Pandemic Flu Resources

- There are many publicly available resources in place to help communities, companies, and individuals plan for a possible pandemic flu outbreak. A few of the most useful sites are linked below:
- [Pandemicflu.gov](http://Pandemicflu.gov) This is the official U.S. Government site for information on pandemic and avian influenza. The material on this site is organized by topic for easy reference.
- Centers for Disease Control and Prevention (CDC) The CDC Web site is another primary source of information on pandemic influenza. They also have a hotline - 1-800-CDC-INFO (1-800-232-4636) - that is available in English and Spanish, 24 hours a day, 7 days a week (TTY: 1-888-232-6348). Or, if you prefer, questions can be e-mailed to [inquiry@cdc.gov](mailto:inquiry@cdc.gov).
- Department of Homeland Security (DHS) DHS is working on a "Business Planning Guide," which will be posted on the DHS home page and on [Pandemicflu.gov](http://Pandemicflu.gov) as soon as it is completed. Also, for business-specific questions, the DHS has created an e-mailbox - [DHSPandemic@dhs.gov](mailto:DHSPandemic@dhs.gov).

## The aforementioned resources will provide a lot of information, but we also encourage you to:

- Listen to local and national radio.
- Watch news reports on television.
- Read your newspaper other sources of printed and Web-based information. Look for information on your local and state government Web sites.
- Consider talking to your local health care providers and public health officials.

## Wellness: Physical Activity

See the following for information on physical activity programs and/or facilities and walking/cycling trails in our area:

- Get up and move! Standing up from your desk and moving will increase circulation and general focus.
- Active transportation e.g. biking or walking to work - [Bicycle Commuting Data](#).
- We encourage employees to take the stairwell over elevator use.

## **Wellness: Stress Management**

### **Stress Management Tips:**

- Take stress relief breaks (i.e., meditation, walking or just closing the office door).
- Encourage laughter to reduce stress at the worksite.



## **Wellness: Wellness Resources**

**Here at Peachtree Center, we are proud to offer the following resources to help you quit smoking:**

- Smoke free workplace - see the following section regarding our [Smoking Policy](#).