

TENANT MANUAL

ORLEANS TOWER

**1340 Poydras Street
New Orleans, Louisiana 70112**

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TELEPHONE DIRECTORY

Management Office	(504)529-5848
Security	(504)529-5849
Ambulance/Fire Department/Police	911
Sewerage & Water Board of New Orleans	(504)529-2837
Entergy	800-368-3749

ORLEANS TOWER TENANTS

Strive NOLA (504) 658-4201	Suite 100
Catty Car Corner (504) 561-0061	Suite 103
Notarial Archives (FEMA) (504) 407-0000	Suite 200
Qwest/CenturyLink (504) 616-6702	Suite 220
Clear Communications (504) 888-6666	Suite 340
Custodian of Notarial Archives (504) 407-0106	Suite 360
City of New Orleans, Clerk of Civil District Courts (504) 407-0000	Suite 400
City of New Orleans, Conveyances (504) 407-0007	Suite 410
City of New Orleans, Recorder of Mortgages (504) 407-0005	Suite 420
Custodian of Notarial Archives (504) 407-0006	Suite 500
BI, Inc. (504) 581-6883	Suite 720
City of New Orleans, Civil Service (504) 658-3500	Suite 900
City of New Orleans, DHND (504) 658-4200	Suite 1000
City of New Orleans, DHND (504) 658-4300	Suite 1100
CNO-Code Enforcement (504)658-4301	Suite 1100
City of New Orleans, Indust. Develop. Brd. (504) 658-4242	Suite 1106
Stantec/MWH Americas, Inc. (504) 581-6900	Suite 1420
District Attorney of New Orleans, Child Support Enforcement Division (504) 596-0101	Suite 1500
Accenture (Entergy) (504)	Suite 1600

Capital Post Conviction Project of LA (504) 212-2110	Suite 1700
Consulate General of France (504) 569-2870	Suite 1710
Story Block Media (504) 975-4702	Suite 1720
Taulia, Inc. (504) 715-2149	Suite 1730
Newpark Drilling, Inc. (504) 523-8446	Suite 1750
Orleans Tower Building Management (504) 529-5848	Suite 1770
Network of Economic Development (504) 658-4200	Suite 1800
Hunt, Guillot & Associates (504) 410-8980	Suite 1810
Globenet (504) 227-3001	Suite 1840
H. Davis Cole & Associates (504) 836-2020	Suite 1850
Ace Bayou, Corporation (504) 276-6111	Suite 1870
NOPD – Public Integrity Bureau (504)658-6800	Suite 1900
Southern Financial Exchange (504) 525-6779	Suite 2010
The Misko Law Firm (504)483-9102	Suite 2030
Tulane Drug Analyses Lab (504) 333-6163	Suite 2040
Javier Law Firm (504) 599-8570	Suite 2100
Waggoner Engineering, Inc. (504) 525-9490	Suite 2110
CASA New Orleans (504) 522-1962	Suite 2120
EGPS (Former Gulf Benefit Consultants) (504) 586-0011	Suite 2130
Ergun Investments (504) 301-2153	Suite 2150

BUILDING HOURS & HOLIDAYS

NORMAL BUILDING HOURS

6:00 a.m. - 6:00 p.m. MONDAY - FRIDAY

6:00 a.m. - 1:00 p.m. SATURDAY

CLOSED SUNDAY & HOLIDAYS

Access to the building before and after the above hours can be provided with the use of a card key. Please see access procedures for further details.

BUILDING HOLIDAYS

**New Year's Day
Mardi Gras Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day**

The holiday schedule above indicates those days in which the building will actually be closed to the public and normal services will not be available unless specifically requested with reasonable notice to the Management Office. Services requested on a scheduled holiday are subject to an additional charge to the Tenant.

EMERGENCY EVACUATION

A complete emergency evacuation plan will be furnished to each Tenant at the time of move-in.

Please see that your entire staff is familiar with the plan and knows what to do in the event of an actual fire or a false alarm.

STORM PREPARATION

Due to the likelihood of storms along the Gulf Coast we suggest you make the following preparations in the event of a pending storm:

1. Furnish flashlights for your office. (These come in handy for power outages also).
Please do not use candles!!
2. Remove computers, typewriters, calculators, et cetera from window offices.
3. Remove all vital records, computer tapes, et cetera from window offices and store in a safe place.
4. Disconnect power or turn off computers, et cetera prior to leaving your office.
5. Close all window office doors.
6. Furnish ice chests or make arrangements for perishables et cetera in case of loss of power.
7. Lower mini blinds to curtail flying objects.
8. Valuables such as fine art; et cetera should be removed to a protected area.
9. Currency should be removed and secured.
10. If you have not already, you should provide primary and secondary phone numbers to the Management Office so your company can be notified of losses of power, damages, et cetera.

In the event that you are in the building when the storm hits, the safest possible place for you to be is in the stairwell. By all means evacuate window offices and close their doors.

BOMB THREAT

In the event that you receive a bomb threat via the telephone, please remain calm and listen intently to what the caller is saying.

Proceed as follows:

- (1) **Call 911 and report threat.**
- (2) **Call the Management Office at (504)529-5848.**
- (3) **Begin evacuation of your suite.**

EMERGENCY PROCEDURES

AFTER HOURS CONTACT

The Management Office phone (504)529-5848 is answered twenty-four hours a day. After 5:00 p.m. you can leave voice mail messages or contact Security. In the event of an emergency, please call **Security at (504)529-5849** and identify yourself, the Building, and the nature of your problem.

ELEVATOR PROBLEMS

All the elevator cabs are equipped with emergency phones and an alarm bell. When you pick up the receiver, the call is automatically put through to security. Identify yourself, the Building, and the elevator car number. Help will be on the way immediately. During normal business hours, the alarm bell will be responded to by the Building staff immediately.

ACCESS PROCEDURES

The Management Office issues all card keys for building access. Please complete the enclosed move-in checklist and return as soon as possible.

A card reader is located at the front entrance of the building. Card keys will be programmed according to your wishes, but for security purposes please limit access cards only to those members of your staff whom actually require restricted access privileges. The Management Office will give you instructions on the card key system prior to your move-in date.

The card key system allows you to come and go freely from the Building around the clock.

In the event that you do not have your card key you will not be allowed to enter the building. Under no circumstance is the security officer allowed to open a tenant's lease space without prior authorization.

BUILDING SERVICES

MAINTENANCE

We have a full time engineering staff. Please call the Management Office to schedule your requests or register a complaint. Records are kept so that your request will not be overlooked or forgotten.

The Landlord is not required to make improvements or repairs within the lease premises, except such repairs as may be required for normal maintenance operations. Cost incurred by third party services is subject to Tenant rebill.

All public areas are maintained by the Building maintenance staff. Please report any disorders to the Management Office.

Please do not make personal requests of the maintenance staff as their time is charged to the Building Operations account.

HVAC

Please contact property management should you require temperature adjustment in your suite.

JANITORIAL

Tenant Suites, Common Areas, and Tenant-Occupied Areas

A. NIGHTLY SERVICES

1. Secure all lights as soon as possible each night.
2. Dust mop all resilient, composition and marble floors with dust mops. Spot damp mop to remove spills and water stains as required.
3. Dust all desks and office furniture with treated dust cloths.
4. Empty all waste paper baskets and other trash containers.
5. Remove all trash from floors to the designated trash areas.
6. Remove fingerprints, dirt, smudges, graffiti, etc., from all doors, glass partitions, and elevator interiors.
7. Return chairs and wastebaskets to proper positions.
8. Clean, sanitize, and polish drinking fountains.
9. Dust and remove debris from all metal door thresholds as necessary.

Restroom Service

A. NIGHTLY SERVICES:

1. Restock all restrooms with supplies from stock, including paper towels, toilet tissue, and hand soap as required.
2. Wash and polish all mirrors, dispensers, faucets, flush-o-meters and bright work with non-scratch disinfectant cleaner.
3. Wash and sanitize all toilets, toilet seats, urinals, and sinks with non-scratch disinfectant cleaner.
4. Remove stains; descale toilets, urinals, and sinks as required.
5. Mop all restroom floors with disinfectant germicidal solution.
6. Empty and sanitize all waste and sanitary napkin and tampon receptacles.
7. Remove all restroom trash.

8. Spot clean all fingerprints, marks and graffiti from walls, partitions, glass, aluminum and light switches as required.

Main Floor Elevator Lobbies & Public Corridors

A. NIGHTLY SERVICES:

1. Wash clean all entry glass, including adjacent glass.
2. Spot clean all bright work, including kick plates, base partition tops, hand rails, waste paper receptacles, planters, elevator call button plates, and visible hardware on the corridor side of tenant entry doors.
3. Thoroughly clean all door saddles of dirt and debris.
4. Vacuum, spot clean, sweep, or damp mop all flooring.
5. Spot clean and dust directory board glass and ledges.
6. Empty trash and replace plastic liner, sanitize as needed.

Passenger Elevator Cleaning

A. NIGHTLY SERVICES:

1. Clean metal surfaces.
2. Spot clean cab walls and interior doors.
3. Spot clean outside surfaces of all elevator doors and frames.
4. Vacuum cab floor thoroughly, edge thoroughly.

TRASH REMOVAL

Never leave items that are not trash in or on top of wastebaskets. Tenants are responsible for removal of their own large trash items (i.e. moving boxes, furniture crates, and heavy packing materials). We do not dispose of boxes. If you have boxes to dispose of, please have them taken off property.

Do not place empty boxes or trash in the corridors or stairwells, clearly separate trash items from non-trash items. An additional charge may be incurred for disposal of large items or excess trash.

When a considerable amount of trash (i.e. tenant moving out, new boxed equipment, cleaning out the office refrigerator, or after an office party) needs to be discarded please notify management for assistance.

During the holiday season we will not dispose of Christmas trees or large plants. All trees and plants must be taken off property by way of the freight elevator and loading dock.

SECURITY

Security services are provided by Allied Barton Security twenty-four hours per day, seven days per week, holidays included.

During normal business hours, you may contact the Management Office for security assistance. After normal business hours please call Security at **529-5849**, identify yourself, your location, and state the nature of your problem.

KEYS & LOCKS

The building is set up on a restricted keyway system. To ensure the highest level of security possible for your office space and the building, please contact the Management office for all key and lock requirements.

Additional keys are available at a nominal cost with written tenant authorization. All keys must be returned to management at lease termination.

POSTAL SERVICE

The mailboxes are located on the first (1st) floor past the glass doors on the high-rise side of the building. Scheduled mail collection time is 3:00 p.m., Monday - Friday. The postman will deliver mail to your suite.

Express Mail drop boxes (Federal Express) are located behind the glass doors of the first (1st) floor lobby; high rise side of the building. UPS drop boxes are located on the 1st floors of 1250 Poydras and 1450 Poydras.

PARKING

Parking is located in the Mercedes Benz Superdome (Northeast Lot and Northwest Lot). Arrangements for parking must be made with the Management Office. The hours of operation are 5:30 a.m. - 10:00 p.m. Monday - Friday with full "in and out" privileges. Please make note that on days in which the Superdome is holding an event, "in and out" privileges will be discontinued at the discretion of the Superdome Management, notice will be given. The cost for a new or lost parking card is \$20.00.

VISITOR PARKING

Parking on the side of the building is for visitors as the signs state. Please inform visitors that they must sign in at the security desk. Visitors have a 1 hour time limit. There will be no parking in the freight area. Tenants may park on the side, occasionally for loading and unloading, for a maximum of 30 minutes. Tenants must also sign in at the security desk. Upon leaving this building, all vehicles must be moved. It is not Security's responsibility to contact tenants or visitors when their time has expired. **Any vehicles in violation of these guidelines will be booted and/or towed.**

AFTER HOURS HVAC

In accordance with federal and local energy consumption guidelines, the HVAC business hours for the building are as follows:

Monday - Friday	6:00 a.m. - 6:00 p.m.
Saturday	6:00 a.m. - 1:00 p.m.
Sunday	By request only.

Those desiring air conditioning/heating outside of the above mentioned hours may coordinate your request with the Management Office by written request via facsimile (504)529-5859. For weekends, requests must be made no later than 12:00 noon on Fridays. All other requests should be turned in no later than 2:00 p.m.

The hourly rate for overtime air is based on Tenants lease agreement. The hourly rate is subject to change in accordance with the current utility rates.

LEASING/MANAGEMENT REQUIREMENTS

RENT PAYMENTS

All checks should be made payable to Orleans Tower, LLC and mailed to the following address:

Orleans Tower, LLC
1340 Poydras St., Ste. 1770
New Orleans, LA 70112

And, if payment is made by wire transfer, it should be sent to:

Capital One N.A.
ABA: 065000090
Account: 5720536945
Account name: Orleans Tower LLC
3030 Aurora Ave. 2nd Floor
Monroe, LA 71202
Phone: 318-338-3096
Comment Line: Lessee Name & Suite Number

Rental payments are due on the 1st of the month. Late charges will be incurred according to your lease agreement.

MANAGEMENT REQUIRED INFORMATION

The following information will be requested of you prior to move-in. Please return the forms and information at your earliest convenience, as this will be of great assistance to the Management Staff in their efforts to serve you.

- (1) Graphics Order Form**
- (2) Move-In Check List**
- (3) Insurance Certificate (provided by your insurance agent)**
- (4) Parking Forms**
- (5) Moving Information**
- (6) Keying Requirements**
- (7) Contact Personnel**

INSURANCE COVERAGE REQUIREMENTS

Tenants are required to carry Public Liability Insurance in accordance with their lease agreement.

Your insurance carrier should be notified to provide the Management Office with an insurance certificate naming the Landlord as per the lease agreement as an additional insured. The Certificate Holder and additional insured should be **Orleans Tower, LLC**. It is the tenant's responsibility to keep the coverage in effect through the lease term.

PROPERTY REMOVAL

Please use the property removal form (enclosed) for members of your staff that are authorized to remove equipment, furnishings, supplies, et cetera from the building. Please complete and send the form to the Management Office via facsimile **(504) 529-5859** for notification. The form must accompany the items that are being removed, and materials will be logged by security upon exiting the building. This procedure is for your own protection.

DELIVERIES

All deliveries must be scheduled with the office at least 24 hours in advance. (This does not include small office supply deliveries or normal UPS/DHL/FedEx/Airborne deliveries.) If prior notice is not given, we do reserve the right to refuse any delivery that is not scheduled with the Management Office. We ask that all deliveries that will occupy the loading dock and/or freight elevator for 1 hour or more be scheduled with the Management Office.

Please fax all requests to the Management Office at **(504) 529-5859**. **(24 hrs. prior notice)**

Please advise your movers that they will not be allowed to bring their dollies and/or hand trucks through the front lobby.

MOVES

Due to the volume of visitors ALL moves must be coordinated with the management office to take place after hours, or during the weekend. Other arrangements may be necessary during sporting events at the Superdome and Arena. Special arrangements must be made for heavy or oversized items to be hauled in the freight elevator. Please fax all requests to the Management Office at **(504) 529-5859**.

GRAPHICS

The Management Office can furnish the appropriate forms for ordering Tenant signs consisting of one (1) building standard plaque, one (1) directory board strip and graphics. Signage is the Tenant's expense according to your lease agreement. Please allow six (6) to eight (8) weeks delivery time.

TELEPHONE

New equipment, cable pulling, et cetera must be coordinated with the Management Office. There are no public telephones in the building.

SPECIAL EVENTS

Open house, marketing, holiday and other social events should be reported to the Management Office with reasonable notice.

The Management Staff can help you plan the event and see that all runs smoothly. For example, you may want to program air conditioning in advance. Security should be made aware of the event so your visitors can be directed properly on their arrival and observed for their safety on their departures.

SMOKING

Orleans Tower is a non-smoking environment. There is a designated smoking area for tenants at the loading dock (rear entrance of the building). Please inform employees that smoke to dispose of cigarette butts in the receptacles provided in this area.

COMMUNICATION

Your company is asked to provide the Management Office with the name of at least one (1) individual designated as "Contact person" to communicate with management. Questions concerning interior temperature, parking and other items should be channeled through this individual. This process greatly increases management's ability to respond effectively to your needs.

SOLICITING

Soliciting is prohibited in this office building. If someone is soliciting in your office suite, please notify management immediately.

MEDIA

For the respect of our tenant's privacy, any tenant conducting an interview with the media must inform security and management as to who will be conducting the interview, and time and place, of the interview. Please inform management at least 4 hours prior to the Media's arrival.

OFFICE SECURITY

Due to the daily volume of visitors to the building, it is suggested that the following preventative security measures be communicated to all staff for their safety and the security of their personal belongings as well as those of the company.

The following is a list of suggested preventative measures:

- 1. Keep all doors locked after you leave.**
- 2. Instruct employees not to keep valuables in the office, but if it is necessary, in locked desks.**
- 3. Keep calculators and expensive items off desktops when not at desk.**
- 4. Articles of value (handbags, coats, etc.) should not be left in unguarded reception areas or on desks in offices even for a few minutes.**
- 5. Thoroughly mix the combination lock when closing a vault or safe.**
- 6. Do not leave a vault or safe combination in a desk.**
- 7. Notify management when loiterers are observed in corridors or restrooms. Report peddlers and canvassers.**
- 8. Special care should be taken during times best suited for pilferage.... 30 minutes just after opening, during lunch hours, and before closing...when there is a maximum of movement of personnel and absence from work areas and offices.**
- 9. Record serial numbers to aid police in recovering property in the event of loss or theft.**
- 10. Your termination policy should include obtaining suite keys and access cards from discharged employees.**
- 11. Someone in your office should be assigned responsibility for maintaining a list of who has keys to your office.**

BUILDING RULES & REGULATIONS

1. **The sidewalks, entries, passages, and stairways shall not be obstructed by the Tenant or its agents, or used by them for any purpose other than ingress & egress to and from their offices.**
2. **Furniture, equipment, or supplies shall be moved in or out of the Building only during such hours and in such manner as may be prescribed by the Landlord.**

No safe or article, the weight of which may constitute a hazard or danger to the Building or its equipment, shall be moved into the Premises. Safes and other equipment, the weight of which is not excessive, shall be moved into, from or about the Building during such hours and in such manner as shall be prescribed by the Landlord, and the Landlord shall have the right to designate the location of such articles in the space hereby demised.

3. **The name of the Tenant and/or signs of the Tenant shall not be placed upon any part of the Premises except as provided by the Landlord.**
4. **Water closets and other water fixtures shall not be used for any purpose other than that for which the same are intended, and any damage resulting to the same from misuse on the part of the Tenant, its agents or employees, shall be paid for by the Tenant. No person shall waste water by tying back or wedging the faucets in any manner.**
5. **No animals shall be allowed in the office, halls or corridors of the Building, excluding service animals. Identification papers will be requested for service animals.**
6. **Bicycles or other vehicles shall not be permitted in the offices, halls, or corridors of the Building, nor shall any obstruction of sidewalks of entrances of the Building by such be permitted. There is a bicycle rack on the loading dock.**
7. **No person shall disturb the occupants of the Building or adjoining buildings or premises by the use of any television, radio, or musical instrument or equipment, or by the making of loud or improper noises.**
8. **No additional lock or locks shall be placed by the Tenant or any door in the Building unless written consent of the Landlord shall first be obtained.**
9. **The use of oil, gas or flammable liquids for heating, lighting or any other purpose is expressly prohibited. Explosives or other articles deemed extra hazardous shall not be brought into the Building. No space heaters.**

- 10. The Tenant shall exercise due care and within reasonable limits shall not mark upon, paint or affix upon, cut, drill into, drive nails or screws into, or in any way deface the walls, ceilings, partitions, or floors of the Premises or of the Building, and any defacement, damage, or injury caused by the Tenant, its agent or employees shall be paid for by the tenant.**
- 11. The Landlord shall at all times have the right by its officers or agents to enter the Demised Premises to inspect and examine the same and to show the same to persons wishing to lease, purchase, or mortgage them.**
- 12. The Tenant agrees to use chair pads to be furnished by the Tenant under all rolling and ordinary desk chairs in the carpeted areas of the Demised Premises throughout the term of this Lease.**
- 13. The Landlord reserves the right to make such other and further reasonable rules and regulations as in its judgment may from time to time be necessary and desirable for the safety, care, and cleanliness of the Demised Premises and for the preservation of good order therein. Such rules and regulations shall be effective upon receipt of changes and/or additions as provided by the provision for Notice, Section 19 of said Lease.**

FORMS

Orleans Tower, LLC
1340 POYDRAS STREET
NEW ORLEANS, LA 70112

MOVING ARRANGEMENTS

Please coordinate all moving arrangements with the building management. Such pre-arrangement will enable us to respond effectively to any special request or needs you may have during your move. Please fill out the form below indicating who your moving company is, the contact person and their phone number. Your moving company will be required to provide to property management evidence (certificate of insurance) of coverage as follows: Comprehensive General Liability - \$1,000,000; Automobile Liability - \$1,000,000; and Workers Compensation - \$1,000,000.

Tenants are responsible for removal of their own large trash items (i.e. moving boxes, furniture crates, and heavy packing materials). If your furniture delivery people are unable or unwilling to remove these items for you, please notify the management office and we will make arrangements with our janitorial service. Depending on the volume and/or size of the trash to be removed, there may be an extra charge associated with the removal. The tenant will be invoiced accordingly.

Any damage to the building resulting from movement of items to or from a Tenant's leased space will be repaired at the expense of the tenant.

Air conditioning/heating will be provided free of charge during your move-in. Please indicate below the hours you would like this service during the move process.

Tenant/Company Name: _____ Suite #: _____

Moving Company: _____

Contact Name: _____

Phone Number: _____

Air conditioning will be needed during the moving process as follows: _____

KEYING REQUIREMENTS

Your lease provides you with two keys per lockset for corridor suite doors. Please contact Property Management with the number of keys required. You may have special keying requests for interior locks as well, which management will need to know of in advance. Upon move-in, keys will be made available for you. Additional keys will be \$5.00 each.

TENANT NAME:

SUITE NUMBER:

KEYS REQUIRED:

SPECIAL REQUIREMENTS:

Signature of authorized individual must appear below authorizing issuance of keys requested.

AUTHORIZED BY:

Printed Name:

Title:

Date:

AFTER HOURS ACCESS CARD REQUIREMENTS

Tenants are asked to identify employees whom they wish to grant after-hours access to the building (6:00 p.m. - 6:00 a.m.). The building is on a card access system; Cards are issued at \$25.00/card; please issue cards ONLY to those employees who need after hour access. In the event the card is lost or misplaced it must be reported to management immediately. A replacement card will be issued at a cost of \$25.00 per card.

New employees and terminated employees must be reported immediately in writing to management. Access cards belonging to terminated employees must be returned to management. The individual who is authorized to approve issuance of the access card must sign this form.

Please do not swap cards between employees. If access cards are not returned to management, an additional \$25.00 fee will be assessed to the tenant.

Company Name: _____

Suite #: _____

<u>Employee Name</u>	<u>Card Number</u>

Authorized by: _____

Printed Name: _____

Title: _____

Date: _____

PARKING INFORMATION SHEET

GARAGE _____ CARD # _____ ACCT. # _____

To be completed by ORLEANS TOWER LLC-ONLY

PLEASE PRINT

LAST NAME

FIRST NAME

MI

1340 Poydras Street

BILLING ADDRESS

New Orleans

LA

70112

CITY

STATE

ZIP CODE

HOME / CELL PHONE

COMPANY NAME

SUITE/ ROOM#

WORK PHONE

VEHICLE INFORMATION

YEAR 1. _____ 2. _____

MAKE _____ _____

MODEL _____ _____

COLOR _____ _____

LICENSE PLATE _____ _____

STATE REGISTERED _____ _____

***\$20.00 parking card fee required.

TENANT COMMUNICATIONS

Please indicate the name(s) of individual(s) in your group who has been designated as your "Contact Person" to communicate with Property Management regarding temperature control, maintenance, janitorial, security, or any other building related items. All communication and responses will be channeled through this individual. This will greatly increase our ability to effectively respond to your needs. Also, please indicate whether this person may authorize service requests, which may result in a charge back to the tenant.

Company Name: _____

Suite Number: _____

Contact Person	Authorized to sign work orders that may result in a charge back.	
	Yes	No
	Yes	No
	Yes	No

Please provide management along with this form, a list of all current employees. It is the tenant's responsibility to keep management updated of all changes to the employee roster (termination, additional employees, etc.).

Signature of authorized individual must appear below authorizing above contact person(s).

AUTHORIZED BY:

Printed Name: _____

Title: _____

Date: _____

Tenant Contact Form

PRINT CLEARLY

Date: _____

Tenant Name: _____

Suite #: _____ Total # of Employees: _____

Main Number #: _____ Main Fax: _____

Type of Business: _____

Emergency Contacts

Amoco Building Management is requesting contact information from your company intended for *After Hours Emergencies*. Please list three (3) people and their telephone numbers and e-mail addresses in the order you would like us to attempt to contact in the event of an emergency.

Primary Contact

Print Name

After Hours Telephone #

E-mail Address

Alternate Phone # or Cellular

1st Alternate

Print Name

After Hours Telephone #

E-mail Address

Alternate Phone # or Cellular

2nd Alternate

Print Name

After Hours Telephone #

E-mail Address

Alternate Phone # or Cellular

AFTER HOURS MOVE AUTHORIZATION FORM

Below is a form that needs to be completed by authorized personnel with the authority to give approval to move furniture and equipment from your suite. This form must be on file. Please return to the Management Office as the need arises.

COMPANY NAME: _____

SUITE #: _____

SIGNATURE: _____

TYPE/PRINT NAME: _____

SIGNATURE: _____

TYPE/PRINT NAME: _____

SIGNATURE: _____

TYPE/PRINT NAME: _____

Signature of authorized individual must appear below authorizing above person(s).

AUTHORIZED BY: _____

Printed Name: _____

Title: _____

Date: _____

MOBILITY IMPAIRED EMPLOYEES

Please list below any persons having any mobility impairment and their location in your suite. This list must be maintained and updated as necessary, by the tenant.

NAME	LOCATION (closest stairwell)

-